

Delegation arrangements

This document outlines the delegation arrangements for working parties, committees, and the Clerk, ensuring clear governance and accountability within the Parish Council.

Working Parties

- Established to undertake specific projects on behalf of the Council.
 - **No spending powers** are delegated.
 - All meetings must be reported back to Full Council.
 - Any spending recommendations must be submitted for approval by Full Council.
 - Membership is to be agreed upon and overseen by the Council.
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Committees

Cemetery Committee

- Responsible for the management and control of the Cemetery within its allocated budget.
- Must report activities and recommendations to Full Council.
- Required to plan and submit a proposed budget for cemetery running costs to the **Finance, General Purposes & Audit Committee** by **October** each year.

Education Grant Committee

- Reviews bursary applications within the ring-fenced funds in accordance with the Cornwall Council agreement.
- Reports any spending and decisions to Full Council at the next appropriate meeting.

Finance, General Purposes & Audit Committee

- Considers matters delegated by the Council.
- Responsible for:
 - Regulating and controlling Council finances.
 - Preparing the annual budget for Full Council approval.
 - Conducting an annual risk review of Council accounting practices.
 - Recommending on reserves and other financial matters.
 - Approving expenditure within limits defined in its terms of reference.
 - Reviewing and recommending updates to the terms of reference of all committees.
 - Managing public toilet facilities.

Planning Committee

- Reviews all planning applications.
- Holds **delegated powers** to respond to Cornwall Council.
- All responses must be reported to the next Full Council meeting.

Staffing Committee

- Oversees all staffing matters, including:
 - Recruitment
 - Employment contracts
 - Wage and salary reviews
 - Staff policy development
 - Disciplinary and grievance management
 - Line management of the Clerk

Appeals Panel

- Manages investigations and appeals resulting from formal grievances or disciplinary procedures.
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The Clerk

- Responsible for the day-to-day administration of the Council.
- Duties include:
 - Routine inspection, control, and compliance.
 - Supervision and management of Council staff and contractors.
 - Execution of delegations as set out in the Council's Financial Regulations, Standing Orders, Scheme of Delegation, and other policies.
 - Office and Parish Council business management in accordance with legislation or Council direction.
 - Management of:
 - Office budgets
 - Petty cash
 - Maintenance budget set by the Council
- **Accountable to:** the Staffing Committee and Full Council.