

Review of delegation arrangements to committees, sub-committees, staff and other local authorities

Finance

Financial Regulation 3.5

The Clerk may incur expenditure on behalf of the Council that is necessary:

- a) a delegated general spend of £500 (a maximum of £100 per order)
- b) to carry out any repair replacement or other work that is of such extreme urgency that it must be done at once, on the grounds of health & safety whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.

The Clerk shall report the action to the Council as soon as practicable thereafter.

Finance Committee Terms of Reference

2. Delegated responsibilities

- 2.1 The Finance Committee has no decision-making powers but will make recommendations to Millbrook Park Parish Council for agreement.
- 2.2 The Financial Regulations of Millbrook Parish Council govern the conduct of all financial transactions of the Council.
- 2.3 The Clerk/Responsible Financial Officer (RFO) is responsible for the proper administration of the Parish Council's financial affairs and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.
- 2.4 Two members of the Finance Committee, on a rotational basis, shall conduct a quarterly Finance Audit.

Standing Orders

31. Urgent business

The Clerk has a budget of £500 to spend on emergency work on the grounds of Health & Safety. Any such spend should be in consultation with the Chair & Vice Chair of the Council. All decisions taken under this Standing Order, together with the reasons for the urgency which required a decision to be taken, shall be placed before the next Council meeting in order that confirmation of the resolution can be minuted.

Planning

Planning Committee Terms of Reference

3. Delegated Powers

The Committee will have full delegated powers in respect of:

- 3.1 Determination of responses to all planning applications.
- 3.2 Determination of responses in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
- 3.3 Determination of responses to any appeal against a planning decision by Cornwall Council including the preparation of submissions to be made to an Inspector as appropriate.

The process for this procedure will be:

- (i) A standing item will be included on the Planning Committee agenda 'To note any communication from Cornwall Council relating to Parish Council's consultee response and to review relating to any Cornwall Council's Planning Officer and if appropriate to agree a response or to note any responses submitted under the officers' delegated authority, as detailed under 3.3(ii) or 3.3(iii) '.
- (ii) a remote informal Zoom meeting will be called by the Parish Clerk who shall consult with the committee members. The response submitted to Cornwall Council will be based on the majority of the members.
- (iii) The Parish Clerk shall consult with the committee members by email and respond.

Staffing

Staffing Committee Terms of Reference

3. Delegated Powers

Personnel and Staffing

- 3.1 To draft and keep under review the staffing structure of the Council and make recommendations to the full Council as appropriate.
- 3.2 To keep under review staff work/life balance, working conditions, health and safety and well-being, including the monitoring of absence.
- 3.3 To keep under review all staff contracts of employment, terms and conditions and make recommendations the Council.
- 3.4 To monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate

Clerk to the Parish Council

Job Description Overall Responsibilities

- The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.
- The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.
- The Clerk will be the Responsible Finance Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. * Or to monitor the work of a designated other officer designated the Responsible Financial Officer.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
18. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.