

TISBURY PARISH COUNCIL

***Changes are highlighted in yellow**

Scheme of Delegation

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

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 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 respond to all planning applications for work on Trees in a Conservation Area (TCA) and Trees with a Preservation Order (TPO) after consultation with the appointed Tree Warden on behalf of the Parish Council.
- d) To issue an Eviction Notice to any Allotment Tennant failing to pay the annual rent on receipt of an invoice (or equivalent) from the Weaveland Road Allotment Society (agent for the Parish Council) with two further reminders; the eviction to be with immediate effect.
- e) 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, or to meet only in a virtual environment.

- a) The Proper Officer/RFO in conjunction with the Chairman or Vice-Chairman to approve financial payments by bank transfer or cheque; approval to be documented by email if wet signatures are not possible.
- b) The Proper Officer/RFO to make payments by debit card up to a limit of £1000 for routine payments (e.g. cleaning supplies, replacement equipment) within the agreed annual budget, unless the payments are a part of the annual approval of regular payments from the current account (e.g. HMRC, software subscriptions).
- c) The Proper Officer/RFO in conjunction with the Chairman 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.

- d) 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.

Notes:

- The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Finance Officer as and when appropriate.
- 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; held either in person, virtually or as a hybrid meeting if there are sufficient councillors to be 'quorate' if physically present in one location.