

COUNCIL	
Function of the Council	Delegation of function
General Governance	
1. <u>Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.</u>	Reserved for Council, unless specifically delegated within the Terms of Reference of a particular committee
2. <u>Approval and amendment of:-</u> <ul style="list-style-type: none"> • Environment policy • Equalities Policy • Information & Data Protection Policy • Grants & Funding Policy • Child & Vulnerable Adult Protection Policy • Investment Policy • ICT Policy • Risk Management Policy • Other Policies not specifically delegated to a particular Committee) 	None
3. <u>Approval of Neighbourhood Plan.</u>	None
4. <u>Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations.</u>	None
5. <u>Approving of annual budget, Precept, and Medium Term Financial Strategy.</u>	None
6. <u>Any decision that would normally be delegated, which may mean a breach of Council Policy or Budget.</u>	None
7. <u>Election of the Chair, appointment of Vice Chair, Leader of Council, Deputy Leader and appointment of Chair & Vice Chair of committees, sub-committees and Working parties.</u>	None
8. <u>Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.</u>	None
9. <u>Appointment of Members or Officers to outside bodies</u>	None
10. <u>Adopting an allowance scheme for Members.</u>	None
11. <u>Changing the name of the Parish Council.</u>	None
12. <u>Awarding Certificates of Recognition of Outstanding Service</u>	None
13. <u>Making, amending, revoking, re-enacting or adopting Bylaws.</u>	None
14. <u>To represent the view of the local community on matters of significance.</u>	None
1.5 <u>Power to make payments or provide other benefits in cases of fault or maladministration.</u>	None

16. Appeals against any decision made on behalf of the Authority.	<ul style="list-style-type: none"> As set out in Personnel Policies & the Complaints Procedure
17. Decisions on issues relating to Data Protection, Access to Information. Freedom of Information & Human Rights.	<ul style="list-style-type: none"> Parish Clerk to renew Data Protection Policy & FOI Registration & make amendments as necessary
18. To monitor and control the Council's Ethical Framework.	<ul style="list-style-type: none"> Parish Clerk to obtain declarations & Complaints & act as necessary for the Monitoring Officer
19. To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	<p>None</p> <ul style="list-style-type: none"> In cases of urgency, the Parish Clerk in consultation with the Chair & Vice Chair of the Council & the Chair & Vice Chair of the Finance.& Administration Committee.
20. 1. All powers of the Council in the case of a civil emergency 2. All powers of the Council in the case of urgency	<ul style="list-style-type: none"> The Parish Clerk in consultation with the Chair & Vice Chair of the Council & the Chair & Vice Chair of the Finance.& Administration Committee. The Parish Clerk in consultation with the Chair & Vice Chair of the Council & the Chair & Vice Chair of the Finance.& Administration Committee
21 Election issues and filling of vacancies.	<p>None</p> <p>The Parish Clerk will notify the returning officer of any vacancy.</p>
22. Power to direct as to the Custody of parish documents.	<p>None</p>
23. All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents.	<ul style="list-style-type: none"> Parish Clerk
24. All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents.	<ul style="list-style-type: none"> Parish Clerk or the Responsible Financial Officer
Personnel Issues	
25. To direct which post holders will be designated Proper Officer to the Council and Responsible Financial Officer.	<p>None - but on recommendation of Staffing Sub Committee</p>
26. To determine the overall Staffing structure and approval of additional posts.	<p>None - but on recommendation of Staffing Sub Committee</p>
27. Confirming the appointment of the Parish clerk.	<p>None - but on recommendation of Staffing Sub Committee</p>
28. Other Personnel matters.	<ul style="list-style-type: none"> As set out in the terms of reference of the Staffing Sub Committee
29. Health & Safety Policy- General Statement & Organisation.	<p>None</p>
Quality & Integrated Management	

30. Conducting Best Value reviews if appropriate.	Finance & Administration Committee
31. Matters relating to Quality and Integrated Management.	<ul style="list-style-type: none"> • Finance & Administration Committee
32. Administration of the Complaints Procedure.	<ul style="list-style-type: none"> • As set out in complaints procedure
Finance	
33. Approval of Annual Return & Statement of Accounts.	None
34 Approval of Banking Arrangements.	None
35. Approval of Orders for work, goods or services.	<ul style="list-style-type: none"> • Council/Finance & Administration Committee or Parish Clerk in accordance with Financial Regulations & Scheme of Delegation.
36. Audit arrangements	<ul style="list-style-type: none"> • Parish Clerk to manage in accordance with Financial Regulations- • Council to approve Internal & external Audit Reports- • Council to appoint Internal Auditor
37. Power to accept gifts, Local Government Act 1972, S139.	None
38. Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11.	None
Powers of all Committees	
39. To arrange extra meetings.	<ul style="list-style-type: none"> • Parish Clerk in consultation with the Chair
40. To monitor actions on minutes of the Committee.	<ul style="list-style-type: none"> • Relevant committee
41. To manage services for which they are responsible within an approved budget & Policy.	<ul style="list-style-type: none"> • Relevant committee
42. To authorise spending/ issue works orders within budget delegated to a committee.	<ul style="list-style-type: none"> • Relevant committee
Land	
43. Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972, S124, 126,127.	None
44. Power to accept gifts of land, Local Government Act 1972, S139.	None
45. Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10.	None
Delegated Services	
46. To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 & 112).	None
47. To undertake services for another local authority or public body.	None

