

Agenda item 15 Urgent Business between meetings

Summary

This report sets out a policy for the delegation of certain decisions.

Background

We need to recognise that, since we agreed to move to bi-monthly meetings, urgent decisions may be necessary between the scheduled meetings and in particular in relation to the settling of any invoices. The situation over the Coronavirus has exacerbated the issue.

Legal

Section 101 of the Local Government Act 1972

The Openness of Local Government Regulations 2014

Details

Putting in place certain delegated decision making powers to the Clerk and Responsible Financial officer follows best practice and allows certain non – controversial decisions to be made without issues needing a report to committee for decision and the calling of EGM's between scheduled meetings. This will also assist in keeping costs down and which is necessary in the light of the budget difficulties left by our former Clerk.

This policy will ensure that the Parish Council is managed effectively.

The power under which a delegated power can be given indicates that it can only be to an officer or committee and not to an individual Councillor. Accordingly this power to make decisions should be given to the Clerk and Responsible Financial officer. It is recommended that this would be undertaken in consultation with the Chair and Vice Chair.

The Clerk should complete a decision record recording the decision; reason for the decision; budget and any risk management implications. That decision record should then be signed by the Clerk and the Chair and Vice Chair to evidence that they have been consulted. Such decisions will then be placed on the web site.

This delegated power will be used where there is a decision that needs to be made urgently and is anticipated to be used mainly for

- financial payments;
- Health and Safety matters
- Matters that are time sensitive;
- that cannot wait until the next meeting.

Notwithstanding these arrangements the Chairman may decide to call an Extraordinary Meeting.

Any decision taken must be reported to the Parish Council at its next meeting and the decision formally ratified.

The need for this urgent decision making facility is highlighted in the report at Agenda Item 16

Budget Implications

The use of this delegated power will be linked back to the approved budget where a sum has been included for that item. If there is no sum in the budget then a decision may not be made under this delegated power.

Risk Management Implications

The delegated decision form signed by the Clerk, Chair and Vice Chair will set out evidence that any risk has been considered

Recommendation

That the Council delegates a decision making power to the Clerk and Responsible Financial Officer in consultation with the Chair and Vice Chair in cases of urgency along the lines set out in this report