

Cyngor Cymuned  
Llanddowror & Llanmiloe  
Community Council



**Scheme of delegation - Adopted April 2018**

This scheme of delegation authorises the Clerk to the Council / Responsible Financial Officer and any Standing Committees to act with delegated authority in the specific circumstances detailed below.

- The Clerk shall be the Proper Officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972.
- The Clerk shall also be the Responsible Financial Officer (RFO) and carry out the functions of the RFO according to the Council's Financial Regulations.
- The Clerk shall monitor and be responsible for all the incoming and outgoing Council correspondence.
- The Clerk shall make arrangements to pay salaries and wages to employees of the Council subject to the Council's Financial Regulations.
- The Clerk shall acknowledge and handle in the first instance all complaints regarding the Council, except where the complaint relates to the Clerk.
- The Clerk shall arrange and call all normal meetings of the Council, committee or sub-committee in consultation with the relevant Chairman.
- The Clerk shall carry out and implement any Council, committee or sub-committee decision.
- The Clerk shall handle all requests for information under the Freedom of Information Act 2000 in the first instance.
- The Clerk may take action on any issue of such urgency that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman and take those views into account.
- The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement, or other work, which is of such extreme urgency that it must be done immediately, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. Any such expenditure will be reported as soon as possible to the Chair, and placed on the agenda of the next meeting.
- The Clerk will order poppy wreaths in accordance with the Council's decision on the matter.
- The Clerk will order stationery and office and other consumables that are required.
- The Clerk will take any actions required in accordance with Standing Orders and the Financial Regulations, and in line with directions given by the Council from time to time, and those actions will be reported to the next normal Council meeting.
- The Clerk will act as the Council liaison for the Llanddowror community flood plan.
- The Clerk will act as the top level co-ordinator for the Llanddowror Meeting Room. As such the Clerk will undertake administrative tasks such as banking income from the Meeting Room and reporting same to normal Council meetings, but the day to day bookings etc. will be handled by a non-Council committee.

All decisions taken under this delegated authority will be in accordance with the Council's Standing Orders, Financial Regulations and any other applicable legislation and regulations. All decisions will be reported to the first appropriate Council meeting.

The Council may delegate the power to make additional decisions on specific items to the Clerk/RFO and any committees or sub-committees as and when it is appropriate.

April 2018