

# Crediton Hamlets Parish Council (“the Council”)

## Scheme of Delegation

### 1. Introduction

The purpose of this Scheme is solely to allow the Council to fulfil its statutory obligations and conduct necessary business during periods when the Council is not scheduled or able to meet, or where quoracy at a meeting is not possible.

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 responsible for the administration of the Council.

The scheme will be reviewed on a regular basis as required by the Council and when a new Parish Clerk is appointed.

### 2. Extent of Delegation

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

The Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council’s Financial Regulations
- The Council’s Policy Framework and other adopted policies of the Council
- All statutory common law and contractual requirements

The Clerk is authorised to undertake the day to day administration of the Council to include:

- Expenditure up to £50, excluding VAT, within an agreed budget
- Emergency expenditure up to £2000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises
- Payment of all invoices, within agreed budget and subject to authorisation by two bank signatories.
- Awarding an Emergency Grant Payment as long as the amount awarded is within agreed budget and within the terms of the Grant Policy, and after consultation with Chair and/or Vice Chair.
- Taking appropriate action arising from other emergencies (in consultation with the Chair/Vice Chair of Council as appropriate to the circumstances).

### **3. Urgent Decisions of Council (other than planning consultations)**

When it is either not appropriate or not possible to hold a quorate extraordinary meeting of the Council an urgent decision may be delegated to the Clerk in consultation with the Chair and/or Vice Chair of the Council.

Decisions made under this delegation will be reported to, and recorded in the minutes of, the next Council meeting.

### **4. Urgent Planning Consultations**

When the Council receives a planning consultation letter between scheduled Council meetings and a request for an extension of time to comment is refused by the Planning Authority:

- the Clerk will send the letter to all Councillors
- the Clerk, in consultation with the Chair and/or Vice Chair, will decide whether an extraordinary meeting of the Council is required because the application is for major development or potentially controversial
- the Clerk will call an extraordinary meeting if it is decided that one is required
- if it is not possible to call a quorate extraordinary meeting the Clerk, in consultation with all Councillors, will prepare and submit a comment to the Planning Authority within the relevant timeframe
- if it is decided that an extraordinary meeting is not required, the Clerk, in consultation with all Councillors, will prepare and submit a comment to the Planning Authority within the relevant timeframe.

All comments submitted under this provision will be reported at the next Council meeting and recorded in the minutes.

### **5. Written Records**

The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095) require a written record to be kept of certain decisions made by an officer of a Parish Council acting under delegated powers. The Clerk will keep a log of all decisions made under delegated powers and will arrange for these to be made open for public inspection via the Council website.

Adopted by the Council 4<sup>th</sup> November 2024