

Earsham Parish Council

Scheme of Delegation

1. Council functions

The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) (if any) may make recommendations for the Council's consideration.

These functions shall be in accordance with the Council's Standing Orders and Financial Regulations.

- a) Approving the annual budget and setting the precept.
- b) Approving the annual return, and internal and external audit reports.
- c) Authorising all borrowing.
- d) Adopting and making any amendments to the Standing Orders, Financial Regulations, Policies and the Scheme of Delegation.
- e) Making orders under any statutory powers.
- f) Making, amending, or revoking by-laws.
- g) Establishing committees and determining their terms of reference, and membership (if appropriate)
- h) The appointment to or co-option on a Committee or Sub-Committee of a person not a member of the Council or the Committee.
- i) Appointing or nominating Council representatives to outside bodies.
- j) Creating, approving, or reviewing a neighbourhood plan.
- k) Appointing and dismissing the Parish Clerk.
- l) The decision to prosecute or defend in a court of law, save where such a prosecution is of a debtor being carried out through the small claims process.
- m) All other matters which must, by law, be reserved to the full Council.

2. Delegation to Committees

The remit of a committee, including all delegated duties, shall be determined by its terms of reference. At this time Earsham Parish Council does not have any Committees.

However, this shall not prevent the Council from time to time exercising such control as it sees fit over any such delegated matter.

Each committee shall be authorised, in accordance with the Council's Standing Orders, to establish sub-committees and working groups, and to determine their terms of reference.

3. Delegation to the Parish Clerk LGA 1972 s101

The Parish Clerk acts as the Council's Proper Officer and Responsible Finance Officer and is responsible for all statutory duties imposed upon these two offices. These include:

- (a) Receiving declarations of acceptance of office
- (b) Retaining a copy of every councillors register of interests
- (c) Signing notices or other documents on behalf of the Council (other than legal and financial documents requiring the signatures of members of the Council)
- (d) Signing summonses to attend meetings of the Council
- (e) Keeping a proper record for all meetings
- (f) Ensuring the Council meets its obligations in accordance with the Accounts and Audit Regulations in force at the time
- (g) The proper administration of the Councils financial affairs, including ensuring the Council has an adequate and effective system of internal control
- (h) Producing all financial management information, including completing the annual financial statements of the Council.

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

- (a) The day-to-day administration of services, together with routine inspection and control of assets and procedures
- (b) Managing Council staff if appropriate
- (c) Authorising all routine expenditure within the agreed budgets
- (d) Authorising emergency expenditure up to £500
- (e) Postponing any meeting, or calling any additional meeting of the Council or any Committee, as necessary, in consultation with the Chair of the Council or appropriate committee
- (f) Responding to any correspondence requiring or requesting information, or relating to previous decision of the Council, but not correspondence requiring an opinion to be taken by the Council or its committees.
- (g) Managing the provision of Council services, buildings, land and resources
- (h) Authorising the issue of press releases on any Council activity, and editorial control of the Council's website and social media content

- (i) Applying for grants and other funding on the Council's behalf
- (j) Entering into negotiations on any matter in respect of the Council, it being understood that the Parish Clerk shall not be authorised to confirm any agreement without the consent of the Council or relevant committee.

All delegation of duties is at the discretion of the Council, save where such delegation is required by statute.

Earsham Parish Council does not have any Committee's or Sub-Committee's at the time of agreeing this policy, however a review of the policy will need to be undertaken if a Committee is formed in the future.

Adopted

Signed

(Chairman)