STRETTON ON DUNSMORE PARISH COUNCIL

Scheme of Delegation to the Clerk / RFO

Introduction

The Proper Officer is the official title of the Parish Clerk and Responsible Financial Officer (RFO). This document outlines the specific powers and responsibilities delegated by the Parish Council to the Parish Clerk. The purpose of this is to streamline the Parish Council's operation, ensure business continuity and efficient administration for the benefit of the electors of Stretton on Dunsmore.

Please note, that no Parish councillor may act independently; all the Parish Council's actions must be authorised by way of the full council, a committee or the Proper Officer. The Parish Council may delegate decisions to a committee, Parish Clerk or another local authority.

General Administration

The Parish Clerk is authorised to:

- Sign on behalf of the Parish Council, any Orders, Correspondence, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Parish Council.
- To take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- To institute and appear in any legal proceedings authorised by the Council.
- To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest.
- To alter the date or time of a Council or committee meeting but, before doing so, shall consult the Chair of the Council, or Chair of a committee concerned about the need for the change and about convenient alternative dates and times.
- Deal with day-to-day matters and correspondence
- To set meetings, prepare agendas, circulate information, ensure policies are current, publish signed minutes and undertake actions from minutes.
- Respond within the designated period to all Freedom of Information and Subject Access Requests.
- To instruct engaged contractors including the Village Handyman / Lengthsman and be the first point of contact.
- To manage, maintain and protect (where relevant) all the Council's current services including the following:
    - Allotments.
    - Notices, publications, website and social media
    - Parish Council Events.
    - Plott Lane and Fosse Way Recreation Facilities and Pavilions

- Squires Rd Amenities Green, Village Green and other green spaces owned by the Parish Council
- Phone box, Benches, bus shelters, noticeboards, bins
- Trees, streetlights and power source

Financial Management

The Parish Clerk is authorised to: -

- Manage the Parish Council's accounts, including banking, ensuring all financial transactions are properly recorded.
- Appoint an Internal Auditor annually
- Authorise expenditure during the period between council meetings. (in agreement with the Chairman)
- Manage payroll and ensure timely payment of salaries and wages.
- Handle the submission of VAT returns and other financial reporting requirements.
- To manage timely transfer of funds between the council's bank accounts in order to maintain adequate cash-flow.
- To maintain adequate insurance cover for the council's activities and assets.
- To act as Responsible Finance Officer for the purposes of the Accounts & Audit Regulations.
- To provide a draft budget to the Parish Council for the forthcoming year and update the current year's budget document.
- Other delegations in accordance with financial regulations.
- To engage in contracts with one supplier with an annual value of less than £2500.

Planning and Development

The Parish Clerk is authorised to collate comments from Parish Councillors via email when the deadline of an application is likely to fall between meetings and then submit a summary and 'stance' (objection/support) based on the majority of responses from councillors. If the Planning Application has received a variety of responses or communication from members of the public, the Clerk should automatically request an extension to the deadline from the Planning Officer so it can be considered at the next Parish Council meeting.

Elections

The Parish Clerk is authorised to notify the Returning Officer of all casual vacancies arising in the membership of the Parish Council as required by statute and to liaise with them regarding any statutory notices, electoral arrangements and co-option.

Emergency Protocol

In the event that the Parish Council cannot meet and business is interrupted for a period e.g. public mourning, a national or regional lockdown, the Parish Clerk has delegated authority to make **all** decisions on behalf of the Parish Council until such a time that meetings can be resumed. All decisions should be reported formally at the next meeting, but the Parish Clerk should keep an informal communication channel with the Parish Councillors between meetings.

For Parish Councillors in the event that the Parish Clerk is taken seriously ill or dies the Chairman should contact WALC who will support the Parish Council in the interim until a replacement Clerk can be employed.

For emergency situations where the Parish Clerk is unavailable, Parish Councillors should: -

1. Visually assess the situation and take photographs (i.e.: property damage, illegal encampment etc) – do not rely on reports from residents.
2. Consider if the situation needs immediate action.
3. Report incident to another authority, i.e.: Rugby Borough Council, Warwickshire County Council, Police, Fire, E.ON, National Grid.
4. The Chairman can call an extraordinary meeting with 3 days' notice (a quorum of 3 councillors is required)

Useful Contact Details:

Warwickshire Police – 101 (non-emergency)

Rugby Borough Council - 01788 533533 (has an out of hours facility)

Warwickshire County Council - 01926 410410

Gypsy & Traveller Liaison Officer – Martin.Rone-Clarke1@warwickshire.police.uk

National Grid - 0800 6783 105 (fallen streetlight)

E.ON - 0808 501 5699 (Power Source Village Green)

Insurance Company - Ecclesiastical Insurance Office - 0345 603 8381 (Policy Number: LCO02568)