



Delegation To The Parish Clerk & RFO

The Clerk/RFO has the following delegated powers, which in their absences passes to the Deputy Clerk:

1. The Parish Clerk (or authorised assistant) shall be the proper officer for all proper officer functions
2. The Parish Clerk (or authorised assistant) shall carry out and implement any Council, committee, or sub-committee decision.
3. The Parish Clerk (or authorised assistant) may give instructions for the carrying out of routine maintenance and repair of the Council's property and land where budget provision has been made for such works.
4. The Parish Clerk (or authorised assistant) may take urgent decisions on behalf of the Council following consultation with the relevant Committee or Chair/Vice-Chair. In the case of any financial implication / risk to the Parish Council, usually (but not confined to) a health & safety matter, the Parish clerk must comply with limits as authorised in adopted financial regulations, and report back to the next available meeting of the Council (either full Council or committee).

Payments:

1. To have a spend budget of £500 for work within the remit of the Council, where prior approval cannot be obtained from full council or Committee due to time constraints.
2. To have an emergency spend budget above £500 up to £1,000 (authorised in conjunction with the two Councillors) for work within the remit of the Council, where prior approval cannot be obtained from full council or Committee due to time constraints.
3. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall seek authorisation from two Councillors.
4. To make arrangements to pay salaries and wages to all employees of the Council.
5. To substitute alternative products/services where the originally agreed cannot be provided, subject to being no more than 10% above the original cost.
6. To authorize payments if it is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
7. To authorize payments if it is an expenditure item authorised under 7.1 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
 - 7.1 For each financial year the Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Pension Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of financial regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council

Meetings:

1. The Clerk (or authorised assistant) shall arrange and call meetings of the Council, its committees and sub-committees in consultation with the relevant chairman.
2. To convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office.
3. To accept apologies from councillors and reasons given.

Communication & Correspondence:

1. To receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
2. The Clerk/RFO may respond to consultation documents received by the Council where no member has requested the matter be considered by a committee.
3. The Clerk is the press officer of the Council and can respond to questions from the press and members of the public and can put out press releases and post to social media as long as the information is factual and in line with Council policy and agreement.

The Clerk/RFO has the following delegated powers, which in their absences passes to the Deputy Clerk, where the council cannot meet due to events beyond their control – a list of all decisions and payments made under these powers should be submitted to the next meeting of the Council for review and ratification.

1. The Clerk/RFO (in conjunction with three councillors) can authorise payments or procure parts and services on pre-approved projects or day to day expenditure where budget provision has been made for such works. One of the three councillors should not be a signatory on the account. Requirements for obtaining quotes and tenders should be followed for the relevant procurement threshold.
2. In cases of extreme risk to the delivery of council services or a health & safety matter, the clerk may authorise expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure.. The Clerk shall seek authorisation from two Councillors.
3. In cases of extreme risk to the delivery of council services, a health & safety matter, or for the carrying out of routine maintenance and repair of the Council's property and land where budget provision has been made for such works; the clerk may employ temporary staff or contactors within budgetary provision pre-approved by Council. Requirements for obtaining quotes and tenders should be followed for the relevant procurement threshold.
4. The Parish Clerk (or authorised assistant) may take urgent decisions on behalf of the Council following consultation with two councillors. In the case of any financial implication / risk to the Parish Council, usually (but not confined to) a health & safety matter, the Parish clerk must comply with limits as authorised in adopted financial regulations, and report back to the next available meeting of the Council (either full Council or committee).
5. To carry out the delegated powers and responsibilities of all committees in line with relevant council policies.