NETHER WALLOP PARISH COUNCIL

Review of delegation arrangements to committees, sub-committees, contractors, staff and other local authorities.

Type	Who	Delegated to:	New or Amended Action to take *
Committee	WPH	Handle finances and make decisions regarding running and maintenance of Hall.	None suggested
Committee	NDP	Collate information and schedule tasks with consultant to prepare the NDP for council's approval.	None suggested
Sub-committee	none	n/a	n/a
Contractors	Mr Pasque	Mow playing field as often as necessary	None suggested
Contractor	Mr Cullen	Strim playing field as often as necessary	1. Write Risk Assessment 2. Consider public insurance liability
Contractor	Mr Richardson	Mark football pitch and set up equipment. Arrange bookings in tandem with Cllr Sangster.	1. Write Risk Assessment 2. Request copy of Public Insurance
Staff	Clerk	Handle correspondence and financials as per scheme of delegation.	* ADD ADDITIONAL PARAGRAPH TO SCHEME OF DELEGATION AS BELOW.
Volunteer	Footpaths officer	Oversee lengthsman program and instruct work to be carried out. Work with the Footpaths team for clearances.	Re-advertise for position.
Local Authority	Test Valley Borough Council	No delegation, only service contracts.	n/a
Local Authority	Hampshire County Council	No delegation or service contracts.	n/a

Amendment to scheme of Delegation for the period 7th May until it is safe for meetings to be held in public without special safety measures being taken.

The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to the clerk for making decisions on behalf of the council as and when appropriate. Due to the government's decision not to extend the permission to hold meetings remotely, Clerks are advised to be sure that an adequate delegated authority for ALL DECISIONS is in place until meetings can be held safely in person again.

This emergency additional delegation will allow for decisions to be made via email in response to proposals sent by the Clerk. A resolution by email would take effect if the majority of councillors reply stating that they approve the proposal. This will then allow the resolution to be actioned.

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For the sake of good order, a list of proposals and voting responses would be maintained by the Clerk who would bring the schedule to the next meeting of council in person. After formal re-approval of the list, the addition to the scheme of delegation would be cancelled.

Councillors please consider if the below can be added to the current Scheme of Delegation:

The Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer to act with delegated authority in the specific circumstances detailed:
- **To take action:**
- To take action on any issue that cannot wait until the next in person Parish Council meeting.
- The Clerk will address any need/resolution to all councillors by email.
- Action taken should routinely be done with the approval of a majority of councillors.

- **Financial thresholds:**
- To authorise expenditure on items where the Council has already agreed the expenditure via the budget setting.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.00
- To take any action regarding minor repairs (up to a cost of £1,000.00) and to report minor matters to the relevant authority.

- **Record keeping**
- Record keeping and the maintenance of a solid trail of proposals in detail and voting responses.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation,

- **Reporting back to full council**
- shall be reported to the next available in person Council meeting.