

Aldingbourne Parish Council

Scheme of Delegation

This Scheme authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Council and standing committees of the Council to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer

The Clerk shall be the Responsible Financial Officer (RFO) to the Council and shall be responsible for the Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer

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

- 2.1.1 Receive declarations of acceptance of office;
- 2.1.2 Receive and record notices disclosing pecuniary interests;
- 2.1.3 Receive and retain plans and documents;
- 2.1.4 Sign Notices or other documents on behalf of the Council;
- 2.1.5 Receive copies of by-laws made by a primary local authority;
- 2.1.6 Certify copies of by-laws made by the Council;
- 7. Sign summonses to attend meetings of the Council.
- 8. To receive documents in relation to complaints received under The Members' Code of Conduct and report this at the next convenient meeting of the Council.
- 9. Ensure compliance with all legal requirements impacting upon the business of the Council

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

- 2.2.1 The day to day administration of services, together with routine inspection and control.
- 2. Day to day supervision and control of any staff employed by the Council.
- 2.2.3 Undertake training or attendance at Conferences as previously authorised within budget.

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

3. Council

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- (i) setting the precept;
- (ii) borrowing money;
- (iii) making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- (iv) making, amending or revoking by-laws;

- (v) making of orders and entering into contracts under any statutory powers;
- (vi) matters of principle or policy.
- (vii) nomination and appointment of representatives of the Council to any other authority, organisation or body;
- (viii) any proposed new undertakings;
- (ix) prosecution or defence in a court of law;
- (x) nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
- (xi) approval of the Annual Return (Statement of Accounts) (at no later than the June Council meeting).
- (xii) appointment or dismissal of the Clerk and other contractual issues relating to conditions of service.
- (xiii) any other matters not otherwise devolved/delegated to a Committee of the Council.

4. Finance & General Purposes Committee

Objective

The Finance Committee is appointed by and is solely responsible to Aldingbourne Parish Council. The Committee duties are defined and agreed by the full council who may vote, at any time, to modify the Committee's powers.

Membership

A quorum shall consist of the Chairman and two further council members. The Chairman of the committee shall be elected at the Annual Meeting of the Aldingbourne Parish Council.

Areas of Responsibility

The Finance Committee has the delegated authority from Aldingbourne Parish Council:

- To review annually and update the Financial Regulations, ensuring they are observed and make appropriate recommendations to Full Council
- To ensure that all reserves are managed in line with the Council's Financial Regulations
- To receive and review both internal and external audit reports and arrange for implementation of any recommendations. (The Internal Auditor carries out an annual Audit and is appointed by the Council. The External Auditor carries out an annual Audit of the Annual Return and is appointed by the Audit Commission).
- To consider the administration of the Council's bank accounts and other financial dealings and make recommendations to Full Council.
- To consider all applications for grants (to charities) and donations (to other organisations or individuals) up to and including £1,000 and make recommendations to Full Council, in line with Council policy.
- To oversee all legal matters pertaining to leases, mortgage, insurance claims, contracts, loans, insurance cover, damage to property, vehicle insurance and debt recovery and make recommendations to Full Council.
- The Committee shall have a remit to commit/spend up to £500 of the expenditure. Any amount over that value will be reported to the Full Parish Council meeting for their approval.
- To review the pay and conditions of service of existing employees on an annual basis before approval of the annual budget.

Budget Statement

The Finance Committee shall prepare and submit a draft annual budget for approval to the December Full Council Meeting. The Finance Committee shall prepare and submit a final annual budget for approval to Full Council no later than January of each year.

Grant Applications (if applicable)

Grant applications will be considered by the Finance Committee in March of each financial year and reported at the next Full Council meeting of Aldingbourne Parish Council. Advertisement for grant applications to the Council shall be placed on parish notice boards for a period not less than one calendar month prior to the meeting of the Finance Committee.

Meetings

The committee will meet in accordance with the agreed meeting schedule. The Parish Clerk or the Chairman of the Finance Committee may call additional meetings to deal with special events as they occur with a minimum of 3 days clear notice given.

Minutes

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and reported at the next Full Council meeting of Aldingbourne Parish Council.

Review

These terms of reference are to be reviewed annually at the Annual Meeting of the Aldingbourne Parish Council.

5. Planning Committee

Objective

Aldingbourne Parish Council is an advisory body to the Local Planning Authority (Arun District Council) for all planning applications that relate to the parish area, excluding land which lies within the South Downs National Park (SDNP). The South Downs National Park Authority will determine planning applications within the SDNP where Aldingbourne Parish Council will act as a non-statutory consultee in the planning application process. The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications.

Membership

A quorum shall consist of the Chairman and two further council members. The Chairman of the committee shall be elected at the Annual Meeting of the Aldingbourne Parish Council.

Areas of Responsibility

The Planning Committee has the delegated authority from Aldingbourne Parish Council:

- To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- To make representations in respect of appeals against the refusal of planning permission.
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.

Planning Applications

Planning applications shall be circulated to Planning Committee members as soon as possible after receipt by the Parish Clerk from the Planning Authority. The applications may be circulated to the Committee by email.

Meetings

Meeting shall be held on the Tuesday after the meeting of the Full Council. The Parish Clerk or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and

replied to within the timescale. The Planning Committee has an obligation to ensure that all comments received, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Minutes

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the Meeting, and reported at the meeting of Full Council in the following month. All planning applications, the responses and eventual results shall be noted in the minutes of Committee meetings.

Responses

- The Clerk will communicate to the local planning authority the Committee's decision in respect of applications considered and will ensure that these letters arrive within the timescale for each application.
- Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

6. Working groups/parties

- 6.1 Other committees may be formed by resolution of the Council at any time. The work of such a committee will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Minutes of all such meetings will be received at the following Council meeting and agreed as a true and correct record at the following committee meeting.
- 6.2 Working groups/parties may be formed by resolution of the Council or a committee 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 Council or the Committee that formed it.

7. Delegation – Limitations

- 7.1 Committees and sub-committees shall, at all times, act in accordance with the 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.