

DORCHESTER PARISH COUNCIL DELEGATION of POWERS SCHEME

1.Purpose

This document sets out how Dorchester Parish Council delegates its powers and responsibilities. This scheme of delegation is one of several ways the Parish Council processes and regulates its duties and affairs, the others are their Standing Orders and Financial Regulations. An Internal Control document to be added following recommendations from Internal Audit.

The delegation scheme is to enable the Council to act efficiently and with appropriate priorities. The Clerk is given powers over the daily administration of the Council's business, to decide matters within the Terms of Reference and matters of major policy should be recommended to the Full Council.

Delegation is necessary for the reasons stated, however the Council wish to be transparent with all members of the public and press, therefore the Clerk reports all major decisions taken under delegated powers to the next Full Council Meeting.

Power to delegate functions is covered by Local Government Act 1972 s101.

2. Proper Officer, Responsible Financial Officer (RFO)

The Clerk/RFO will be;

- The Proper Officer and carry out the functions and duties as provided by the Local Government Act 1972.
- The RFO in accordance with the Accounts & Audit Regulations in force at any given time.
- The DPO as required by the General Data Protection Regulations 2018

3. Delegated Powers and Responsibilities

In addition to the responsibilities set out in the Clerk's job description, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Day to day administration of services
- Authorisation to call any extra meetings of the Council, as necessary, having consulted with the Chairman of the Council.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council but not correspondence requiring an opinion and decision to be taken by the Council.
- Preparation and submission of Planning application consultation responses where the Council's agreed position is known.

- Authorisation of routine expenditure in accordance with the Council's Financial Regulations, as follows;
- any payments of up to £500 excluding VAT, within an agreed budget.
- payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Clerk/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.
- Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such transfers shall be submitted to the next appropriate meeting of council.

CLERK in Consultation with CHAIR for any items below £2,000 excluding VAT.

THE COUNCIL All items over £2000.00

Authorisation of actual payment through the Council's bank will remain two signatures to authorise.

Approved & Adopted Parish Council Meeting 12th June 2024. To be reviewed Annually.