

NETHER WALLOP PARISH COUNCIL

Scheme of Delegation

This Scheme of Delegation¹ authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person) to act with delegated authority in the specific circumstances detailed.

1. Planning application responses

1.1 If a planning application is received and the deadline for comments from Council expires before the next scheduled meeting of council, the Proper Officer will request a time limit extension from the Borough Council. If an extension is not granted, the Proper officer shall be delegated to send comments relating to the application on behalf of council after requesting each member's opinion by email.

2. Payments of invoices / fees / subscription.

2.1 The RFO has the delegated authority to make certain payments without waiting for the payment authorisation as described in clause 4 and 5 of the Financial Regulations provided the payments relate to the conditions set out below and are reported to Council after payment.

2.2 Invoices relating to the last list of Service Contracts approved by Council.

2.3 Invoices relating to the last list of Subscriptions approved by Council.

2.4 Any Contract that has singularly been resolved to be added to the list in 2.2 or 2.3.

2.5 Employee's Salary Payment

2.6 Employee's Pension Contributions

2.7 Routine expenses for the Village Green Working Group. (Not including maintenance invoices.)

2.8 Utilities charges

2.9 VAT payments to HMRC

2.10 PAYE tax **and N.I.** payments to HMRC

2.11 Expenses for minor routine maintenance or repairs carried out by Councillors or Volunteers at the request of the Clerk. (~~£50 max~~) – **suggest to replace with £100**

2.12 Emergency or necessary expenditure up to ~~£200~~ outside of the agreed budget (see 3. Urgent matters below).
Suggest to increase to £400

3. Urgent Matters

3.1 In the event of any matter arising **which requires an urgent and decision** notwithstanding delegated powers granted by paragraph 2.2 above, the Clerk shall forthwith consult with the Chairman and/or Vice-Chairman and those Members so consulted together with the Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

3.2 Before exercising the delegated powers granted by paragraph 3.1 above, those Members consulted shall consider whether the matter is of sufficient interest to justify recommending to the Chairman that an Extraordinary Meeting of the Council should be called.

3.3 Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Council.

¹ s101 of the 1972 LGA