

West Dereham Parish Council

Scheme of Delegation of Powers

Relating to the Proceedings & Business of the Parish Council

The Local Government Act 1972, section 101, gives a Parish Council power to delegate decisions to a committee, a subcommittee reporting to a committee, or the Clerk, being the Council's Proper Officer.

Urgent Decisions of Council

- Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chairman and Vice Chairman. In the event the Chairman and/or Vice Chairman are unavailable, any decision will be delegated to any two members of the Council.
- Emergency expenditure up to £500, whether or not there is budgetary provision for the expenditure is delegated to the Clerk in consultation with the Chairman and Vice Chairman. In the event the Chairman and/or Vice Chairman are unavailable, any decision will be delegated to any two members of the Council.
- Payment of all invoices & salaries, within agreed budget and subject to authorisation by two bank signatories. Authorisation can be made by email if face to face authorisations are not possible.
- Decisions made under this delegation will be reported to and added to the minutes at the next Council meeting.
- Under this delegation, where appropriate, the Clerk may decide to instruct the Chair to call an extraordinary meeting of the Council be called to deal with the urgent matter.

Planning Delegation to the Clerk

- Decisions required between scheduled meetings of the Council which relate to development control consultations are delegated to the Clerk who will submit a response in accordance with the wishes of the majority of Councillors expressing a view. If no Councillor requests that a comment be made on the matter, then the Clerk is authorised to respond on the application with 'no comment'.
- Consultation maybe by correspondence including email, remotely or in person.
- Under delegation to the Clerk, and in particular with regard to controversial or major development proposals, the Clerk in consultation with the Chairman, may decide that a parish meeting and/or an extraordinary meeting of the Council be called to consider the matter or, subject to an extension from the appropriate authority, that the matter be referred to the next Council meeting, whichever is appropriate.
- Decisions made under this delegation will be reported to and added to the minutes at the next Council meeting.

