



Parish Clerk

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FRAMWELLGATE MOOR PARISH COUNCIL SCHEME OF DELEGATION

Introduction

Framwellgate Moor Parish Council has 11 members and meets on a monthly basis – with the exception of August.

The full Council can take all decisions on behalf of the Parish Council, or it may appoint one or more committees or sub committees for the purpose of discharging any of its functions. It may also delegate some of its functions to officers of the Council. This document sets out the delegations to officers.

The following powers may only be exercised by the full Parish Council:

- The power to issue a precept for a rate.
- Approval of the Parish Council's annual estimates (budgets).
- The power to approve schemes for local lotteries.
- The duty to consider an auditor's report pursuant to the Audit Commission Act 1998.
- Approval of the Council's Standing Orders, Financial Regulations, Terms of Reference and powers, and duties of Committees.
- Adoption of new policies.
- Making, amending, revoking, re-enacting or adopting bye laws and promoting or opposing the making of local legislation.
- Appointment of members to serve on committees and outside bodies.
- All other matters which must, by law, be reserved to the full Council.

Planning Applications

- All planning applications will be discussed by the full Council at their monthly meeting.
- Members will be notified of each planning application as received by DCC by email, from the Clerk, as they arrive but it will be their individual responsibility to consider the details of each by accessing such on line. If a member does not have on-line facilities at home then they should contact the Clerk.
- The Parish Council will have due regard to the Planning Framework and all material considerations when making appropriate comments and recommendations to the Local Planning Authority.
- The Council shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development control enforcement matters in the Parish.
- In certain circumstance i.e. during the August recess or if applications arrive after the agenda is published, minor applications such as extensions, garages etc. shall be dealt with by the Clerk, but e-mailing / informing members of details of the application and seeking their comments for referral back to the Planning Authority.
- If more major applications come in mid month then the Clerk will seek an extension in the time for response from the planning authority and in addition call a meeting of the planning working group to discuss. If an extension of time is not granted then a special meeting of the full Parish Council will also be called.

Responsibilities Delegated to Council Officers - Proper Officer

The Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

General Matters

The Clerk is authorised:-

- To sign on behalf of the Council any document necessary to give effect to any decision of the Council
- To manage Council events
- To carry out annual inspections of allotments
- To manage open spaces and amenity areas
- To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.

Financial Matters

The Clerk is authorised as follows:-

- To incur expenditure up to a maximum of £500 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution.
- To accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:-
- The cost being the lowest or not exceeding the amount of the approved estimate;
- Always provided the tender being the most economically advantageous to the Council according to the criteria set out in the tender documentation;
- All the requirements of the Council's Financial Regulations being complied with.
- To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.

Staffing Matters

The Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures, and budget.

Urgency

- The Clerk is authorised to act on behalf of the Council in cases of urgency or emergency.
- Any such action is to be reported to the next meeting of the Council or relevant committee or subcommittee.
- The Chairman and the Vice Chairman of the Council are to be consulted before such action is taken.

Adopted December 2019 to be reviewed annually in December