



CLAYPOLE PARISH COUNCIL

Scheme of Delegation to the Clerk

This Scheme of Delegation was approved by Claypole Parish Council on 4 September 2024

The Local Government Act 1972 s101 gives a Parish Council power to delegate decisions to a committee, a sub-committee, or the clerk, being the council's proper officer

The scheme does not delegate any matter:-

- a. Reserved by law
- b. Which by law may not be delegated to a Councillor and /or Officer.

The powers and duties set out in this scheme are delegated to the Parish Clerk. The Parish Clerk is also the Council's Responsible Financial Officer and the Proper Officer and has responsibility for the management of the organisation.

The scheme will be reviewed on a regular basis as required by the Council.

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

Urgent Decisions of the Council

Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chairman of the Council.

The Clerk is permitted urgent expenditure as detailed in Claypole Parish Council's Financial Regulations

Decisions made under this delegation will be reported to and minuted at the next council meeting.

Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

Clerks Delegation Scheme for Planning

All planning application consultations whose deadlines expire after the next scheduled meeting will be considered by full Council.

The Clerk will endeavour to obtain extensions for planning application consultation deadlines which fall before the next scheduled meeting.

The Council delegates all planning application consultations not considered in the above two paragraphs to the Clerk in consultation with all councillors.

Consultation may be by correspondence, including email, or in person. It may also take place at meetings of the council.

The clerk will arrange for relevant papers to be circulated to the councillors who should return their comments, to the clerk, for determination of the council's response within the prescribed consultation period.

Delegated decisions will be reported to and recorded in the minutes of the next council meeting.

In respect of controversial or major development proposals, the clerk in consultation with the chairman, may decide that an extraordinary meeting of the council be called to consider the matter.

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 and its Committees as and when it is appropriate