

WOOLASTON PARISH COUNCIL

SCHEME OF DELEGATION

The Local Government Act 1972, section 101, gives the Parish Council power to delegate decisions to a Committee, a Sub-Committee, or to the Clerk, as the Council's Proper Officer.

The powers and duties set out in this scheme are delegated to the Parish Clerk. The Parish Clerk is also the Council's Responsible Financial Officer and the Proper Officer and responsibility for the management of the organisation.

The scheme will be reviewed on a regular basis as required by the Council and when a new Parish Clerk is appointed.

1. Extent of Delegation

- a. All delegated functions are exercised on behalf of, and in the name of, the Council.
- b. The Parish Clerk will exercise these powers in accordance with:
 - Approved budgets
 - The Council's Financial Regulations
 - The Council's Contract Procedure Rules
 - The Council's Procurement Strategy
 - The Council's Policy Framework and other adopted policies of the Council
 - All statutory common law and contractual requirements
- c. The Parish Clerk may do anything under this delegated power or duty that the Council itself is lawfully entitled to do, including anything reasonably implied or incidental to that power or duty.
- d. In addition, the Parish Clerk is authorised to undertake the day-to-day administration of the Council to include:
 - Emergency expenditure up to £500 whether or not budgetary provision exists (subject to Standing Orders and Financial Regulations)
 - Payment of all invoices, within the agreed budget, subject to authorisation by two bank signatories; authorisation may be given by email if face to face authorisations is not possible
 - Taking appropriate action in response to emergencies in consultation with the Chairman/ or Vice Chairman of Council as appropriate

2. Urgent Decisions of the Council

- a. Urgent decisions between scheduled meetings are delegated to the Clerk following consultation with the Chairman.
- b. Any decisions made under this delegation will be reported to the next council meeting and recorded in the minutes.
- c. Where appropriate, the Clerk may call an extraordinary meeting to address the urgent matter.

3. Planning Decisions

- a. Planning applications with deadlines falling after the next scheduled meeting, will be considered by the Council at that meeting under the Planning and Development Control Committee section.
- b. The Clerk will seek deadline extensions for planning applications that expire shortly before the next scheduled meeting.
- c. All other planning application consultations are delegated to the Clerk, in consultation with all Councillors.
- d. Consultation may take place by email or in person.
- e. Where an application cannot be dealt with under clause a or b, the Clerk will email the details to all Councillors. Councillors should return comments promptly so the council's response can be submitted within the consultation period.
- f. Decisions made under the delegation will be reported to the next Parish Council Meeting and recorded in the minutes.
- g. If necessary, the Clerk, in consultation with the Chairman and Chairman of the Planning and Development Control Committee, may call an Extraordinary Meeting to consider the planning application.