

Botus Fleming Parish Council

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BRIEFING NOTE 6th April 2020

Scheme of Delegation

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

Proper Officer & Responsible Finance Officer

1. To take action on any issue of such urgency, that it cannot wait until the next scheduled Council meeting. Should circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and to take his / her view into account.
2. To incur expenditure on behalf of the Parish 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 the limit of £500.00.
3. To take any action regarding minor repairs (up to a cost of £500.00) and to report minor matters to the relevant authority.

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

Delegated Powers re Planning matters

Planning Applications shall be received by the Clerk who will provide details to Councillors and 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 should report directly back to the Clerk thereby avoiding discussion between members. Where queries arise the Chairman will call for a site meeting which may require an Extraordinary Meeting to decide upon the Application. Adhering strictly to Legal procedures set out by NALC, and also conditions which apply under current Coronavirus-Covid 19 rulings.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the existing Parish Council Standing Orders and Financial Regulations and this Scheme of Delegation, and where applicable, and other local rules / regulations and legislation. All decisions will be reported to the first appropriate Council meeting.

The Parish Council may delegate the power to make individual decisions on individual items to the Proper Officer & responsible Financial Officer and any appropriate Committee where appropriate.

The above Scheme of Delegation contains recommendations as made by the Society of Local Council Clerks and is a bespoke document for Botus Fleming Parish Council to adopt.

Christopher Cook – Parish Clerk & Responsible Financial Officer

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