

## **Guestling Parish Council**

### **Scheme of Delegation**

This Scheme authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Council and standing committees of the Council to act with delegated authority in the specific circumstances detailed.

#### **1. Responsible Financial Officer**

The Clerk shall be the Responsible Financial Officer (RFO) to the Council and shall be responsible for the Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

#### **2. Proper Officer**

2.1 The Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office;
- 2.1.2 Receive and record notices disclosing pecuniary interests;
- 2.1.3 Receive and retain plans and documents;
- 2.1.4 Sign Notices or other documents on behalf of the Council;
- 2.1.5 Receive copies of by-laws made by a primary local authority;
- 2.1.6 Certify copies of by-laws made by the Council;
- 2.1.7. Sign summonses to attend meetings of the Council.
- 2.1.8. To receive documents in relation to complaints received under The Members' Code of Conduct and report this at the next convenient meeting of the Council.
- 2.1.9. Ensure compliance with all legal requirements impacting upon the business of the Council

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

- 2.2.1 The day to day administration of services, together with routine inspection and control.
- 2.2.2 Day to day supervision and control of any staff employed by the Council.
- 2.2.3 Undertake training or attendance at Conferences as previously authorised within budget.

2.3 Delegated actions of the Clerk shall be in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation, and with directions given by the Council from time to time.

#### **3. Council**

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- (i) setting the precept;
- (ii) borrowing money;
- (iii) making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- (iv) making, amending or revoking by-laws;
- (v) making of orders and entering into contracts under any statutory powers;
- (vi) matters of principle or policy.
- (vii) nomination and appointment of representatives of the Council to any other authority, organisation or body;
- (viii) any proposed new undertakings;
- (ix) prosecution or defence in a court of law;
- (x) nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.

- (xi) approval of the Annual Return (Statement of Accounts) (at no later than the June Council meeting).
- (xii) appointment or dismissal of the Clerk and other contractual issues relating to conditions of service.
- (xiii) any other matters not otherwise devolved/delegated to a Committee of the Council.

### **Meetings**

The committee will meet in accordance with the agreed meeting schedule. The Parish Clerk or the Chairman of the Finance Committee may call additional meetings to deal with special events as they occur with a minimum of 3 days clear notice given.

### **Minutes**

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and reported at the next Full Council meeting of Guestling Parish Council.

## **4. Planning Committee**

### **Objective**

Guestling Parish Council is an advisory body to the Local Planning Authority (Rother District Council) for all planning applications that relate to the parish area.

### **Membership**

A quorum shall consist of the Chairman and two further council members. The Chairman of the committee shall be elected at the Annual Meeting of Guestling Parish Council

## **5. Extenuating Circumstances**

Should a situation such as a pandemic or other extenuating circumstance develop in such a way to prevent the holding of decision making meetings, the Parish Clerk in consultation with the Chair or Vice Chair can be delegated authority to make all necessary decisions not already covered by the scheme of delegation

Where possible, Councillors views on an application will be canvassed by email prior to a formal response being made to Rother District Council

## **Guestling Parish Council March 2020**