

**PLEASE NOTE THAT SOME OF THIS DOCUMENT IS IN TABLE FORMAT THEREFORE NOT EASILY ACCESSIBLE. IF YOU HAVE ANY QUESTIONS REGARDING THIS DOCUMENT PLEASE CONTACT THE PARISH OFFICE ON 01622 832305**



## **MARDEN PARISH COUNCIL** **SCHEME OF DELEGATION**

### **Council Function**

The matters listed below are the responsibility of the Full Council:

- Issuing the precept
- Borrowing money
- Approving the end of year Accounts and Annual Return
- Incurring capital expenditure over and above the Council's approved budget
- Incurring revenue expenditure which is over and above the Council's approved budget and is in excess of £5,000 per item (unless incurred already under Financial Regulation 3.4)
- Amending, and adopting, Standing Orders, Financial Regulations, Finance Risk Assessments, Terms of Reference and Powers & Duties of Committees
- Fixing the number of Committees, and the names and number of Members appointed to each Committee
- Determining the functions and constitution of Committees and Sub-Committees
- Fixing the dates of routine meetings of the Council and its Committees
- Filing of Member vacancies occurring on any Committee or Council (if required to do so by law)
- Appointing or nominating persons to fill vacancies on outside bodies
- Confirming the appointment of, and dismissing of, the Parish Clerk, Deputy Clerk and any other person/s employed by the Council
- Making, amending, revoking, enacting or adopting byelaws and promoting or opposite the Making of local legislation

All other matters which must, by law, be reserved to the Full Council

### **Delegation to Committees**

The matters listed below are delegated to the Council's Committees, Sub-Committees or Parish Clerk. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and may only be exercised

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

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where sufficient budgetary provision exists or can be vired from within the approved budget of the council.

The Committee, Sub-Committee or Parish Clerk may decide not to exercise this delegated power and may instead recommend to Full Council to make the decision.

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<b>Service</b>	<b>Function</b>	<b>Committee, Sub-Committee, Parish Clerk</b>
Audit	Responsibility for maintaining a continuous internal audit system	Finance Committee
	Receiving and considering reports on internal audit	Finance Committee
	Receiving and considering reports of the External Auditor	Finance Committee
	To maintain a continuous internal audit	Parish Clerk
Budgetary Control	Forecast end of year income and expenditure	Parish Clerk
	Draft next financial year's budget before putting to Finance Committee	Parish Clerk
	Recommending the annual Budget and resolutions for the level of precept	Finance Committee
	Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approval budget of a committee (see para 2.1)	Finance Committee
Byelaws	Recommencing the making or adoption of byelaws	Amenities Committee
	Enforcing byelaws including instituting legal proceedings	Full Council
Capital Expenditure	Recommending capital works and resourcing their implications	Finance Committee / Amenities Committee
Cemetery	Managing Marden Cemetery	Amenities Committee / Cemetery Sub-Committee
Christmas Expenditure	To manage the "Marden At Christmas" event and make purchases to the total Christmas budget amount	Parish Clerk & Deputy Clerk Amenities Committee Note: Any expenditure over the budget to be reported to Full Council.

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<b>Service</b>	<b>Function</b>	<b>Committee, Sub-Committee, Parish Clerk</b>
Committee and Member Support	Recommending the annual calendar of meetings	Parish Clerk
	Recommending changes to Financial Regulations and Financial Risk Assessment	Finance Committee
	Recommending changes to committee terms of reference	Amenities Committee / Planning Committee / Finance Committee / HR Sub-Committee
Communication	To deal with all press and public relations on behalf of the Council	Parish Clerk & Deputy Clerk Chairman
	To publicise Council official notices and village events on notice boards	Parish Clerk & Deputy Clerk
	To administer MPC social media pages and e-newsletter.	Parish Clerk & Deputy Clerk
Community Support	Managing community support activities including provision and maintenance of facilities, liaison with other bodies and cultural support	Amenities Committee, Parish Clerk & Deputy Clerk
Complaints	Monitoring the complaints procedure	Parish Clerk
Conservation	Commenting on proposals for the creation or modification of conservation areas	Planning Committee
Development Control	Commenting on planning applications referred to the Council for comment	Planning Committee
	Commenting on large planning applications referred to the Council for comment	Full Council
Documents	To sign documents on behalf of the Council	Parish Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections	Parish Clerk

