

# COLLINGHAM *Parish Council*

## PARISH COUNCIL SCHEME OF DELEGATION

**Adopted 12 May 2022 – Review Date May 2023**

This scheme of delegation is taken from the guidance provided by SLCC and NALC and lists the activities that can be delegated by the Parish Council to the Clerks to ensure the efficient running of the Council

Task which may be additionally delegated to the Parish Clerks by the Council are given in *italics* and has been agreed by resolution at a meeting. The scheme of delegation will be reviewed no less than annually at the Annual Meeting of the Parish Council in May, or at other times as may be required.

- The Clerk shall be the proper officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972
- The Clerks should monitor and be responsible for all incoming and outgoing council correspondence
- *The Parish Clerks may deal with to correspondence if the matter is deemed to be urgent and require a response before the next meeting, or where the views of the Parish Council are known following previous discussion/resolution*
- The Clerk shall manage all employees (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her) of the council and has the authority to take disciplinary action excluding termination of employment under agreed procedures
- *The Clerks may manage all contractors on a day to day basis following the award of any contract. Any changes/variations shall only be instructed, following discussion with at least 2 members of the council and be reported to the next meeting of the Council*
- *The Clerks and nominated Councillors shall manage all volunteers*
- The Clerk shall make arrangements to pay salaries and wages to all employees of the council (subject to the council's financial regulations)
- *The Clerks may pay contractors and suppliers upon the presentation of an invoice, where the Parish Council has agreed previously to award the contract or purchase an item. This will then be reported at the next meeting*
- *The Clerks shall book training courses as they become available and arrange to payment, with in the allocated budget for the financial year*
- The Clerk shall in the first instance, handle and acknowledge all complaints regarding the council (except where the complaint relates to the clerk)
- The Clerks shall arrange and call meetings of the council, in consultation with the Chair/Vice Chair
- The Clerks shall carry out and implement any council decision including applying for grants as may be required
- *The Clerks may liaise with community groups and organisations to support their activities. Where a request to use Parish Council land is received this will be discussed with at least 2 members of the council and be reported to the next meeting of the Council. Where a request for financial support is received this will be added to the next available agenda for resolution*
- The Clerks shall, in the first instance, handle all requests for information under the Freedom of Information Act 2000
- *The Clerks shall act as the Burial Authority*
- *The Clerks shall report all highway/street cleansing matters to the relevant Council Authority for action. All reported issues will be reported to the next meeting of the Council*

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- *The Clerks shall be enabled to discuss with other organisations and principal councils any actions as may be required by any local or national emergency which will protect the safety, health and wellbeing of the resident of this parish.*