

Broughton in Amounderness Parish Council

Clerk Scheme of Delegation

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1. Summary

The Parish Clerk's Scheme of Delegation outlines the specific duties and powers delegated to the Clerk by Broughton in Amounderness Parish Council. This delegation ensures the effective and timely management of council affairs in accordance with statutory requirements, council policies, and procedures.

2. Introduction

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3. Statutory Duties

The Parish Clerk is the Council's Proper Officer and Responsible Financial Officer (RFO) and has the authority to:

1. Ensure the Council complies with all statutory and legal obligations.
2. Administer the Council's financial affairs, including maintaining accounts, ensuring audits are completed, and preparing financial reports.
3. Act as the Council's principal adviser on policy and administrative matters.

4. Financial Delegation

The Clerk, as RFO, is delegated authority to:

Broughton in Amounderness Parish Council

1. Authorise expenditure within the limits set by the Council's budget (up to £500 per transaction unless otherwise stated by the Council).
2. Approve routine payments, including salaries, utility bills, and regular maintenance contracts.

Maintain financial records, prepare budgets, and report financial performance to the Council.

Transfer funds between bank accounts, as necessary, to maintain liquidity.

5. Operational Management

The Clerk is authorised to:

1. Manage the day-to-day operations of the Council, including overseeing staff and contractors.
2. Arrange for emergency repairs or services to ensure the safety and functionality of Council property, within financial limits.
3. Liaise with external organisations, contractors, and suppliers on behalf of the Council.
4. Respond to correspondence and enquiries on behalf of the Council.

6. Planning Matters

The Clerk may:

1. Respond to minor planning applications on behalf of the Council where the deadline for response falls before the next Council meeting, in consultation with the Chair and relevant councillors.

2. Refer Major, significant or controversial planning applications to the Full Council or Planning Committee for discussion.

7. Governance

The Clerk is authorised to:

1. Prepare agendas for meetings of the Council and its committees, ensuring compliance with statutory notice periods.
2. Record and publish minutes of all Council and committee meetings.
3. Act on decisions and resolutions passed by the Council.
4. Ensure policies and procedures are updated and adhered to, including the Council's Code of Conduct and Standing Orders.

8. Emergency Powers

In cases of urgency or emergency, the Clerk is empowered to:

1. Make decisions on behalf of the Council, in consultation with the Chair or Vice-Chair. Any such decisions must be reported to the next Full Council meeting for ratification.
2. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work to Council assets which is of such extreme urgency that it must be undertaken immediately, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000.00.
3. To take any action regarding minor repairs (up to a cost of £500.00).

9. Reporting and Accountability

The Clerk will provide regular reports to the Council, including:

1. Financial updates.
2. Progress on projects and tasks.
3. Correspondence and issues arising that require Council consideration.

10. Limitations

The Clerk is not authorised to:

1. Make decisions on behalf of the Council outside of the delegated authority.
2. Commit the Council to significant expenditure or obligations without prior approval.
3. Change Council policy or strategy without resolution by the Council.

11. Review of Delegation

This Scheme of Delegation will be reviewed annually or as required to ensure it remains current and effective.