



Vigo Parish Council

Vigo Village Hall
The Bay, Vigo Village
Gravesend
Kent DA13 0TD
Tel: 01732 823337

DELEGATION POLICY

1. The Clerk / Responsible Financial Officer (RFO)

- 1.1 The Clerk to the Council shall be the Responsible Financial Officer (RFO) to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.
- 1.2 The Clerk to the Council shall be the Proper Officer of the Council and, as such, is specifically authorised to:
 - 1.2.1 Receive declarations of acceptance of office.
 - 1.2.2 Receive and record members interests.
 - 1.2.3 Receive and grant dispensations according to the Council's Code of Conduct; details of all dispensations received and granted to be reported to the Council at the next available meeting.
 - 1.2.4 Receive and retain plans and documents.
 - 1.2.5 Sign notices or other documents on behalf of the Council.
 - 1.2.6 Sign summons to attend meetings of the Council.
 - 1.2.7 To institute and appear in any legal proceedings authorised by the Council.
- 1.3 In addition, the Clerk has delegated authority to undertake the following matters on behalf of the Council:
 - 1.3.1 Day to day administration of services together with routine inspection and control to include:
 - undertaking day to day management of repairs and maintenance of Community Land up to the value of £500 and within budget.
 - Implementing Council events in line with previous events plans submitted to the Council and within approved budgets.
 - implementing Committee and Working Group projects once approved by Council and in line with approved action plans and within approved budget.
 - posting relevant information on the Council Website and social media pages in line with approved Council policy.
 - approving who can display posters on the village noticeboards.

- 1.3.2 Authorisation to call any extra-ordinary meetings of the Council or any committee as necessary, having consulted with the Chairman of the Council and/or the Chairman of the appropriate committee.
- 1.3.3 The Clerk may order goods, works and services as set out in Financial Regulation 4.1 within approved budgets.
- 1.3.4 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 its committees.
- 1.3.5 Authorisation of routine recurring expenditure within the agreed budget according to the Council's Financial Regulation 5.6.
- 1.3.6 Emergency expenditure up to £500 outside of the agreed budget according to the Council's Financial Regulation 4.5.
- 1.3.7 To act as the Council's designated officer for the purposes of the Freedom of information Act 2000.
- 1.3.9 To act as the Council's designated Data Controller.
- 1.4 Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with direction given by the Council from time to time.
- 1.5 The Clerk current has authority to incur expenditure up to £500 under Financial Regulation 4.6. The Parish Council does not consider that such expenditure is likely to significantly affect the financial position of the Parish Council. Expenditure in excess of these limits must be authorised by a committee or Full Council and the decision will be recorded in the minutes.

2. Urgent Matters

- 3.1 In the event of any matter arising which requires an urgent decision, the Clerk to the Council shall forthwith consult with the Chairman and Vice Chairman of the Council.
- 3.2 Before the Clerk exercises the delegated powers granted by paragraph 3.1 above, those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting of the Council.
- 3.3 Whenever any action is taken in this way, full details of the circumstances justifying the urgency and of the action taken shall be reported to the next appropriate meeting of the Council.