

EAST CHALLOW PARISH COUNCIL

Scheme of Delegation

The Council's Scheme of Delegation authorises the Clerk/RFO to the Council to act with delegated authority in the specific circumstances detailed.

- To take action on any issue of such urgency, that cannot wait until the next normal Council meeting. The Clerk/RFO will be expected to consult the Chair and Vice Chair (both if possible but must be one) to take their views 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 undertaken immediately, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500 (Financial Regulations 5.15) The Clerk/RFO will be expected to consult the Chair and Vice Chair (both if possible but must be one) to take their views into account.
- To take any action regarding minor repairs up to a cost of £500 and to report minor matters to the relevant authority. The Clerk/RFO will be expected to consult the Chair and Vice Chair (both if possible but must be one) to take their views into account.

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.

Planning Delegation Powers

Planning applications will normally be considered at the monthly Parish Council meetings.

Any planning applications which are not able to be considered in the usual way shall be received by the Clerk who will provide details to Councillors. Where no queries arise by a quorum of Councillors, (minimum of 3) the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council and the response ratified at the next normal Council meeting. All Councillors will report directly back to the Clerk thereby avoiding discussion between members. Where queries arise, the Clerk will call a meeting which may require an additional Parish Council meeting to decide upon the application. Adhering strictly to legal procedures set by NALC.

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 Clerk/RFO as and when appropriate.

This scheme was adopted at the Parish Council meeting on 9th September 2026 and will be reviewed annually.