



Scheme of Delegation

The Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer and Lead/Deputy Lead Members to act with delegated authority in emergency situations, as outlined below

Proper Officer and Responsible Finance Officer

- To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman (or Vice Chairman if the Chairman is unavailable) and take his/her view into account.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £600.00
- To take any action regarding minor repairs (up to a cost of £600.00) and to report minor matters to the relevant authority/person.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time, and shall be reported to the next available Council meeting.

Payments.

Pink Sheet to be prepared as normal and emailed to all councillors who can ask questions. Approval to be delegated to the Clerk and Lead/Deputy Lead Members for finance. Once approved authorisation to be made online to the bank by the Clerk and one of the other councillors who has authority for internet banking.

Delegated Powers re Planning

Planning applications shall be received by the Clerk who will provide details to Councillors (Blue Sheet).

Lead/Deputy Lead Members for planning to review the sheet and make their recommendations to be emailed to all other members.

Where no queries arise, by joint decision of all Councillors, the Clerk

shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. Where queries arise, this shall be referred back to the Lead/Deputy Lead Members for planning.

Staff

The Clerk to the Council/Responsible Finance Officer in consultation with the Chairman will have delegated authority to make all decisions relating to staff and their employment.

NOTE

All decisions taken under delegated authority will be in accordance with the Council's Standing Orders and Financial Regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation coming from Central Government and/or NALC.

All decisions will be reported to the first appropriate Council meeting.

-----END-----