

Marston Sicca Parish Council

Scheme of Delegation to the Clerk

This Scheme of Delegation was adopted by the Council at the Meeting held March 21st 2020.

The powers and duties set out in this scheme are delegated to the Parish Clerk. The Parish Clerk, as the council's Proper Officer is also the council's Responsible Financial Officer. The Extent of Delegation is noted below but as a Caveat to this the Clerk will discuss with the Chair and at least one other councillor by phone/email to obtain their views on any key topic including planning and legal issues.

Delegated powers comply with:

- approved budgets
- the Councils Financial Regulations
- conditions within Standing Orders (code of conduct etc.,).

Service area	Function
Finance	<ol style="list-style-type: none"> 1. To manage the councils banking arrangements, to issue monthly financial accounts for council review and manage bank accounts in accordance with council risk policy and investment policy 2. To make payments in accordance with the budget * <i>this process will continue to require 3 signatures but may be reviewed should the situation require amendment/change in bank mandate.</i> 3. To maintain good budget controls 4. To have council approval to spend up to £300 for any exceptional Parish Council related expense not noted in the budget. 5. To prepare accounts for Audit purposes
Communications	<ol style="list-style-type: none"> 1.To ensure information continues to be conveyed to councillors 2.To ensure accurate data is maintained within the council website and council Notice Boards
Contractors	To liaise with and be the first point of contact for all contractors appointed by the Parish Council.
Decisions	To take all necessary action including signing any document necessary to give effect to any decision of the council and its scheme of delegation (urgent matters relating to land transfer and planning will be discussed with the Chair and at least one other councillor for their views)
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the council as required by statute and to liaise with them regarding any statutory notices, electoral arrangements and co-option.
Emergency Planning	1. To lead the Council's response in the case of a local major emergency in consultation with and/or under the direction of the Emergency Planning Officers of the county & district councils.

	2. To report to the council issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency
Data Protection & Freedom of Information	1.To have responsibility for the council's publication scheme 2.To be responsible for applying the requirements of the Freedom of Information and Data Protection Act
Health & Safety	1. To be the responsible officer for all safety purposes prescribed by law
Land & Property	1. To purchase necessary goods and supplies 2. To ensure land owned by the Parish Council is maintained in accordance with any agreements 3. To continue to pursue conclusion to any land due to be transferred to the Parish Council 4. To secure legal comment on all aspects relating to land transfer 5. To sign any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Parish Council (including the transfer of land) 6. To direct the custody of Parish Council property and documents in accordance with the provisions of Local Government Act 1972
Reporting	In addition to continued communication with Councillors, the clerk will in addition to providing monthly accounts, will also provide a situation report.

The following items cannot be delegated to the Clerk:

- *Levying or issuing a precept
- *Borrowing Money
- *Approving the Councils annual accounts
- *Adopting or revising the Councils Code of Conduct

Approved

Chair..... Date.....