

# MIDDLETON TYAS PARISH COUNCIL

## STANDING ORDERS

### SCHEME OF DELEGATION TO THE PARISH CLERK

The Scheme of Delegation under the Local Government Act 1972 s101 authorises the Parish Clerk to undertake the following functions on behalf of Middleton Tyas Parish Council:

- (1) Submission of comments in the name of Middleton Tyas Parish Council on planning applications to ensure that the Council can continue to operate and perform its statutory and regulatory duties during the Coronavirus epidemic (Covid 19). The Proper Officer will consult with the Chairman and Vice-chairman in the decision making process, but Councillors acknowledge that it is the Officer who is the decision maker.
- (2) Authorisation of routine expenditure within the agreed budget up to a limit of £250.
- (3) Authorisation of emergency expenditure up to £1000. In the event of an emergency, the Parish Clerk should endeavour to contact the Chairman and other Councillors before authorising the expenditure. If, for whatever reason, this is not possible, the Parish Clerk may authorise the expenditure.
- (4) Authorisation of the use of facilities owned by the Parish Council provided that appropriate insurance and other safeguards are in place for the proposed use.
- (5) Authorisation to submit staff working hours and expenses to TP Jones & Co LLP, who provide payroll services to the Council, and to issue monthly pay cheques in accordance with TP Jones' instructions, including payments due to HMRC.
- (6) Authorisation to pay Purchase Invoices providing they are budgeted and anticipated items. The Parish Clerk should liaise with the Chairman and the Treasurer with regard to any unusual or unexpected invoices to ensure payment should be made.
- (7) Authorisation to issue Sales Invoices according to anticipated items.

This Scheme of Delegation may be varied or withdrawn by the Council at any time and without notice.

Signed: ..... *Samantha Perks* .... (Chairman)

Dated: .... 22<sup>nd</sup> April 2021 ....