

BROXTED PARISH COUNCIL SCHEME OF DELEGATION

This Scheme of Delegation authorises the Clerk to act with delegated authority in the specific circumstances detailed.

This scheme supplements the delegated powers contained in the Clerk's job description and the council's financial regulationsⁱ, and in any other documents or procedures created by the council from time to time.

1. Responsible Financial Officer Duties & Powers

The Clerk shall be the Responsible Financial Officer to the Council and as such shall be responsible for the Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer Duties & Powers

2.1 The Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office;
- 2.1.2 Receive and record notices disclosing interests at meetings;
- 2.1.3 Receive and retain plans and documents;
- 2.1.4 Sign notices, agreements, licences or other documents on behalf of the Council;
- 2.1.5 Receive copies of By-laws made by another local authority;
- 2.1.6 Certify copies of By-laws made by the Council;
- 2.1.7 Sign and issue summonses to attend meetings of the Council.
- 2.1.8 Keep proper records for all Council Meeting
- 2.1.9 Notify the Returning Officer of any casual vacancies and liaise with him/her regarding the conduct of elections

2.2 In addition, the Clerk has authority delegated by the Council to undertake the following matters on behalf of the Council:

- 2.2.1 The day to day administration of services, together with routine inspection and control.
- 2.2.2 Authorisation of expenditure within the agreed budgets, after consultation with the Chairman and at least one other councillor (or if the Chairman is not available, two councillors); but if the expenditure would materially affect the Council's financial position the decision must be recorded in writing .
- 2.2.3 Emergency expenditure up to £500 outside of the agreed budget (see 3 - Urgent matters - below).
- 2.2.4 Dealings with all press and public relations on behalf of the Council in consultation with the Chairman or Vice-Chairman.
- 2.2.5 Liaise with Uttlesford District Council and Essex County Council on clear uncontentious matters of concern raised by members of the public or Councillors without first putting it on a Council agenda.

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- 2.2.6 Produce items for the Five Parishes Magazine
- 2.2.7 Publish items on the website and/or social media channels.

2.3 This Scheme shall be reviewed on a regular basis and as required, and may be revised by the Council from time to time.

3 Urgent Matters

3.1 Where:

- in the opinion of the Clerk a decision is needed sooner than the intended date of the next ordinary meeting of the council and
- the decision relates to the Council's responsibilities or services to its residents
- and the powers conferred by paragraph 2.2 and otherwise are insufficient

the Clerk must consult the Chairman and such other councillors as may be necessary. S/he is then authorised to act on behalf of the Council in respect of the urgent matter only.

3.2 The purpose of delegation under this paragraph is to enable the Council to carry out its responsibilities and provide its services. The powers granted are limited to this purpose and to the urgent matter in question.

3.3 Decisions taken under this paragraph shall be recorded and reported to the next meeting of the Council.

4. Limits on delegated powers

4.1 The Clerk is not authorised by this Scheme of Delegation or otherwise to act in any matter specifically reserved by statute for determination by the Parish Council.

4.2 Powers may also be delegated to duly-constituted committees of the Council but not to individual councillors.

Approved at a meeting of Broxted Parish Council on
Reviewed

¹ Financial Regulations confer delegated powers to the Clerk or RFO as follows:

1.9 to decide on the form and content of accounting records
4.1 to authorise expenditure up to £499.99 in conjunction with the chair of the council or the relevant committee, up to the limit of the budget allocated for that class of expenditure
4.5 in the case of extreme risk to the delivery of council services, to authorize expenditure up to £500 regardless of the provision in the budget
5.5 to authorise payments in limited circumstances and with conditions i.e.
- under a continuing contract for regular payments, a statutory duty or an obligation
- to avoid legally-enforceable interest charges for late payment
and to transfer up to £2,000 between the council's bank accounts.