HELLESDON PARISH COUNCIL

Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB
Tel: 01603 301751 email: clerk@hellesdon-pc.gov.uk www.hellesdon-pc.gov.uk
Parish Clerk – Natasha Carver

FULL COUNCIL FUNCTIONS

2021 - 2022

Matters reserved to Full Council

The following matters are reserved to Full Council – where appropriate, on the recommendation of a committee or working group.

- The approval of the Council's annual budget and precept
- The approval of the Council's Statement on Internal Control
- The approval of the Councils annual accounts and annual governance statement
- The approval of the Council's Standing Orders
- The approval of the Council's Financial Regulations
- The approval of the Council's Scheme of Delegation
- The approval of the Council's Banking Arrangements
- The approval of the Council's Code of Conduct
- The consideration of the Internal Auditor's interim and final report
- The consideration of the External Auditor's report where the Auditor requires it to be considered at a meeting of the Council
- Appointment of Standing Committees
- Appointment of Special Committees
- Making, amending or revoking By-laws
- Prosecution or defence in a court of law other than an Employment Tribunal
- Nomination or appointment of representatives of the Council at any Inquiry on matters affecting the parish, excluding those matters specific to a Committee
- The consideration of the Vision, Mission & Core Behavioural Values Statement of the Council
- Any decision to borrow money or apply for permission to borrow
- If appropriate, a consideration and subsequent resolution to make the Council eligible to exercise the General Power of Competence
- The incurring of expenditure not in the budget or above committee budgetary provision on any individual item or contract
- Any variation or waiver of the Council's procurement policy
- To consider a formal complaint received in accordance with the Council's Complaint Policy (Complaints Panel)

- To consider a Staff Capability, Staff Disciplinary or Staff Grievance appeal (Staff Appeals Panel)
- To liaise with staff in an open forum in respect of the work of the Council (Staff Liaison Panel)
- The co-option of a member to fill a casual vacancy
- The appointment of non-councillors to committees
- The appointment of the Clerk to the Council
- The dismissal of the Clerk to the Council
- Any other matter which must, by law, be reserved to the Full Council