



## **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.

### **Proper Officer and Responsible Finance Officer**

- To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work 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 £500.00

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 shall be reported to the next available Council meeting.

### **Delegated Powers re Clapham Recreation Ground**

As set out in minutes 19/183 (24<sup>th</sup> October 2019) and 20/231 (27<sup>th</sup> February 2020).

### **Delegated Powers re Planning Delegation**

Planning applications shall be received by the Clerk who will provide details to Councillors. Where timescales (i.e. cut-off times for a response) allow then the decision will be made at a council meeting.

Where a decision is required outside a council meeting (i.e. due to an earlier cut-off time for a response) and no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform the Planning Authority within the time allocated of the decision of the Council. This shall be reported to the next available Council meeting for retrospective approval.

Where queries arise the Chairman will call an Extraordinary Meeting to decide upon the application.

### Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation. All decisions will be reported to the first appropriate Council meeting. The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Finance Officer as and when appropriate.