



SCHEME OF DELEGATION

MAY 2025

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Introduction

Under the provisions of Section 101 of the Local Government Act, 1972 a Local Authority has powers to arrange for the discharge of its functions by a Committee, Sub-Committee or an individual officer of the authority.

There is a duty imposed on a Local Authority under the Local Government (Access to Information) Act, 1985 to maintain a register of those powers which are delegated to officers and to keep that register up to date.

Since the inception of Burnhope Parish Council, some functions have been delegated to Officers to provide for the efficient discharge of the council's functions. These functions have been delegated at different intervals over many years, so the council has agreed that it is appropriate to bring all the delegated functions into one comprehensive list.

Parish Clerk

1. Authority to apply the council's disciplinary procedures.
2. Authority to appoint temporary staff in liaison with the Chair.
3. As Proper Officer, to sign all documents on behalf of the council including the summons to elected members to attend council meetings, in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972.
4. To deal with all aspects of the council's insurances and to negotiate and accept terms for the renewal as and when required.
5. To let contracts for works, supply of goods or services as required.
6. To sign and publish the annual public notice that the Audit of Accounts is to take place.
7. To prepare and maintain the documents and registers pertaining to Local Authority meetings in accordance with Section 100 (c) (1) and (2) of the Local Government Act, 1972.
8. To receive and disclose notices of elected member's pecuniary interests under Section 96 of the Local Government Act, 1972 and to maintain a record of such notices and disclosures.
9. To register pecuniary interests of officers.
10. Under the provisions of the Public Bodies (Admissions to Meetings) Act, 1960 and the Local Government (Access to Information) Act, 1985 to determine which items are likely to be discussed in private and whether to exclude the matter from circulation to the press and public under Section 100 (B) (2).
11. Under Section 225 of the Local Government Act 1972 to deal with the deposit of documents on behalf of the council.
12. Under Section 229 of the Local Government Act 1972 to deal with the certification of copies of true records.
13. Under Section 234 of the Local Government Act 1972 to deal with the authentication of documents on behalf of the council.
14. To receive and hold in safe custody tenders and to invite the relevant members in for the opening of tenders in the presence of the parish clerk or his representative.
15. To negotiate and to recommend banking terms with the authority's preferred banker, currently the Co-operative Bank.
16. To make proper arrangements for the payment of all sums owing to the council and for the receipt of all sums due to the council.
17. To maintain the council's website, including updating general content.
18. Institute recovery of debt procedures where circumstances warrant such actions.
19. In respect of planning applications, after conferring with the Council, to take whatever action is considered appropriate in making such comments,

observations, objection or otherwise as the case may be on any planning application which will subsequently be reported back to an Ordinary Meeting of the Council.

20. Authority to deal with all matters relating to conferences and training after appropriate consultation with and instructions from members.
21. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the council's procedures relating to the same.
22. To make arrangements for an emergency monetary donation to a volunteer group, for the betterment of residents within the parish, in exceptional circumstances* (up to a maximum of £500, in line with the council's Financial Regulations). Such a payment can only be made once by the clerk in any 6-month rolling period.

Finance Officer

1. In respect of the Accounts and Audit (England) Regulations, 2011: (i) (ii) As the Finance Officer to determine the relevant accounting systems, the form of accounts and supporting accounts records - such accounts to be prepared in accordance with proper practices.
2. To maintain an adequate and effective system of internal audit of the accounts records and control systems.
3. To deal with and make arrangements to set up and pay utility accounts by direct debit arrangements subject to all such payments being incorporated within the direct debit monthly report, up to the amount of £100.
4. To arrange payment, previously agreed by the parish council but prior to the next agenda, where payment is urgently required or is needed to meet payment terms.
5. Any such payment would still be subject to the usual cheque signatory rules or online banking process and will need to be in line with the council's financial regulations.

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