



Powers Specifically Delegated to the Clerk

Thurston Parish Council

Paper: Powers delegated to the Parish Clerk

Reason: To approve the powers to be delegated to the Parish Clerk

Approving Body: Full Council

Period covered: 1st April 2026 to 31st March 2027

Presented to Council: Full Council 6th May 2026

Author: Clerk to the Council

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POWERS SPECIFICALLY DELEGATED TO THE CLERK

This Scheme of Delegation does not delegate any matter:

- Reserved by lay and/or
- Which by lay may not be delegated to a Councillor and/or Officer.

The powers and duties set out in this scheme are delegated to the Parish Clerk.

The Parish Clerk is also the Proper Officer and responsibility for the management of the organisation.

This scheme will be reviewed once the new Parish Clerk has passed their period of probation or sooner should legislation dictate.

1. Extent of Delegation

All delegated functions shall be deemed to be exercised of and in the name of the Council.

The Parish Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.

The Parish Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 1.1 Act as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an Officer and to ensure the proper discharge of its functions.
- 1.2 To receive declarations of acceptance of office.
- 1.3 To receive and record notices disclosing personal and prejudicial interests.
- 1.4 To grant a dispensation to a councillor or non-councillor with voting rights at a meeting at which a matter is being considered in which he/she has a disclosable pecuniary interest.
- 1.5 To receive and retain plans and documents.
- 1.6 To sign notices or other documents on behalf of the Council.
- 1.7 To sign on behalf of the Council any document necessary to enable Council decisions to be enforced.
- 1.8 To receive copies of by-laws made by the Principal Authority.
- 1.9 To certify copies of by-laws made by the Council.
- 1.10 To sign summonses to attend meetings of the Council.
- 1.11 To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000 and the General Data Protection Regulations 2018.
- 1.12 To act on matters relating to Health and Safety.
- 1.13 To act as the Council's designated officer for the determining of the purposes and the means of the processing of personal data under the General Data Protection Regulations (GDPR).

2. Urgent Decisions of the Council

- 2.1 Urgent decisions required between meetings of the council are delegated to the clerk in conjunction with the Chair of the council.
- 2.2 Decisions made under this delegated will be reported to and recorded in the minutes of the next council meeting.

2.3 Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council should be called to deal with the urgent matter.

3. Staffing

3.1 Day to day supervision and control of all staff employed by the Council except the Responsible Financial Officer and the Newsletter Editor.

3.2 Day to day supervision and control of volunteers working under the remit / supervision of the Council.

4. Exercise of Powers

4.1 All delegated action of the Parish Clerk shall be in accordance with

- Standing Orders
- Financial Regulations
- Council's Policy Framework and other adopted policies of the Council
- All statutory common law and contractual requirements

5. Written Records

The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The Clerk will keep a log of all decisions made under delegated powers and will arrange for these to be made open for public inspection via the Council website.