**SCHEME OF DELEGATION**

**The Chairman of the Council (or Vice Chairman if the Chairman is unavailable).**

1. To make emergency or urgent decisions (as defined below) within the planned budgets of the Council and commit to such expenditure and after consultation with at least two members of the Council in order of preference, the Vice Chairman or other members, provided the Clerk has confirmed funds will allow.
2. To commit over and above budgeted expenditure up to £5000. Subject to the same stipulations as in (i) above.
3. To provide factual information to and make statements to the press regarding policies and activities of the Council.
4. Emergency decisions are defined as those that are necessary to preserve or ensure Health and Safety of persons or to stop or limit damage to property, and urgent decisions as those that are either necessary to avoid delays to implementation of decisions already made by the Council or those that to delay would plainly not be in the Council’s interest.

**The Clerk**

The Parish Clerk is designated and authorised to act as the Responsible Financial Officer for the purposes of any statute requiring the designation of a Responsible Financial Officer, Local Government Act 1972 s151. The Clerk is employed by the council under section 112 of the Local Government Act 1972 for the proper discharge of its functions.

1. To make decisions and commit expenditure within the planned budget for Administration which is necessary to carry out any repair, replacement or other work which is of such urgency that it must be done at once and whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000 and the Clerk shall report to the Council as soon as practical thereafter. Exclusion include wages and salaries, grants and donations, training courses, chairman’s allowance, capital expenditure, production of guides or other publications
2. To make routine payments of wages, salaries and suppliers accounts for normal authorised expenditure by BACS or cheques which have to be signed and authorised by two members of the Council, or from petty cash in anticipation of Council approval. Routine payments include payments for regular supplies and items ordered by the council, or by others with delegated powers defined herein, within the limits of the Council’s planned budgets.
3. To make day to day management decisions in consultation with the Council and Chairman and Vice Chairman such as are necessary to the smooth running of the Council’s activities.
4. To negotiate concessions on the tariff for hire of the Council’s facilities when expedient to encourage new potential regular hirers, or in the process of securing longer stay bookings such as weddings etc., or to settle any legitimate complaints.
5. To decide arrangements for the closure of the Council’s offices in the Christmas/New Year period, subject to consultation with the Chairman.
6. To oversee the management of the Council’s allotments, cemetery, Parish Hall, open spaces and play areas.
7. To alter the date or time of a committee meeting, but before doing so shall consult the Chairman of the Committee concerned about the need for the change and alternative dates and times.

**Delegated Powers re Planning Delegation**

Planning applications shall be received by the Clerk who will provide details to the Councillors on the Planning Matters Committee 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 will 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 by NALC.

**Staffing Management**

Management of staff will be undertaken by the Finance and General Purposes Committee. The Clerk will be the first contact for the Parish Hall Caretaker.

* To take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional circumstances.

It will deal with HR issues and other contractual matter (except resignation of Staff members) and will have delegated authority to make all decisions relating to staff and their employment, except recruiting, termination and decisions on hours in excess of core hours.

Adopted: 23 September 2020