

Delegation Scheme concerning the Clerk/RFO to the Council

Relating to the Proceedings & Business of the Council

Approved: May 2016

Review Date:

1. The Clerk / RFO

- 1.1** The Clerk to the Council shall be the Responsible Financial Officer (RFO) to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.
- 1.2** The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:
- Receive declarations of acceptance of office
 - Receive and record members' interest
 - Receive and grant dispensations according to the Council's Code of Conduct; details of all dispensations received and granted to be reported to the Council at the next available meeting.
 - Receive and retain plans and documents
 - Sign notices or other documents on behalf of the Council, to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
 - Receive copies of bye-laws made by a primary local authority
 - Sign summons to attend meetings of the Council
 - To institute and appear in any legal proceedings authorised by the Council
 - To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the residents of Old Marston)
 - To oversee the management of open spaces and amenity areas
 - To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000
- 1.3** In addition, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:
- Day to day administration of services together with routine inspection and control
 - Authorisation to call any extra-ordinary meetings of the Council or any Committee as necessary, having consulted with the Chairman of the Council, and/or the Chairman of the appropriate Committee
 - Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but

not correspondence requiring an opinion to be taken by the Council or its Committees

- Authorisation of routine recurring expenditure within the agreed budget according to the Council's financial regulation 5.6
- Emergency expenditure up to £1,000 outside of the agreed budget according to financial regulation 4.5
- To incur expenditure up to a maximum of £1,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution.
- To accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations) subject to:-
 - The cost not exceeding the amount of the approved estimate;
 - The tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation;
 - All the requirements of the Council's Financial Regulations being complied with.
 - To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
 - To invest monies held by the Council in accordance with the Council's Investment Policy.

1.4 Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

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 decisions are those:

- made under a 'specific express authorisation', or
- made under a general authorisation where the effect of the decision is to:
 - i) grant a permission or licence,
 - ii) affect the rights of an individual, or
 - iii) award a contract or incur expenditure which, in either case, significantly affects the financial position of the Town Council.

1.5 Cemetery

- The Parish Clerk is authorised to allocate plots in accordance with the Council's Cemetery Policy.