

# Sourton Parish Council Scheme of Delegation

## Activation

The clerk will follow the scheme of delegation during the election period (4<sup>th</sup> April 2023- 14<sup>th</sup> May 2023) to enable the council to continue running smoothly.

Members will be required to check their emails at least twice weekly. The Clerk will regularly contact any members without email provision by phone and post.

The Council's Scheme of Delegation authorises the Clerk and Responsible Financial Officer to the Council to act with delegated authority in the specific circumstances detailed below:

## Proper Officer and Responsible Financial 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 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 £1,000 but in consultation with the Chairman or one other councillor.
- To take any action regarding minor repairs (up to a cost of £500) and to report minor matters to the relevant authority.
- Clerk's salary to put on standing order to ensure payment. Expenses will not be claimed until after the election.

## Closed Churchyard

- To take decisions on any urgent matters, in consultation with the chairman or one other councillor if possible.

## Planning

- Applications for planning permission are to be emailed to all members of the Committee for their comments. The comments will be collated and following consultation with the Chairman the Clerk is delegated authority to make the final decision and submit a response.
- The Clerk is delegated authority to liaise with the other authorities in relation to Highways matters, following consultation with Committee members and/or the Chairman as necessary

## Delegation - Limitations

All decisions taken under delegated authority will be in accordance with the Council's Standing Orders, 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 additional decisions on individual items to the Proper Officer/RFO as and when it is appropriate.

This policy was adopted on	6 <sup>th</sup> March 2023
Signature Of Chairman	S Eberle
Date of next review	March 2024