

Sourton Parish Council Scheme of Delegation

Activation

The clerk will follow the scheme of delegation 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.
- In the event that the Council becomes inquorate, the Clerk shall be authorised to process and make payments for all necessary expenditure to ensure the continued functioning of the corporate body. Such payments shall be reported to the Council at the earliest opportunity once a quorum is re-established

Closed Churchyard

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

Planning

- During periods with no meetings (August) applications for planning permission if an extension cannot be given, applications are to be emailed to all members of the Council for their comments. The comments will be collated and following consultation with the Chairman, the Clerk is delegated authority to submit the final decision. If the Council feels an extra meeting needs to be called after viewing the application the Clerk will arrange.
- 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	2 nd March 2026
Signature Of Chairman	C Mott
Date of next review	March 2027