

Honingham Parish Council

Delegation of Authority to the Parish Clerk

Adopted: 13 May 2020

Date Renewed: 11 May 2022

Date to be reviewed: May 2023

The Council meets once a month except January and August. Should the Council not be able to hold a meeting, either by mutual agreement between the Clerk and Chairman, or due to the meeting not being quorate, the Council resolves to delegate authority to the Parish Clerk as detailed below. This delegation is made under S101 of the Local Government Act 1972, which gives a parish council power to delegate decisions to a committee or the Clerk, being the council's proper officer. This delegation will be reviewed on a yearly basis.

In the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority in conjunction with the Chairman/members to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. Any actions taken are to protect the interests of the community and ensure council business continuity. Decisions will be made where possible by consultation with the Chairman/members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance as necessary. 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 and must be published in accordance with the relevant regulations (via the Council website and minutes).

This delegation includes but it not restricted to;

- *Enabling the Clerk to take any action on any issue that cannot wait until the next Parish Council meeting and is of an urgent and important nature.*
- *Where it has not been possible to obtain any necessary extension from the District Council to allow a planning application to be considered at the next Council meeting, the Clerk would, having consulted with the Chairman/members, make the necessary response.*
- *In respect of controversial or major development proposals/consultations, the Clerk in consultation with the Chairman, may decide that an extraordinary meeting of the council be called to consider the matter.*
- *To incur expenditure, subject to a limit of £500, which is of 'extreme urgency', as detailed in the Financial Regulations. Consultation with the Chairman will be sought where possible.*