

Scheme of Delegation to the Parish Clerk

The scheme does not delegate any matter:

- a. Reserved by law
- b. Which by law may not be delegated to a Councillor and /or Officer.

The powers and duties set out in this scheme are delegated to the Parish Clerk as the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972 and has responsibility for the management of the organisation.

The scheme will be reviewed on a regular basis as required by the Council and when a new Parish Clerk is appointed.

Framework

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Parish Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Financial Regulations
- The Council's Contract Procedure Rules
- The Council's adopted policies
- All statutory common law and contractual requirements.

The Parish Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty. *Delegation of finance shall only be exercised if there are insufficient members to form a quorum.*

1. Extent of Delegation

The Parish Clerk is authorised to undertake the day-to-day administration of the Council to include:

Finance

- To operate the Council's banking arrangements
- To pay all accounts properly incurred
- To incur expenditure on revenue items within the approved estimates and budgets under their control
- To pay salaries and statutory payments
- To make all necessary arrangements for the provision of an internal and external audit service for the Council
- To carry out virement of sums between cost centres in accordance with the Council's Financial Regulations

Planning

- The council delegates decisions arising under development control consultations to the clerk in consultation with all Councillors.
- Consultation may be by correspondence, including email, or in person. It may also take place at meetings of the council
- The clerk will arrange for relevant papers to be circulated to the councillors who should return their comments, to the clerk for determination of the council's response within the prescribed consultation period.
- Delegated decisions will be reported to, and recorded in, the minutes of the next council meeting
- In respect of controversial or major development proposals, the clerk in consultation with the chairman, may decide that a parish meeting and/or an extraordinary meeting of the council be called to consider the matter

Written Records

The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The Clerk will keep a log of all decisions made under delegated powers and will arrange for these to be made open for public inspection via the Council website.