

 Broughton & Milton Keynes PARISH COUNCIL		Policy Name: Delegation to Parish Clerk (MASTER) Policy Number: BMK-PC14 Version: 2.0		
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Approved by and date:		Cllr Tim Small 10/05/18		
Responsible Committee:		Full Council		
Version No	Date Ratified / Amended	Date Implemented	Next Review Date	Reason for Change (eg, full rewrite, amendment to reflect new legislation, minor change etc)
1.0	14/05/18 (13.6)	15/05/18	Dec 19	NEW
2.0	04/11/19 (FC19/20-100.4)	05/11/19	Dec 20	Updated

GENERAL PROVISIONS RELATING TO DELEGATION TO THE PARISH CLERK

The Parish Clerk acts as the Council's Proper Officer and Responsible Finance Officer (s.151 Officer), and is responsible for all statutory duties imposed upon these two offices. These include:

1. Receiving declarations of acceptance of office.
2. Retaining a copy of every councillor's register of interests.
3. Signing notices or other documents on behalf of the Council (other than legal and financial documents requiring the signatures of members of the Council).
4. Signing summonses to attend meetings of the Council.
5. Keeping a proper record for all meetings.
6. Ensuring the Council meets its obligations in accordance with the Accounts and Audit Regulations in force at the time.
7. The proper administration of the Council's financial affairs, including ensuring the Council has an adequate and effective system of internal control.
8. Producing all financial management information, including, completing the annual financial statements of the Council.

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

1. The day-to-day administration of services, together with routine inspection and control of assets and procedures.
2. Managing all Council staff and contractors, directly or indirectly.
3. Authorising all routine expenditure within the agreed budgets, excepting that contracts with an annual value in excess of £5,000 be referred to the relevant committee for approval.
4. Authorising emergency expenditure up to £5,000 (or such amount as laid down in the Council's Financial Regulations).
5. Responding to any correspondence requiring or requesting information, or relating to previous decision of the Council, but not correspondence requiring an opinion to be taken by the Council or its committees.
6. Managing the provision of Council services, buildings, land, and resources, including the temporary closure of any such facilities, as may be required.

7. Dealing with dispensation requests from members, under the Code of Conduct.
9. Dealing with all staffing matters, (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;
10. Authorising the issue of press releases on any Council activity, and editorial control of the Council's website, newsletter and social media content.
11. Applying for any grants and other funding on the Council's behalf.
12. The disposal, sale or leasing of any equipment or consumables, save where the estimated value of any one item of tangible movable property exceeds £500.
13. Entering into negotiations on any matter in respect of the Council, it being understood that the Parish Clerk shall not be authorised to confirm any agreement without the consent of the Council or relevant committee.
14. Dealing with such matters as specifically delegated by the Council or committee.
15. Delegating duties to a subordinate officer, save where such duties are required to be carried out directly by the Proper Officer or Responsible Finance Officer, by statute, or Council direction.

Any delegation of duties is at the discretion of the Council, and Parish Clerk save where such delegation is required by statute.