



The Bill Warren Room, SheviocK Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG
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Scheme of Delegation

This Scheme of Delegation sets out the responsibilities of the Parish Council and authorises the Parish Clerk, as the Proper Officer and Responsible Financial Officer, to act with delegated authority in the specific circumstances detailed:

1. Responsible Financial Officer

1.1 The Parish Clerk, as the Responsible Financial Officer, shall 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

2.1 The Parish Clerk, as the Proper Officer for the Parish Council, is specifically authorised to:

- a) Receive Declarations of Acceptance of Office;
- b) To retain a copy of every Councillor's Register of Interests;
- c) Receive and retain plans and documents;
- d) To sign Notices or other documents on behalf of the Parish Council;
- e) Sign summonses to attend meetings of the Council;
- f) To keep proper records for all meetings of the Council and
- g) To receive from Cornwall Council's Monitoring Officer any documents in relation to Complaints received under The Members' Code of Conduct and report this at the next convenient meeting of the Council.

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

- a) The day to day administration of services, together with routine inspection and control.
- b) Day to day supervision of all staff employed by the Parish Council.
- c) Authorisation of routine expenditure within the agreed budget.
- d) Emergency expenditure up to £200 subject to immediate report back to the next meeting of the Parish Council.

2.3 Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation, and with directions given by the Parish Council from time to time.

3. Parish Council

3.1 The following matters are reserved to the Full Council for decision:

- a) The Power of raising loans and setting the Precept;
- b) The Power of incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the time being;
- c) Standing Orders, Financial Regulations and the Scheme of Delegation;

- d) Ensuring the Annual Return (Statement of Accounts) is completed in accordance with requirements, all matters relating to internal and external audit and all other matters relating to Finance, including budget monitoring;
- e) Governance and Corporate Management;
- f) The awarding of grants and donations;
- g) Dates of meetings of the Parish Council;
- h) Appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the Council year;
- i) The appointment or dismissal of the Parish Clerk;
- j) All matters relating to Personnel/Human Resources: The Parish Council may decide that, in the case of issues of a Disciplinary and Grievance nature, councillors would not be able to satisfy the requirements of pre-determination. In these circumstances, under the powers given in section 102(3) of the Local Government Act 1972, the Parish Council may establish, under Standing Order 18, Advisory Committees composed of co-opted members. The co-opted members will not live in the Parish and will be unfamiliar with councillors or employees within the Parish. The Review Advisory Committee, and if necessary, a subsequent Appeal Advisory Committee, will produce recommendation to the Parish Council, and in these circumstances, and only in these circumstances, the Parish Council will be bound by the recommendations of the Review or Appeal Advisory Committee;
- k) Partnership working;
- l) Agreement to take on new, including devolved services, subject in all cases to a fully-costed Business Plan;
- m) Issues raised by agenda during regular Parish Council meetings, with the exception of Disciplinary and Grievance issues;
- n) Prosecution or defence in a court of law and
- o) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish.
- p) Dealing with the provision and maintenance, as appropriate, of street furniture, bus shelters, parish notice boards, salt and grit bins and, under devolution, the public car park, the public toilets, the flower beds and the harbour facilities at Portwrinkle;
- q) Insurance;
- r) The provision of agency services for Cornwall Council, including public footpaths and maintenance of specified amenity areas;
- s) Other services including the open space and play park at Craffhole and the circular footpath;
- t) The making of representations to Cornwall Council Planning on applications for planning permission which have been notified in accordance with relevant legislation;
- u) The making of representations in respect of appeals against planning decisions;
- v) The consideration of any pre-application consultations;
- w) All matters relating to community engagement and consultation;
- x) The making of representations in respect of any highways consultations and
- y) The making of representations in respect of any licensing matters.

4. Delegation to Councillors

- 4.1 Individual Councillors with specific roles, as delegated at the Annual Meeting of the Parish Council, will act as representatives of the Council for the purposes of communicating and reporting back to the Council. Any decisions/resolutions arising from such reports will be taken by the Full Council.
- 4.2 Exceptionally, individual councillors, with appropriate expertise, may be delegated to supervise the installation of systems agreed by full council, when on-going decisions are required on site, but this delegation does not extend to agreement for any expenditure not agreed at full council.

5. Working Groups/Parties

- 5.1 Working Groups/Parties may be formed by resolution of the Council at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute

detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Full Council. The Working Group/Party will be disbanded by resolution of the Full Council once it has achieved its agreed objectives.

6. Delegation -Limitations

6.1 Working Groups/Parties shall, at all times, act in accordance with the Parish Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-Laws or orders made and with any directions given by the Council from time to time.

Adopted by SheviocK Parish Council at its meeting held on 12th December 2016
Minute Reference: 11 (a) Refers