CAVERSFIELD PARISH COUNCIL

Scheme of Delegation - draft

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

Proper Officer and Responsible Finance Officer

- To take action on any issue of such urgency, that 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 their views 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 undertaken immediately, whether or not there is any budgetary provision for the expenditure, subject to a limit of £250.00.

- To take any action regarding minor repairs (up to a cost of £250.00) and to report minor matters to the relevant authority.

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.

Planning Delegation Powers

Planning applications will normally be considered at the bi-monthly Parish Council meetings.

Any planning applications which are not able to be considered in the usual way shall be received by the Clerk who will provide details to Councillors. 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. All Councillors will report directly back to the Clerk thereby avoiding discussion between members. Where queries arise, the Clerk will call a meeting which may require an additional Parish Council meeting to decide upon the application. Adhering strictly to legal procedures set by NALC.

Delegation – Limitations

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

The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Finance Officer as and when appropriate.

This scheme was adopted at the Parish Council meeting on 15 May 2024, Minute reference 15/5/24 9. b. iii. and will be reviewed annually at the May meeting.