

# **Horrabridge Parish Council Delegation Scheme**

## **Background**

A delegation scheme will enable the Parish Council to function as near to normal as possible in the event of meetings of the Parish Council are unable to take place, or an urgent item needing a prompt decision.

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

It should be noted that some items of business, including the setting of the budget and precept, and the approval of the Annual Governance Accountability Return cannot be delegated to an officer or Committee and must be resolved by the Parish Council.

In the event that the Chairman or Clerk are unavailable their role will be undertaken by the Vice Chairman.

## **Proper Officer and Responsible Finance Officer**

To act 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 with the Chairman and take his or her view into account.

To incur expenditure on behalf of the Council, which is necessary to carry out repair, replacement or other work which is urgent to the running of the Council and its facilities, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000 but in consultation with the Chairman or one other Councillor.

## **Parish Council**

If a resolution is required by the Parish Council, with the exception of those which cannot be delegated, the Clerk will email the details to all Councillors. Comments will be collated, and the decision made by the Clerk following consultation with the Chairman.

## **Planning Committee**

Applications for planning permission and alcohol licencing are to be emailed to all members for their comments. The comments will be collated and following consultation with the Chairman and Planning Chairman, the Clerk is delegated authority to make the final decision for the Planning Chairman to submit a response.

## **Finance**

A schedule of payments required to be made will be circulated by email to all Councillors for their comments. At the first available meeting the payment list will be approved and minuted for transparency.

Salary payments will be made following approval by the Chairman and the Finance Chairman.

Any queries will be responded to and approval will be made by the Chairman. Other decisions that would have been made by the Council are to be circulated to all Councillors by email for comments. The final decision is to be made by the Clerk, following a consultation with the Chairman, including authority to purchase/authorise contracts.

## **Working from Home**

In the event that staff are required by Government legislation, or they are unable to work from the office due to exceptional circumstances, they are permitted to take home equipment required to enable them to continue to undertake the main elements of their role: for example, IT equipment and documentation.

## **Delegation – Limitations**

All decisions taken under delegated authority will be in accordance with the Parish 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 at the first appropriate Parish Council meeting.