



## Responsibilities delegated to Parish Clerk

### 1 Proper Officer

The Parish Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972, its amendments, and any other statute requiring the designation of a Proper Officer.

### 2 Responsible Financial Officer

The Parish Clerk is designated and authorised to act as the Responsible Financial Officer for the purposes of any statute requiring the designation of a Responsible Financial Officer. Local Government Act 1972 s151.

### 3. Clerk to the Council.

The Parish Clerk is employed by the council under section 112 of the Local Government Act 1972 for the proper discharge of its functions.

### 4 General Matters

The Parish Clerk is authorised:-

- a. to sign on behalf of the Council any document necessary to give effect to any decision of the Council,
- b. to take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council,
- c. to institute and appear in any legal proceedings authorised by the Council,
- d. to appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest,
- e. to alter the date or time of a Committee meeting, but before doing so, shall consult the Chairman of the Committee concerned about the need for the change and about alternative dates and times,
- f. to decide arrangement for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Chairman,
- g. to oversee the management the Council's allotments and cemeteries,
- h. to act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
- i. to carry out the wishes of any Council, Committee or subcommittee decision.

## 5 Financial matters

The Parish Clerk is authorised as follows:

- a. the Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is on such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000.00. The Clerk shall report the action to the council as soon as practicable thereafter. If the expenditure has not been specifically budgeted for, the RFO will allocate the sum from the contingency budget.
- b. to use Maintenance budgets for the maintenance, replacement or repair of existing plant, buildings or equipment.
- c. to carry out duties in line with job description of RFO.
- d. to carry out duties in accordance with the Financial regulations of the Council, and Audit and Accounting regulations.

## 6 Staffing Matters

The Parish Clerk is given delegated powers to act as line manager to all the Council staff in accordance with the Council's policies, procedures and budget, including:-

- a. The paying of employees their salaries and wages at the rates agreed by the Council.
- b. The control of staff performance and behaviour in accordance with the agreed regulations in the Staff Handbook.
- c. Payment of expenses and when required.

## 7 Property matters

The Parish Clerk is the person responsible for:

- a. Ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005
- b. Accepting bookings and hiring's of premises and facilities operated by the Council.
- c. Liaising with contractors for repairs and maintenance.

## 8 Urgent matters

The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant committee or sub-committee. The Chairman of the Council or Chairman of Committee will be informed as soon as practically possibly of any action taken by the Clerk.

Date Approved by Council: 13<sup>th</sup> August 2012 Minute 229/12



Signed by the Chairman of the Council