

TITLE: Standing Order 15-19 - Scheme of Delegation

DOCUMENT MANAGEMENT

This document constitutes **Version 1** of the **Scheme of Delegation** adopted on *****.

15. Under normal circumstances all decisions are reserved for the full Parish Council. However, statute requires 3 clear days between the issue of a summons to councillors and the day of the council meeting. Councillors cannot make decisions individually or collectively in relation to the performance of the Parish Council's statutory powers and other functions outside meetings. Consequently, the Parish Council has made the following Scheme of Delegation under section 101(1) of the Local Government Act 1972 to cover the specific circumstances detailed below:

The Emergency Committee of the Parish Council

15.1 To take action on behalf of the Council in cases of urgency or emergency that cannot wait until the next normal Council meeting.

15.2 To incur expenditure on behalf of the Council that 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.

15.3 To be bound by the Standing Orders of the Parish Council, with the exception of SO 6-8 which may be suspended by a majority vote of the Emergency Committee to remove the requirement for public notice and tendering for services exceeding £1000.

15.4 To be quorate with 3 elected or co-opted councillors. All Councillors of DFPC are appointed as members of the Emergency Committee. The chair will be a Co-Chair of the Parish Council or in their absence appointed by majority vote of Councillors present.

15.5 To appoint specialist advisors to the committee but such advisors may not vote on committee decisions or expenditure.

15.6 An Emergency Committee meeting may be called by the Parish Clerk or a Co-Chair of the Parish Council, or in the absence of all of these, by any Councillor. Summonses to attend may be issued by telephone, text or email as appropriate. There is no minimum notice required to convene the meeting after the summons has been issued.

16. The Parish Clerk as Proper Officer and Responsible Financial Officer is authorised:

16.1 To take action on behalf of the Council in cases of urgency or emergency that cannot wait until the next normal Council meeting. If circumstances permit, the Clerk is expected to call a meeting of the Emergency Committee, consult the Co-Chairs, or other councillors, and take their views into account.

16.2 To incur expenditure on behalf of the Council that 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 £1,000.

16.3 To take any action regarding minor repairs up to a cost of £100 per repair.

Dartmoor Forest Parish Council



16.4 To procure office consumables as necessary, up to a cost of £100 per month.

16.5 To respond to all Planning Applications forwarded by the Planning Authority, taking into account the views of councillors in the relevant Ward.

16.6 To appoint and determine the terms of office of substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend.

17. Delegations to Committees.

The Parking Committee is authorised to:

17.1 To liaise and negotiate on behalf of the Council with Devon County Council officers and Councillors; Dartmoor National Park Authority officers and members; and the Member of Parliament for Torridge and West Devon and his office to achieve Council approved objectives.

17.2 To commit the Council to expenditure necessary to achieve Council approved objectives subject to a limit of £1,000.

17.3 To be quorate with 3 elected or co-opted councillors. The chair will be appointed by majority vote of the Committee.

17.4 To be bound by the Standing Orders of the Parish Council.

18. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Parish Council from time to time, and shall be reported to the next available Council meeting.

19. The Parish Council may delegate the power to make additional decisions on individual items to the Emergency Committee, other Committees or the Parish Clerk as and when it is appropriate.