



SCHEME OF DELEGATION POLICY

**This policy was adopted at the PC Meeting of 15th March 2021. Reviewed May 2024.
Next review date May 2025.**

The Local Government Act 1972, section 101, gives a parish council power to delegate decisions to a committee or the clerk, being the council's proper officer.

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.

Delegated Powers - Planning

Planning applications shall be received by the Clerk who will provide details to Councillors via e-mail. Where no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council.

Decisions made under this delegation will be reported to, and recorded in the minutes of, the next council meeting.

In respect of controversial or major development proposals, the Clerk in consultation with the Chairman, may decide that a parish meeting and/or an extraordinary meeting of the Parish Council be called to consider the matter, adhering strictly to legal procedures set by NALC.

Delegated Powers - Paying Invoices

Invoices received for goods or services previously approved by the Council, invoices relating to contracts approved by the Council and staff salaries can be paid between meetings by the Clerk/RFO, and authorised by two signatories as per the bank mandate. Payments made will be reported at the next meeting.

HIGHWOOD PARISH COUNCIL

