



SCHEME OF DELEGATION

TO BE USED IN EVENT OF EXTENDED GAP BETWEEN COUNCIL MEETINGS (MORE THAN 5 WEEKS)

- It is lawful for the clerk to spend against items agreed in the Parish Council's 2024-5 budget. In making such payments, in unforeseen circumstances, (e.g. insurance premium higher than anticipated), the budget may be exceeded by up to 15%.
- Clerk to have delegated power to transfer funds within the council's bank accounts, to ensure that no more than £85k is held in each account thereby ensuring FSCS protection is maximised. Also to keep expenses account topped up to £1k.
- Clerk to have delegated power to respond to planning applications (councillors are still able to submit their own personal comments).
- Clerk to have delegated authority to carry out statutory functions such as issuing of vacancy notices, audit related tasks, acting on asset management related matters, implementing agreed council policies and decisions.
- Nothing in this delegation scheme prevents the existing council policies from being operated.

In operating this scheme, there is always the fallback of calling an emergency meeting, as per Standing Orders.

An example of the scheme in practice is if a planning application is received, the clerk will first ask members if they wish a meeting to be called. Ideally the clerk will wait until a majority have responded but where a matter is urgent may defer to the Chair or Vice Chair before acting. If there is no call for a meeting, the clerk will draft a response which will be emailed for comments before submitting.