



WEST MALLING PARISH COUNCIL

9 High Street, West Malling, Kent ME19 6QH

Telephone: 01732 870872

Email: clerk@westmallingspc.org

Website: www.westmallingspc.org

Clerk to the Parish Council: Mrs Claire Christmas

WMPC Scheme of Delegation

This document sets out a scheme of delegation which is necessary for the day to day running of the Council and should be read in conjunction with the Council's Standing Orders, Financial Regulations and Statement of Internal Control.

The power to delegate decisions to a committee or to the Clerk (Proper Officer) is set out in Section 1010 The Local Government Act 1972. All delegated functions shall be deemed to be exercised on behalf of and in the name of West Malling Parish Council (the Council).

Finance & General Purposes Committee Delegated Powers

- To deal with staffing issues/terms and conditions including decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional circumstances.
- Delegated authority will not extend to matters relating to recruitment and termination of employment.
- To deal with the Parish Council's financial arrangements, not covered elsewhere and matters relating to the maintenance of the Parish Office.

Committees:

Decisions may be made, subject to the above, including authorisation of expenditure, by committees of the Council, provided these decisions fall within the terms of reference and budget limits agreed by the Council. All other decisions, matters of policy and authorisation of expenditure shall be recommended to the Full Council for consideration.

Proper Officer, Responsible Finance Officer

The Clerk shall be:

- The Proper Officer and will carry out the functions as provided by the Local Government Act 1972
- The RFO in accordance with the Accounts & Audit Regulations in force at any given time.

Adopted 7/10/24
Review Sep 25

- The DPO as required by the General Data Protection Regulations 2018

The Assistant Clerk shall:

- Deputise in the Clerk's absence

The Clerk's delegated powers and responsibilities

The Clerk as proper officer has the delegated authority to undertake the following matters on behalf of the Council, as well as any matters set out in Standing Orders:

- Day to day administration of services including to receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- Authorisation to call any extra meetings of the Council, or committee, as necessary, having consulted with the Chairman of the Council or relevant committee
- 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 to be taken by the Council or committee
- Authorisation of routine expenditure in accordance with the Council's Financial Regulations
- Where a response is required before an ordinary meeting of the Planning Committee can be held, the Clerk is to respond to planning applications having consulted with members of the Planning Committee, plus the Chair and Vice Chair. This decision will be noted at the next meeting of the Planning Committee.
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or GDPR Regulations
- Issuing press releases and statements on the Council's agreed policies
- Updating and managing the content of the Council's website
- Disposal of Council records according to legal restrictions and the Council's Retention Policy
- In cases of serious risk to the delivery of council services or to public safety on Council premises, the Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

All decisions taken under delegated authority will be in accordance with the Standing Orders, Financial regulations and Statement of Internal Control, and where applicable any other rules/regulations and legislation. All decisions will be reported to the first appropriate Council meeting.

Adopted: 7/10/24
Minute number: 24/563.3
Review Date: September 2025