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External consultation and representation	Commenting on consultation documents from other bodies	Full Council / Amenities Committee / Finance Committee / Planning Committee
Events	Managing Parish Council events. Authority to spend according to the Events budget amount.	Full Council / Amenities Committee / Parish Clerk / Deputy Clerk
Financial Matters	Managing the Council's financial affairs	Finance Committee / Parish Clerk
Finance	To administer the Council's bank balances	Parish Clerk
	To act as Responsible Financial Officer for the purposes of the Accounts and Audit Regulations	Parish Clerk
	To authorise the payment of accounts/invoices	Full Council / Amenities Committee / Finance Committee / Planning Committee
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme	Parish Clerk
Grants	Award of general revenue grants to local organisations and groups	Full Council / Finance Committee
Grounds maintenance (not in-house)	To maintain the areas of open space at the play area and Napoleon Drive	Amenities Committee
Information and Communication Technology	To be responsible for the provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved Budget	Parish Clerk & Deputy Clerk
Insurance	Arranging and maintain cover in respect of the Council's assets and activities against a wide range of risks	Finance Committee / Parish Clerk
	To maintain adequate insurance cover for the Council's activities and property	Parish Clerk

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Land and Property	To purchase necessary goods and supplies	Parish Clerk to the limit specified in Financial Regulations
	To maintain the Council's offices and property in accordance with Financial Regulations	Parish Clerk
Land Management	Managing and maintaining the Council's various buildings	Amenities Committee / Parish Clerk / Deputy Clerk
	Maintaining the Council's various areas of amenity land, plan areas, recreation grounds and open spaces including setting hire charges	Amenities Committee / Parish Clerk / Deputy Clerk
Planning Policy	Commenting on all planning documents and consultation from the Planning Authority	Planning Committee
Play Area	See Land Management	Amenities Committee
Play Scheme Expenditure	To manage the Annual Summer Play Scheme and make purchases to the total Play Scheme budget allowance.	Parish Clerk Note: Any expenditure over the budget to be reported to Full Council. Salaries to be the responsibility of Full Council/Finance Committee
Proper Officer	To act as proper officer for the purposes set out in the Standing Orders and for all other purposes prescribed by law	Parish Clerk
Risk Management	Managing the Council's risk management practices and procedures	HR Sub-Committee / Finance Committee / Parish Clerk
Staffing	Recommending change to the Council's approved staffing establishment	HR Sub-Committee
	Reviewing and monitoring the Council's employment arrangements	HR Sub-Committee
	Managing staff appraisals	HR Sub-Committee / Parish Clerk
	Reporting of appraisal recommendations	Appraiser to HR Sub-Committee

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Staffing	To implement national pay awards and conditions of service	HR Sub-Committee / Parish Clerk
	To review new/existing job descriptions	HR Sub-Committee
	To draft job adverts and undertake interviews of new staff to the Council	HR Sub-Committee
	To recommend successful applicant to Full Council for appointment	HR Sub-Committee
Street Naming	To recommend names of new streets	Full Council / Planning Committee
Clerk to the Council and Proper Officer	Recommending the appointment of the Clerk to the Council and Proper Officer	HR Sub-Committee
Trees	Tree issues and management	Amenities Committee
Trees - TPO	Commenting on TPO applications received from the Local Planning Authority	Planning Committee

*Adopted by Marden Parish Council on: 13<sup>th</sup> October 2015*

*Reviewed/Amended on: 12<sup>th</sup> June 2018 / 11<sup>th</sup> June 2019 / 6<sup>th</sup> April 2021 / 10<sup>th</sup> May 2022 / 14<sup>th</sup> March 2023 / 12<sup>th</sup> March 2024 / 14<sup>th</sup> January 2025 / 10<sup>th</sup> March 2026*

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