

## **Fulbeck Parish Council**

### **Scheme of Delegation – Parish Clerk**

#### **1. Purpose**

This Scheme of Delegation sets out the authority delegated by Fulbeck Parish Council (the Council) to the Clerk (and RFO) to ensure efficient day-to-day management of council business.

#### **2. Legal Basis**

Delegation is made under Local Government Act 1972, s.101. The Clerk is the Proper Officer and Responsible Financial Officer unless otherwise appointed.

#### **3. Delegated Authority to the Clerk**

##### **3.1 General Administration**

- Take routine operational decisions to ensure the smooth running of council services.
- Manage correspondence, records, notices, and statutory publications.
- Act on instructions from the Chair between meetings where action is necessary and cannot wait for the next meeting, reporting back at the next available meeting.

##### **3.2 Finance (within approved budgets)**

- Authorise expenditure up to £X where budget provision exists.
- Manage payroll, HMRC submissions, and routine financial administration.
- Place orders for goods/services necessary for council operations.
- Prepare financial reports, bank reconciliations, and draft budgets.

##### **3.2.1 Pre-Approved Payments List**

- Arrange and process payments included on the annual pre-approved payments list agreed by the Parish Council at the Annual Meeting.
- Ensure payments are made in accordance with the council's Financial Regulations and approved banking procedures.
- Report all payments made under this delegation to the next available council meeting.

### **3.3 Planning**

- Submit comments on planning applications where the response deadline falls before the next council meeting and the Clerk has consulted with the Chair or Vice-Chair.
- Report all decisions to the next council meeting.

### **3.4 Contracts and Legal Documents**

- Sign contracts, agreements, and legal documents on behalf of the council where the council has already resolved to proceed.

### **3.5 Emergency Powers**

- Take urgent action to protect people, property, or council interests when delay would cause harm.
- Consult the Chair or Vice-Chair where possible.
- Report the decision and justification to the next council meeting.

### **3.6 Staffing**

- Manage day-to-day staff matters, including leave, training, and supervision.
- Implement council-approved HR policies.

## **4. Reporting Requirements**

The Clerk must record and report all delegated decisions to the next council meeting, including:

- The decision taken
- The reason for using delegated authority
- Any financial implications

## **5. Review**

This Scheme of Delegation will be reviewed annually at the Annual Meeting of the Parish Council.