

Bradpole Parish Council

Scheme of Delegation

BPC ENCL 22_03

Policy

This policy applies to Parish Councillors and the Parish Clerk.
(In the absence of the Parish Clerk the Deputy Clerk will fulfil that role).

In the event that it is not possible for any reason to convene a public meeting of the council in a reasonable time, the Parish Clerk, in consultation with the Chairman and one other Councillor, shall have delegated authority to make decisions on behalf of the council where such decisions cannot reasonably be deferred and must be made to enable the Council to fulfil its responsibilities to its residents and in order to comply with a commercial or statutory deadline.

The Parish Clerk will firstly discuss the matter with the Chairman of the Council.

Any decision will require at least two members to be consulted, including the Chairman.

Where possible members will be consulted by electronic means or by telephone.

Whilst the Parish Council creates, implements, monitors and reviews this policy, the Parish Clerk is also responsible for implementing its requirements.

Decisions that may be taken outside of Parish Council Meetings will not require a deviation from policy decisions taken by the Parish Council and should not place any aspect of the Parish Council at significant risk.

The Parish Clerk will not seek to influence a decision from the Chairman or the other Councillors but shall put the issues clearly and succinctly so as not to prejudice any decision being made.

The Chairman may decide to call an Extraordinary Meeting if required to make a decision.

In cases of extreme risk to the delivery of Council services, the Parish Clerk may authorise revenue expenditure on behalf of the Council which, in the Parish Clerk's judgement, is necessary to carry out.

The Parish Clerk will firstly discuss the matter with the Chairman.

Such expenditure which includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, will be subject to a limit of £3000.

The Parish Clerk will report to a full meeting of the Council as soon as practicable thereafter.

Any decisions made under this delegation must be recorded in writing, in line with GDPR, and must be published in accordance with the relevant regulations.

This delegated authority will be reviewed annually by the full Council

Adopted by Bradpole Parish Council

Signed: Cllr C J Baker

Chairman of Bradpole Parish Council

In accordance with minutes of meeting dated: 07/04/2022