

Scheme of delegation

1 Introduction

- a) Kettlewell with Starbotton Parish Council has five members and meets on a monthly basis, in Kettlewell Village Hall. Meetings are normally held at 7:30pm on the first Wednesday of the month.
- b) The monthly meeting agrees minutes of the previous meeting; important matters arising; the clerk's report (for information only); street lighting update; correspondence received; report on accounts and agreement to pay bills submitted; planning applications.

2 Delegated powers

- a) All decisions as agreed will be recorded as 'resolved'
- b) All planning applications will be discussed by the Council at their monthly meeting, unless timing of meetings does not allow this, when a report will be presented to the meeting of comments made.
- c) Members will be notified of each planning application as received the clerk, but it will be their individual responsibility to consider the details of each by accessing such on line or reading the paper copy circulated by the clerk.
- d) The Council shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development control enforcement matters.
- e) In more major applications the Clerk will seek an extension in the time for response from the planning authority and if this is not granted then a special meeting of the parish council will be called.

3 Responsibilities delegated to the Parish Clerk

3.1 Proper Officer

The Parish Clerk is designated and authorized to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

3.2 General matters

The Parish Clerk is authorized:

- a) To sign on behalf of the Council any document necessary to give effect to any decision of the Council, to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council;
- b) To institute and appear in any legal proceedings authorized by the Council,
- c) To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest in its own right or on behalf of the residents of Kettlewell with Starbotton.
- d) To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.

3.3 Financial matters

The Parish Clerk is authorized as follows:-

- a) To incur expenditure up to a maximum of £200 on any item for which provision is made in the annual budget (as set in the precept meeting), provided that any action taken complies with any legislative provisions.
- b) To accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation.
- c) To compile, approve or vary lists of approved contractors.
- d) To invest monies held by the Council in accordance with the Council's investment policy.

3.4 Urgency

- a) The Parish Clerk is authorized to act on behalf of the Council in cases of urgency or emergency.
- b) Any such action is to be reported to the next meeting of the Council
- c) The Chairman (or if unavailable the deputy Chairman) and one other councilor are to be consulted before such action is taken.

Agreed at the Parish Council Meeting on 4 March 2015