

# *Cawston Parish Council*

Cawston Community Hall, Scholars Drive, Cawston, Rugby CV22 7GU

## SCHEME OF DELEGATION TO THE CLERK.

Reviewed 21<sup>st</sup> May 2024

VERSION 4

# Cawston Parish Council

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## Cawston Parish Council Scheme of Delegation to the Clerk

1. This scheme is in addition to Standing Orders and Financial Regulations as adopted by the Council.
2. Local Councils may delegate decisions to a committee or a paid officer.
3. No parish councillor may act independently; all parish council actions must be by way of the full council, a committee or the clerk.
4. Delegation for urgent business is a necessity in this fast-changing age.
5. The Parish Council's Standing Orders & Financial Regulations are based on the NALC models.
6. The Clerk, as the council's 'Proper Officer', is also the council's Responsible Financial Officer (RFO).
7. Cawston Parish Council reserves the right to revoke this Scheme of Delegation by resolution at any time.

**This scheme of delegation is not comprehensive and is subject to being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations.**

Service area	Function
Audit	To maintain a continuous in house audit with bank reconciliations that is to be available for members to review at least three times per year.
Communications	To deal with all press and public relations on behalf of the council (see also ICT below). To instruct the ancillary staff with delegated tasks.
Consultations	To notify the Council of all planning application consultations received. In the event of the consultation end-date falling before the date of the next council meeting, to discuss with the Chair and either call an extraordinary meeting or to agree the Council's response and submit.
Contractors	To liaise with and instruct (through direction of the Council) all contractors appointed by the parish council including the Parish Lengthsman.
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.
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

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	<p>of the Emergency Planning Officers of the county &amp; district councils.</p> <p>2. To report to council issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency</p>
Finance	<p>1. If required, and dependent on banking arrangements, to manage timely transfer of funds between the council's bank accounts in order to maintain adequate cash-flow and in accordance with the council's investment policy.</p> <p>2. To maintain adequate insurance cover for the council's activities and assets.</p> <p>3. To act as Responsible Finance Officer for the purposes of the Accounts &amp; Audit Regulations.</p> <p>4. To present accounts for payment following Council/Committee sanction but to automatically pay invoices and salaries when there is no public meeting that month.</p> <p>5. To provide a draft budget to the council for the forthcoming year and forecast for future years.</p> <p>6. To authorise payments within the approved budget to value of £5000 or beyond that amount if the quotation has been approved by full council or an appropriate committee.</p> <p>7. Other delegations in accordance with financial regulations.</p> <p>8. 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 £5000.</p>
Data Protection and Freedom of Information	<p>1. To have overall responsibility for the council's publication scheme.</p> <p>2. To be responsible for applying the requirements of the Freedom of Information Act and Data Protection Act.</p>
Health, safety and wellbeing	<p>1. To arrange for and keep the council's schedule of risk assessments up to date</p> <p>2. To take all necessary action to implement actions identified to mitigate risks in the workplace and on council property</p> <p>3. To be the responsible officer for all safety purposes prescribed by law</p>
Information and Communications Technology	<p>1. To be responsible for the provision and management of information and communication technology provided throughout the council.</p> <p>2. To report on the need for replacement of out-dated equipment and the purchase of new equipment.</p>

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	3. To have overall responsibility for the council's website and any other online presence.
Land and property	1. To purchase necessary goods and supplies. 2. To be responsible for the maintenance of the Cawston Community Hall in conjunction with the Caretaker. 3. To manage and maintain the Council's assets. 4. To be responsible for the day to day running of the Community Hall including bookings and staffing.
Meetings	To arrange and call meetings of the council and its committees as and when expedient in consultation with the council's Chairman.
Proper Officer	To act as Proper Officer for the purposes set out in Standing Orders and for all other purposes prescribed by law.
Staff	The clerk is responsible for the management of all ancillary staff.
Standing Orders	1. To adhere to the Standing Orders of the council. 2. Arrange for annual review.
Urgent business	1. Urgent decisions required between scheduled meetings are delegated to the Clerk in consultation with the Chairs of the Council and/or the Finance and General Purposes Committee. 2. In the absence of the clerk or in the event that the clerk is an interested party, s/he will be substituted by an appropriate substitute from outside the parish council, ideally a clerk from within Warwickshire District 3. In the absence of the council's chairman, or in the event that the council's chairman is an interested party, s/he will be substituted by a fellow councillor. 4. Decisions made under this delegation will be reported to and minuted at the next council meeting. 5. Under this delegation, where appropriate, the clerk may conclude that an extraordinary meeting of the council be called to deal with the urgent matter.

Signed:.....

Chair, Cawston Parish Council