

**Whixall Parish Council**  
**Scheme of Delegation on Consultation Responses**

The following scheme of delegation will ensure that the Council is able to respond to consultations within response deadlines.

Scheme of Delegation on Consultation Responses

1. All relevant consultations specifically circulated to the Parish Council will be reported to, and dealt with at, Parish Council meetings provided the meeting date is within the time period for responses
2. Where the meeting date is outside the time period for responses, consultations will be circulated by email and the clerk will collate responses. In agreement with the chairman the agreed response will be submitted.
3. Any member of the Parish Council may call for an extra ordinary meeting at any time to discuss consultations. Such a request will be discussed between the Clerk and the Chairman prior to calling a meeting.

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Adopted by the Council: January 2021