



SCHEME OF DELEGATION TO THE PARISH CLERK

Adopted by the Parish Council 6 May 2021

Re-Confirmed 13 June 2022

Reconfirmed 10 July 2023

Reconfirmed 8 July 2023



Introduction

1. Section 101 of the Local Government Act 1972 provides that a local authority may arrange for the discharge of any of their functions by a Committee, sub-committee, or an officer.
2. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
3. The Clerk is delegated to take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.
4. The Clerk may incur expenditure on behalf of the Council, as per Financial Regulations.
5. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and shall be reported to the next available Council meeting.

Delegation to the Proper Officer

The Council's Scheme of Delegation authorises the Clerk/ Responsible Financial Officer to the Council to act with delegated authority in the specific circumstances detailed below:

- To respond to all correspondence that doesn't require an opinion of the Council or its committees
- To apply for planning consent for the carrying out of development by the Council.
- To manage the Council's website
- To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000.
- To manage, monitor and review the Council's internal control procedures and risk assessments.
- To operate the Council's banking arrangements.
- Incur expenditure as per Financial Regulations.
- Pay all subscriptions to organisations to which the Council belongs.
- Make all necessary arrangements for the provision of the internal audit.
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
- Accept quotations or tenders for work supplies or services on behalf of the Council.
- Carry out virement of sums between budget codes in accordance with the Council's Financial Regulations.
- To update and maintain a Register of Assets and Inventory of Equipment.
- Make all necessary arrangements for the Council's insurances.



- Manage the Council staff in accordance with the Council's policies, procedures and budget.
- Determine approved duties for the payment of travel and subsistence expenses from Members and Officers where they represent the Council outside of the Parish Council area.
- Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
- Authorise training in line with the Council's policies.
- Commission legal and professional advice on staffing matters.
- The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council.
- Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- Prepare a draft budget for consideration by the Council.
- Prepare the final accounts for each financial year.
- Undertake day to day management and maintenance of Council assets.
- To prepare the job description and person specification in consultation with the Full Council, placing of the advertisement and short-listing of applicants for vacancies.
- To dispose of Council records according to the Council's Document Retention Policy.
- To undertake day to day management and maintenance of Council assets
- To authorise required repairs to the play area that fall within the budget
- To deal with the day to day matters relating to the use of the play area, Glebe Field and Sports grounds