

# **Coney Weston Parish Council**

## **Scheme of Delegation**

**This Scheme of Delegation authorises the Clerk to act with delegated authority in the specific circumstances detailed:**

### **1. Urgent Matters**

- 1.1. In the event of any matter arising which requires an urgent decision, including payment of invoices received where due date falls before the next scheduled meeting, the Clerk shall consult the Chairman and/or Vice Chairman and one other Councillor, and with the concurrence of those members shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 1.2. Before exercising the delegated powers granted by paragraph 1.1 above, the Clerk and those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting of the Council in accordance with standing orders.
- 1.3. Any action taken under this section must be recorded in writing and made available for inspection by any member of the Council. Full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Council.

### **2. Delegation - Limitations**

- 2.1. The Clerk shall, at all times, act in accordance with the Council's standing orders, financial regulations and this scheme of delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.

### **3. Matters reserved for Council only**

- 3.1. Matters relating to planning applications, tree preservation order applications and similar.

### **4. Temporary Delegation**

- 4.1. For a period from 6 May 2021 until the instigation of step 4 of the Government's Lockdown Roadmap, the Clerk shall have Delegated powers to act for item 3.1 above.