



## 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 Chair or Vice Chair (where one appointed) if the Chair is unavailable and take their 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 Spend to Clerk for Events on Clapham Recreation Ground

Approved by resolution and as set out in Council meeting minutes from time to time.

### 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 ratification.

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

Re-adopted 31.8.23 - Review at least annually August 2024.

### Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Council's 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.