

## SEVERN STOKE AND CROOME D'ABITOT - WORCESTERSHIRE

### Responsibilities delegated to the Parish Clerk

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Adopted by Severn Stoke and Croome d'Abitot Parish Council 2020. Due for review May 2024 once financial regulations are newly published and updated by NALC. Updated Jan 2026 to clarify matters of VAT.

#### 1 Proper Officer

1.1 The Parish Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972, its amendments, and any other statute requiring the designation of a Proper Officer. As per Standing Orders.

#### 2 Responsible Financial Officer

2.1 The Parish Clerk is designated and authorised to act as the Responsible Financial Officer (RFO) for the purposes of any statute requiring the designation of a Responsible Financial Officer. Local Government Act 1972 s151. As per Standing Orders.

#### 3. Clerk to the Council.

3.1 The Parish Clerk is employed by the council under section 112 of the Local Government Act 1972 for the proper discharge of its functions.

#### 4 General Matters

4.1 The Parish Clerk is authorised:-

- a. to sign on behalf of the Council any document necessary to give effect to any decision of the Council,
- b. to take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council,
- c. to institute and appear in any legal proceedings authorised by the Council,
- d. to appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest,
- e. to alter the date or time of a Committee meeting, but before doing so, shall consult the Chairman of the Committee concerned about the need for the change and about alternative dates and times,
- f. to decide arrangement for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Chairman,
- g. to oversee the management the Council's allotments and cemeteries, if applicable.
- h. to act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
- i. to carry out the wishes of any Council, Committee or subcommittee decision.

#### 5 Financial matters

5.1 The Parish Clerk is authorised as follows:

- a. the Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is on such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000.00 (one thousand) excluding VAT. The Clerk shall report the action to the council as soon as practicable thereafter. If the expenditure has not been specifically budgeted for, the RFO will allocate the sum from the contingency budget. Standing Order ref 5.16.

- b. to use Maintenance budgets for the maintenance, replacement or repair of existing plant, buildings, or equipment.
- c. to carry out duties in line with job description of RFO and the Proper Officer.
- d. to carry out duties in accordance with the Financial Regulations of the Council, and Audit and Accounting regulations.
- e. also to incur expenditure on a day-to-day basis for the running and maintenance of office equipment (including stationery and technical equipment associated with IT, malware and furniture associated with office risk assessments/health and safety), up to a limit of £100 (one hundred) per month excluding VAT, subject to overall budgetary limits for that year. The one exception to this is to incur cost of printing ink cartridges of advisable and good quality.
- f. also to incur minor expenditure associated with contractors and project risk assessments. (An example of this would be to provide high vis jackets to a contractor upon identifying a risk, or, to replace first aid kit items for example), up to a limit of £200 excluding VAT, subject to the agreed budget limits for that project/budget item.
- g. also to incur minor expenditure for the upkeep of project equipment EG VAS replacement parts, up to a limit of £250 excluding VAT, subject to the agreed budget limits for that project.
- h. The Parish Clerk is authorised to arrange banking and payments as per Standing Orders 6 & 7 onwards and within Financial Regulations.

## **6 Staffing Matters**

6.1 The Parish Clerk is given delegated powers to act as line manager to all the Council staff/Lengthsman as appropriate and in accordance with the Council's policies, procedures and budget, including:-

- a. The paying of employees/Lengthsman salaries and wages at the rates agreed by the Council, in a timely fashion, and so as to avoid incurring late payment fees and so as to ensure regular payments to contracted persons made monthly, where the parish council does not meet monthly.
- b. Supervision of staff/Lengthsman performance and behaviour, assisting the parish council Staffing Committee in an annual appraisal and/or annual review.
- c. Payment of expenses and when required.
- d. to liaise with the parish Lengthsman and issue instructions and commission projects up to a limit of £100 excluding VAT for matters that involve the urgent maintenance of public assets or the care of public good, E.g. clearing of overgrown branches from signs/roads as a matter of health and safety.

## **7 Urgent matters**

7.1 The Parish 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 sub-committee.

7.2 The Chairman of the Council or Chairman of Committee will be informed as soon as practically possible of any action taken by the Clerk. Ref Standing Orders 5.19 which sets a threshold of £1000 (one thousand) excluding VAT.

## **8 Dispensation matters**

8.1 The Parish Clerk is authorised to grant dispensations or to reserve such decisions for the full parish council as appropriate. It has formally been RESOLVED upon adoption of this policy that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).

8.2 The Parish Clerk may grant a dispensation to a councillor who has a Disclosable Pecuniary Interest or an Other Disclosable (non-pecuniary) Interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter if they consider that:

- (a) so many members of the decision-making body have disclosable pecuniary interests that it would impede the transaction of the business (ie. the meeting would be inquorate); or
- (b) it is considered that the dispensation is in the interests of persons living in the authority's area; or
- (c) it is otherwise appropriate to grant a dispensation.

## 9. Any other matters

9.1 The Parish Clerk is authorised to witness and/or sign deeds and legal documents as detailed within Standing Orders.

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### Footnote:

Parish Clerk, Proper Officer & Responsible Financial Officer Mrs Lisa Stevens, CiLCA, c/o 9 The Limes, Kempsey, Worcs, WR5 3LG.

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Requests for this information in other languages/audio/large print will be reasonably considered.



View our new parish council website via the Q R Code above  
or at

<https://severnstokeandcroomedabitot-pc.gov.uk/>

Our parish council logo shows the Panorama Tower at Severn Stoke, offering views of the surrounding countryside to the public. Image recreated with permission of the National Trust.