LEZIATE & ASHWICKEN PARISH COUNCIL

POWERS SPECIFICALLY DELEGATED TO THE CLERK/RFO

1. Responsible Financial Officer

1.1 The Clerk to the Parish Council will act as the Council's Responsible Financial Officer in all cases where any legislation requires the designation of such an Officer.

1.2 The Clerk to the Council and will be responsible for the Parish Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer

The Parish Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

2.1 Act as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an Officer and to ensure the proper discharge of its functions.

2.2 To receive declarations of acceptance of office.

2.3 To receive and record notices disclosing personal and prejudicial interests.

2.4 To grant a dispensation to a councillor or non-councillor with voting rights at a meeting at which a matter is being considered in which he/she has a disclosable pecuniary interest.

2.5 To receive and retain plans and documents.

2.6 To sign notices or other documents on behalf of the Council.

2.7 To sign on behalf of the Council any document necessary to enable Council decisions to be enforced

2.8 To receive copies of by-laws made by the Principal Authority.

2.9 To certify copies of by-laws made by the Council.

2.10 To sign summonses to attend meetings of the Council.

2.11 To act as the Council's designated officer for purposes of the Freedom of Information Act 2000 and the General Data Protection Regulations 2018.

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

3.1 Incur expenditure on items where the Council, within a budget approved by the Council, has agreed the expenditure:

• Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

This authority is to be determined by:

- the council for all items over £1001;
- the Clerk, in conjunction with Chairman of Council, for any items below £1,000.

3.2 To spend up to £250 for additional audit work as required by the External Auditor (in excess of this sum the Clerk/RFO shall act after consultation with the Chairman and Vice-Chairman of the Council).

3.3 To spend, in cases of extreme risk to the delivery of council services, the Clerk /RFO may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out.

3.4 Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£500**. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

3.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

b) An expenditure item authorised under c below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or

c) For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of Financial Regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

3.7 To act on matters relating to Health and Safety.

4. To act as the Council's designated officer for the determining of the purposes and the means of the processing of personal data under the General Data Protection Regulations (GDPR).

5. To accept parish councillors comments regarding planning applications received between meetings and duly forward to the planning department at BCKLWN

6. All delegated action of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

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Adopted by Leziate Parish Council
Reviewed September 22 / September 23 / August 24 / August 25 /August 2026
Next review due August 28 (or earlier if Standing Orders change)