



SCHEME OF DELEGATED AUTHORITY TO CLERK POLICY

In the event that it is not possible to convene a meeting of the Council in an acceptable time, the Clerk shall have delegated authority to make decisions on behalf of the Council where such decision cannot reasonably be deferred. Decisions made under delegated authority must only be made to ensure the health and safety of residents or in order to comply with a commercial or a statutory deadline.

In making a decision the Clerk shall endeavour where reasonably practicable to consult all Councillors via email and/or telephone, including the Chair and/or Vice Chair, and endeavour to receive responses from at least a quorum of current Councillors, within a reasonable time or within the time available to meet the relevant deadline.

The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations.

Any decisions made under this delegation must be recorded in writing reported to the next Council meeting and must be published in accordance with the relevant regulations.

Adopted by Potterspurvy Parish Council 8 February 2023