

## **Emergency Delegation of Chideock Parish Council Functions**

The following **Emergency Delegation of Chideock Parish Council Functions** will be invoked if

- the Parish Council is unable to meet in person OR
- the Parish Council is unable to form a quorum due to illness etc (but not through lack of elected members).
- 

If the number of elected members falls below 3 then the Parish Council cannot function.

### **Planning Applications.**

- The Clerk will circulate details of planning application to all councillors via e-mail
- Councillors will make comments via e-mail, ensuring that all members and the Clerk are sent a copy
- The Clerk will collate the responses.
- If there is consensus the Clerk will submit the response via the Dorset Council Planning Portal
- If there is not a consensus the Clerk will use the majority view to formulate a response, which will be circulated to all prior to submission Dorset Council Planning Portal
- The submissions will be formally recorded and retrospectively agreed at the next Parish Council meeting

### **Planning Decisions.**

- The Clerk will forward details of any planning decisions made by Dorset Council to all councillors for information.
- Planning decisions will be formally recorded in the minutes of the next Parish Council meeting

### **Payment of Invoices.**

- The Clerk will attempt to have online banking set up for the TSB Current Account. If this is achieved, then a procedure for using online banking will have to be agreed by councillors.
- In the meantime
  - The Clerk will send copies of invoices to all councillors for approval 7 days before the last working day of the month
  - Approval of each individual invoice by at least 3 councillors is required
  - If approval is granted, the Clerk will draw cheques for each invoice, and create a payment list
  - The cheques, payment list and a stamped addressed envelope for return will be posted to Cllrs Anna and George Dunn, who will sign the cheques and initial the payments list, having checked the cheques against the list and the previously sent invoices
  - Cllrs Anna and George Dunn will post the cheques back to the Clerk in the stamped addressed envelope provided by the Clerk
  - The Clerk will then use the cheques to pay the invoices
  - The payments will be retrospectively approved and resolved at the next Parish Council meeting.
  -

### **Insurance.**

Renewal of the Parish Council insurance is due on 1 June each year.

Public liability insurance is essential.

If it is not possible for a Parish Council meeting to be held to approve a) the level of insurance and b) the payment of the premium: -

- The Clerk will update the Asset Register as required.
- If assets are to be added or removed from the insurance the Clerk will contact Came and Company to obtain a revised renewal premium
- The Clerk will circulate the updated Asset Register and the insurance renewal documents to all councillors, together with any recommendations for adding or removing assets from the insurance and the financial implications of so doing
- Approval to proceed from at least 3 councillors will be required
- The Clerk will contact Came and Company to make any changes required and pay the premium (as above)
- The insurance renewal, including any changes, will be formally recorded, and retrospectively resolved at the next Parish Council meeting.

### **Other.**

- a. The Clerk is authorised to make decisions on general matters, preferably after agreement from a minimum of 3 councillors via e-mail, and to inform councillors of any decisions taken.