Slinfold Parish Council

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SCHEME OF DELEGATION

Slinfold Parish Council's Scheme of Delegation authorises the Clerk to the Council, who is also the Proper Officer and Responsible Financial Officer (RFO), herein referred to as the Clerk, to act with delegated authority in the specific circumstances detailed below in order to enable the Council to fulfil its responsibilities to its residents

1. In General The Clerk may
   i. Take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account

2. Meetings The Clerk may
   i. In collaboration with the Chairman or Vice Chairman if the Chairman is unavailable, take appropriate action to cancel, re-arrange, or provide alternate resources for virtual meetings (in line with latest Government law & NALC guidance) to facilitate Council meetings should the need arise for any reason

3. Financial Matters
   The Clerk will handle all RFO duties as outlined in the Council's StandingOrders and Financial Regulations.

4. Planning Matters

   i. where, for any reason, it is not possible for plans to be discussed at a committee meeting, members shall send their comments to the Clerk and where no queries arise by joint decision of all committee members, the Clerk shall be delegated to inform the Planning Authority within the time allocated of the decision of the Committee and the decision shallbe ratified at the next meeting of the committee or full council.

   ii. where queries arise, the Clerk will discuss these with the committee Chairman who may call for an Extraordinary Meeting to decide upon the application

   iii. if the committee is not able to agree upon a response, the Clerk shall refer the application to the Full Council and if necessary, the Clerk shall request from the Planning Authority an extension of time in which to consider the application

   iv. The clerk is delegated to send all committee or full council planning application responses to the Planning Authority

5. Councillor Code of Conduct/Dispensation matters
   As per Standing Orders, dispensation requests must be made in writing to the Clerk who will

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either decide on their own (depending on the circumstance) or in collaboration with two councillors.

6. The Council may delegate the power to make individual decisions on individual items to the Clerk as and when appropriate

Delegation Limitations

All decisions taken under delegated authority will be in accordance with the Councils 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

September 2025

Reviewed October 2026

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