



APPENDIX A STANDING ORDERS POWERS & DELEGATED AUTHORITIES OF COMMITTEES & THE PARISH CLERK

When the heading states that a Committee has a **Power**, it means that, in respect of the matters specified, the Committee may deal with those matters and make a recommendation to the Council, but the decision on those matters rests with the Council.

When the heading states that 'The Committee has **delegated authority** to act on behalf of the Council' it means that the Committee has delegated authority to exercise all of the powers and duties of the Council in respect of the matters specified, subject to the provisions of Standing Orders and Financial Regulations.

If a Committee resolves to create a Sub Committee, the minute of the Committee shall state the matters over which the Sub Committee has responsibility and shall specifically state whether or not the Sub Committee has delegated authority to act on behalf of the Committee.

Finance, Staff and General Purposes Committee

To have the following Powers:

- To oversee the financial activities of the Council and its Committees.
- To monitor the financial budgets of the Council and report to Council, including
 - Income and expenditure
 - Reserve movements
 - Precept and Grants
- To prepare the Council's Annual Budget and recommend it to the Council for approval, including:
 - Fees and charges
 - Staff costs
 - Grants and donations
 - All other income and expenditure
 - All movements of finance within Reserves
 - To prepare and recommend to the Council for approval the annual budget for the three charities of which the Council is the Sole Trustee, the charities being:
 - The Purton Institute and Village Hall Charity
 - The Purton War Memorial and Village Centre Charity to include the Purton Red House Limited (trading arm of the charity)
 - The Play Close Charity

The Committee has delegated authority to act on behalf of the Council in respect of the following matters:

- Health and Safety
- The management of the Council's moveable assets
- Insurance
- The management of land in ownership of the Parish Council including the grant of leases, licences and easements over land (but not the power to sell land)
- The management and upkeep of the Cenotaph
- The award of Grants and Donations
- The management of the Council's Offices and Workshop
- The purchase and management of equipment not falling within the control of any other committee
- Pension requests to be determined by the Committee in accordance with Purton Parish Councils Discretions policy.

Burial Committee

The Committee has delegated authority to act on behalf of the Council in respect of the following matters:

- Liaison with St Mary's Church Parochial Church Council over churchyard matters
- All matters connected with
 - The Cemetery owned by the Parish Council
 - St Mary's Churchyard
 - New Long Ground Burial Land (under planning)

Play Areas Committee

The Committee has delegated authority to act on behalf of the Council in respect of the following matters:

- The maintenance and renewal of the facilities and equipment on play areas operated by the Council comprising:
 - The Village Centre Play area (owned by the Charity)
 - The Play Close (owned by the Charity)
 - The Skate Park (owned by the Charity)
- The provision of facilities for leisure, recreation and art for children and young people

Staffing Committee

To manage all matters relating to Staffing, which is the responsibility and domain of the Clerk solely.

Decisions made to be ratified at Council, but delegated powers to act are those of the committee under direction and guidance from the Clerk.

To include but not limited to :-

- Staff training
- Pay increases (scale and Government led)
- Holidays
- Policy and procedure

The Parish Clerk (Proper Officer) and Responsible Finance Officer

In the absence of The Parish Clerk, the Deputy Clerk will undertake the duties of the Proper Officer except for the duties falling within the definition of the Responsible Finance Officer and HR, which will be undertaken by the Finance Officer and the remit of Staffing, unless an emergency will be dealt with on the Clerks return.

The Proper Officer's duties will include the following:

- Meetings:
 - Sign and serve on councillors by email/electronic means a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee or sub-committee at least 3 clear days before the meeting.
On occasions when sub-committees and working parties hold site meetings or need to call a meeting at short notice "the three clear days rule" shall not apply, though every endeavour should be made to satisfy the rule.
 - Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
 - Subject to standing orders 3(a)-(d), include in the agenda for the next Council Meeting all

written motions in the order received unless a councillor has given written notice at least 6 clear days before the meeting confirming his/her withdrawal of it.

- Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office in accordance with bullet point 1 above (Meetings).

○ Administration

- Make available for inspection the minutes of meetings.
- Receive and retain declarations of acceptance of office from councillors.
- Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- Keep proper records required before and after meetings
- Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the Council's procedures relating to the same.
- Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

○ To manage and control all matters connected with:

Staff and Councillors

- Staff Disciplinary or Grievance matters

○ Burials

- Liaise with general public
- Liaise with undertakers, memorial masons and grave diggers
- Record and maintain registers and location maps
- Control access to registers

○ The three Charities of which Council as a body corporate is the sole trustee

- The Purton Institute and Village Hall Charity
- The Purton War Memorial and Village Centre Charity and the newly formed trading arm of the charity "Purton Red House Limited"
- The Play Close Charity

○ Legal records

- Preparation of the record of any legal transaction by the Solicitor engaged to do the work
- Arrange for legal documents to be signed by 2 councillors and witnessed (see standing orders 23(a) and (b))
- Storage of records with solicitor or in-house, and maintenance of register
- Receive and retain copies of byelaws made by other local authorities.
- Liaison with national bodies; Land Registry, etc

○ Planning

- Record the details of planning applications received and pass the applications to the Planning Chairman, Vice Chairman or a Planning Committee Member prior to a Planning Committee meeting and record the responses sent to the Planning Authority.
- When the majority of the Planning Committee Members have raised no objections to a planning application the Clerk can notify the Local Planning Authority in advance of a Planning Committee Meeting to meet the Planning Authorities' deadline.

Responsible Finance Officer:

- Arrange for the prompt authorisation, approval, and the giving of any necessary instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.
- To manage and incur expenditure within budget on all matters connected with:
 - General administration
 - Travel and Motor Claims
 - Printing & Stationery
 - Postage
 - The administration of the Council's records
 - Publications
 - Elections
 - Training
 - Audit & Accountancy
 - Telephone/Internet
 - Office equip/software/maintenance
 - PATS testing
 - IT Support
 - Recruitment
 - Health & Safety
 - Solicitors', valuation & other professional Fees
 - General Maintenance
 - Materials, fuel/oil & other consumable materials
 - Equipment hire incl. skip hire
 - Machinery Maintenance & Tools
 - Vehicle maintenance, fuel & insurance
 - Flower Baskets, Planters & Troughs
 - Hall Hire
 - Precept booklet for Wiltshire Council
 - Printed matter for resale
 - Office equipment etc purchases
 - Cenotaph electricity
 - Cenotaph water rates
 - Public toilet rates, electricity, water rates, service contract, general maintenance incl fixed wire testing
 - Van maintenance, road tax, MOT