



TERLING AND FAIRSTEAD PARISH COUNCIL

Parish Clerk: Tamasin Curtis

Avenley, New Road, Terling CM3 2PN

Tel: 07354 723482 **Email:** clerk@terlingandfairsteadpc.co.uk **Web** www.terlingandfairstead.org.uk

Terling and Fairstead Parish Council Scheme of Delegation for Clerk/Responsible Financial Officer

1. No Parish Councillor may act independently; all Parish Council actions must be by way of the full council or the clerk.
2. Delegation for urgent business is a necessity and is included below.
3. The Parish Council's Standing Orders and Financial Regulations are based on NALC models.
4. The Clerk, as the council's 'Proper Officer', is also the council's Responsible Financial Officer (RFO).
5. Due to the size of Terling and Fairstead Parish Council the Clerk is the only paid officer; The Chair can be delegated to act on the Clerk's behalf in their absence or in the event that the Clerk is an interested party.
6. 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

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 then to discuss with the Chairman and the Planning Committee and either call a Planning Committee Meeting to agree the Council's response or collate comments to send to the Planning Authority
Contractors	To liaise with, and be the first point of contact for, all contractors appointed by the Parish Council including the Parish Handyman
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	<ol style="list-style-type: none"> 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 council issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency.
Finance Information and Communications Technology	<ol style="list-style-type: none"> 1. To maintain adequate insurance cover for the council's activities and assets. 2. To act as Responsible Finance Officer for the purposes of the Accounts & Audit Regulations. 3. To present accounts for payment following Council sanction. Obtaining approval from two signatories 4. To provide a draft budget to the council for the forthcoming year and forecast for future years. 5. Other delegations in accordance with financial regulations.



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Data Protection and Freedom of Information	<ol style="list-style-type: none"> 1. To have overall responsibility for the council's publication scheme 2. To be responsible for applying the requirements of the Freedom of Information Act, Data Protection Act and General Data Protection Regulation
Health, safety and wellbeing	<ol style="list-style-type: none"> 1. To arrange for and keep the council's schedule of risk assessments up to date 2. To be the responsible officer for all safety purposes prescribed by law
Information and Communications Technology	<ol style="list-style-type: none"> 1. To be responsible for the provision and management of information and communication technology provided throughout the council. 2. To report on need for replacement of out-dated equipment and the purchase of new equipment
Property	<ol style="list-style-type: none"> 1. To purchase necessary goods and supplies
Meetings	To arrange and call meetings of the council, committees and working groups 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
Standing Orders	<ol style="list-style-type: none"> 1. To adhere to the Standing Orders of the council. 2. Arrange for annual review
Urgent Decisions	<ol style="list-style-type: none"> 1. Urgent decisions required between scheduled meetings are delegated to the Clerk in consultation with the Council's Chair. 2. Decisions made under this delegation will be reported to and minuted at the next council meeting. 3. Under this delegation, where appropriate, the clerk may conclude that an extraordinary meeting of the council be called to deal with the urgent matter
Correspondence	To receive and issue correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council
Local Interest Groups	Engagement and liaison with local groups and organisations including EALC, NALC and RCCE. Managing grant applications and grants awarded to local groups.

Adopted May 2023

Reviewed May 2024

Next Review May 2025