



COWFOLD PARISH COUNCIL

Parish Council Scheme of Delegation to the Clerk / RFO

Introduction

This scheme of delegation outlines the specific powers and responsibilities delegated by the Parish Council to the Clerk / RFO. The purpose is to streamline the council's operations and ensure efficient decision-making and administration.

1. General Administration

The Clerk is authorised to:

- Manage the day-to-day operations of the Parish Council office.
- Handle all correspondence on behalf of the Parish Council.
- Ensure the proper maintenance of Parish Council records and archives.
- Maintain and update the Parish Council's website and social media platforms.

2. Financial Management

The Clerk / RFO is authorised to:

- Manage the Parish Council's accounts, including banking, ensuring all financial transactions are properly recorded.
- Prepare and present financial reports to the Parish Council at least once per quarter.
- Prepare the annual budget for review and approval.
- Authorise expenditure within the limits of the approved budget during the period between council meetings. (in agreement with the Chairman and / or Finance Committee Chairman).
- Manage payroll and ensure timely payment of salaries and wages.
- Handle the submission of VAT returns and other financial reporting requirements.

3. Meetings

The Clerk is authorised to:

- Prepare agendas, reports, and minutes for all Parish Council meetings and ensure their timely distribution.
- Arrange and give notice of Parish Council meetings in accordance with legal requirements.
- Act on decisions taken at Parish Council meetings, including implementing council resolutions and actions.

4. Personnel Management

The Clerk is authorised to:

- Manage all Parish Council staff, including recruitment, training, appraisals, and disciplinary procedures in line with the council's policies.
- Ensure compliance with employment law and health and safety regulations.

5. Planning and Development

The Clerk is authorised to:

- Submit comments on planning applications on behalf of the Parish Council, in accordance with council policy.
- Collate and submit comments received by email from planning committee members where comments are required ahead of the Parish Council Meetings and extensions cannot be granted.
- Liaise with local planning authorities and developers on planning and development matters affecting the Parish.

6. Emergency Situations

The Clerk is authorised to:

- Take any action necessary to protect the interests of the Parish Council and its residents in an emergency, reporting such actions to the Chair and, if appropriate, to the full council as soon as practicable.

7. Miscellaneous

The Clerk is authorised to:

- Represent the Parish Council at external meetings and events as required.
- Act as the Proper Officer and Responsible Financial Officer of the Parish Council.
- Undertake any other duties as directed by the Parish Council within the scope of their role.

Reporting and Accountability

The Clerk will report to the Parish Council regularly on actions taken under this delegation. All decisions made and actions taken under delegated authority will be documented and reported at the next Parish Council meeting.

Review and Amendments

This scheme of delegation will be reviewed annually or as required. Any amendments will be subject to approval by the full Parish Council.

Date of Adoption: