



## UTTOXETER RURAL PARISH COUNCIL – RESPONSIBILITIES DELEGATED TO PARISH CLERK

### 1) **Proper Officer**

The Parish Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972, its amendments, and any other statute requiring the designation of a Proper Officer.

### 2) **Responsible Financial Officer**

The Parish Clerk is designated and authorised to act as Responsible Financial Officer for the purposes of all relevant sections of the Local Government Act 1972 s151, its amendments, and any other statute requiring the designation of a Responsible Financial Officer.

### 3) **Clerk to Council**

The Parish Clerk is employed by the Council under section 112 of the Local Government Act 1972 for the purpose of discharging of its functions.

### 4) **General Matters**

The Parish Clerk is authorised: -

1. To sign on behalf of the Council any document necessary to give effect to any decision of the Council
2. To take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligations to the Council
3. To institute and appear in any legal proceedings authorised by the Council
4. To alter the date or time of a committee meeting but before doing so, shall consult the Chairman of the Council/Committee concerned.
5. To oversee the management of the Council allotments in conjunction with the Allotment Resident Representative from Stramshall Village.  
(\*See Appendix A for full details)
6. To oversee the management of the playing fields in conjunction with the Chair/Vice Chair. Any urgent decisions/repairs to be reported to the next full council meeting.
7. To act as the Councils designated officer for the purpose of Freedom of Information Act 2000.
8. To carry out the resolutions of any Council, Committee or subcommittee decisions.

### 5) **The Parish Clerk is authorised as follows:**

1. The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repairs, replacement or other works which is of extreme urgency that it must be done at once, whether or not there is budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report the action to the council as soon as practicable possible. If the expenditure has not been specifically budgeted for, the Clerk/RFO, will allocate the sum from the contingency budget.
2. To use maintenance budgets for the maintenance, replacement or repair of existing assets.
3. To carry out duties in line with the RFO responsibilities set out in Financial Regulations
4. To carry out duties in accordance with the Financial Regulations of the Council and the Audit and Accounting regulations.



## 6) Urgent Matters

The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next council meeting or relevant committee. The Chair of the Council will be informed as soon as practically possible of any action taken by the Clerk.

### **\*APPENDIX A.**

Below is clarification on the Responsibility of Clerk and Allotment Representative in regard to policy item 5 of the Utttoxeter Rural Parish Council Policy – Responsibilities delegated to Clerk 2021-2022

#### *General Matters*

*5) To oversee the management of the Council allotments in conjunction with the Allotment Resident Representative from Stramshall Village– 2021-2022*

#### **Summary of Appendix A:**

<b>Clerk</b>	<b>Policy reference:</b>	<b>Allotment Representative</b>
Update noticeboard with Clerk and Allotment representative details (main metal sign and paper updates)		
Issue Annual Contract, Rent Request, Risk Assessment Form and covering letters to tenants	Rent request - Clerk is Responsible Financial Officer (RFO) for the Council.	
Issue Rent payment receipts to Tenants	Financial Regulations 1.12, 9.1	
Keep Allotment Tenant Spreadsheet up to date, both contact details and rent payment record	Financial Regulation 1.12,9.1	
Ensure Allotment Rents are paid by Tenants and chase debt if needed	Financial Regulations 1.12, 9.1 1 <sup>st</sup> February rent due	
Ensure Allotment Rents are paid into Bank	Financial Regulations – 1.9, 1.10, 1.11, 9.5, 9.6,	
Ensure Allotment Rents are added to Council Accounts spreadsheet and reported to next Parish Council meeting	Financial Regulations – 9.5, 9.6	
Ensure Annual Insurance is adequate for site	Financial Regulations 15	
Ensure Council Assets on site are maintained	Financial Regulations 14.6	
Issue letters/emails to tenants after Council decision		



Issue contract infringement letters to tenants after Council decision. Letter 1, 2, 3 <b>(these to be written, examples of non-cultivation letters from Uttoxeter Allotments only – Chair, Vice Chair and Clerk to write examples for Council approval)</b>	Allotment Contract 10.	Advise council in monthly report of any issues
Carry out adhoc site visits. (to ensure contract terms and conditions are met by tenants - advise Council at next Parish Council meeting of suggested actions needed) Clerk will take photos of any issues and report back to the council, prior to any engagement with tenant.	Allotment Contract 2(XX).	
Carry out monthly health and safety and risk assessment visits to ensure Council not liable. If risk ensure resolved up to a limit of £500 and report to Chair/Vice Chair immediately and then report to next Council meeting	Financial Regulations 4.5	
Ensure water is turned on and off at the mains, as per allotment contract	1 <sup>st</sup> April turned on and 1 <sup>st</sup> October turned off Allotment Contract 2(XVI)	
Maintain Waiting List for allotments (NEW)	Data Control	
Maintain Allotment Holders contact list for Allotment Representative (NEW)	Data Control	
Issue Allotment Holders names and Plot Number only to Strawberry Garden Centre by email, after receiving signed contract and permission slip from plot holder	Data Control	
Maintaining Allotment Plot Map – to include shed/greenhouse positions (NEW)		
Ensure measurements are correct on all plots (NEW)	To measure when plot becomes vacant or if questioned by tenant.	To measure when plot becomes vacant or if questioned by tenant.
	Allotment contract – 2(X)	Brown Bin by gates – include in monthly report



Allotment Representative Frame of Reference for the Role.	URPC Meeting Minute Reference: 20.12.007	Allotment Representative of the Frame of Reference for the Role: The allotment holders come to the Representative with any concerns/requests, the Representative reports this to the Parish Council, via a monthly report,(Report to be with the clerk, one week before meeting, so that it can be issued with the Agenda), the 9 Parish Councillors then vote on any decisions that need to be made, these votes (Resolutions) are recorded in the minutes and displayed on the noticeboard and website and the Representative feeds those decisions back to the allotment holders. If the Representative needs any help in between the parish council meetings, about the allotments, this can be gained from the Chair, Vice Chair and Clerk only.
Allotment Representative Appointment Procedure	URPC Meeting Reference 22.09.0014	Procedure for Allotment Representative appointment – September 2022:  The Allotment Representative will be an existing plot holder, appointed by resolution of the full Parish Council. The Allotment Representative will serve the Parish Council for a term of 4 years from the month of February and the role can be rolled over for an extra year, by way of a resolution of the full Parish Council. A maximum number of 5 consecutive years is allowed for one person to hold the position. Previous allotment representatives can apply to stand as the representative once more.



		<p>The Allotment Representative hand over before the term is ended will be as follows; the year before the end of the term, the Parish Council will advertise the role to all Allotment Plot Holders by way of letter to accompany the Annual Allotment Contract, (January) and an advert on the Allotment Noticeboard.</p> <p>The Parish Council will consider all applications between the February and June Parish Council meetings and appoint the new representative no later than the July Parish Council Meeting of the last year of the term. A handover period between the current representative and the new representative will be for at least 3 months (August, September, October). The Parish Council reserves the right to re-advert the role on the Noticeboard after applications are received and considered.</p> <p>The Allotment Representative will be confirmed in post 6 months after the term has started, by resolution of full Parish Council (July). In the event of discord between the allotment representative and the Parish Council, the Council has the right to terminate the appointment by resolution at the next full Parish Council meeting.</p>
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Date Last Ratified/Approved	Version Number	Revision/Amendment made/section	Next Review Date
06.03.2018	1	Policy Adopted	Annual
04.05.2021	2	Clerk/Allotment Rep Responsibility re: Allotments added – Appendix A	May 2022
01.06.2021	3	Amendments to contract review	May 2022
03.05.2022	4		May 2023
06.09.2022	5	Added Allotment Representative Appointment procedure	May 2023
16.05.2023	6		May 2024