

TISBURY PARISH COUNCIL

Scheme of Delegation

The Council's Scheme of Delegation authorises the Proper Officer to act with delegated authority in the specific circumstances detailed.

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.

The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer as and when appropriate.

1. Proper Officer and Responsible Finance Officer (RFO).

- a) To take action on any issue of such urgency, that cannot wait until the next scheduled Council meeting. If circumstances permit, the Clerk would be expected to consult the Chairman and/or Vice Chairman and take their views into account.
- b) 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 done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000.00
- c) To take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional circumstances.

2. Any circumstances arising, from a national emergency, for example, that would affect the availability of Parish Councillors rendering the council meeting to be inquorate.

- a) The Proper Officer/RFO in conjunction with the Chairman and/or Vice-Chairman to approve financial payments by bank transfer, debit card or cheque.
- b) The Proper Officer/RFO in conjunction with the Chairman and/or Vice-Chairman to approve decisions relating to financial matters necessary for the Parish Council to function legally and effectively; items such as insurance cover and Annual Governance and Accounting Returns.
- c) The Proper Officer/RFO in conjunction with the Chairman and/or Vice-Chairman to respond to planning applications issued by Wiltshire Council; taking account of other councillor's views by email or direct contact where appropriate.

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.