



Scheme of Delegation to the Parish Clerk

The Council's Scheme of Delegation authorises the Clerk to the Council to act with delegated authority in the specific circumstances detailed.

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, Financial Regulations any other policies or conditions imposed by the Council and within the law. They shall be reported to the next available Council meeting.
3. Where the Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they must also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken. An audit trail of emails is important.

Full Council matters

4. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
 - To appoint the Chairman and Vice-Chairman in May each year
 - To sign off the Governance Statement by 30 June each year
 - To set the Precept
 - To appoint the Parish Clerk
 - To make byelaws
 - To borrow money
 - To consider any matter required by law to be considered by Council

Day-to-day administration

5. The Parish Clerk is authorised to undertake the day-to-day administration of the Council to include:
 - Payment of all invoices, within agreed budget and subject to authorisation by two bank signatories on bacs or signed cheques. Authorisation can be made by email if

face-to-face authorisations are not possible. To be ratified at the next full Parish Council meeting.

Emergency Delegation

6. The Parish Clerk is authorised to undertake the following emergency delegated tasks:
 - Emergency expenditure up to £500 whether or not there is budgetary provision for the expenditure (subject to Standing Orders and Financial Regulations). If circumstances permit and if available, the Clerk is usually expected to consult the Chairman and/or Vice Chairman. Expenditure to be ratified at the next full Parish Council meeting.
 - Taking appropriate action between scheduled meetings of the Council arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council as appropriate to the circumstances). Decisions made under this delegation will be reported to, and recorded in the minutes of, the next council meeting. Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

Planning Delegation

7. The council delegates decisions arising under development control consultations to the clerk in consultation with all Councillors. **When a planning response is required before the next full Parish Council meeting, the following procedures will be followed:**
 - Planning applications shall be received by the Clerk who will provide details to Councillors. The Councillor with overall responsibility for Planning matters will circulate background facts to Councillors on previous planning applications, aerial photos and any other useful information within the strict guidelines of not providing any opinions etc.
 - All comments to be emailed to the Clerk. Once comments have been collated, the Clerk will ask all members to confirm by email whether they agree with the consensus. Where no queries arise, the Clerk shall be delegated to inform the Planning Department of the decision of the Council within the time allocated. All Councillors will report directly back to the Clerk.
 - Where queries arise or in respect of controversial or major development proposals, the Clerk, in consultation with the Chairman, may decide that a site meeting and/or extraordinary meeting of the council be called to consider the matter.
 - Delegated decisions will be reported to, and recorded in the minutes of, the next Council Meeting.