



PARISH
COUNCIL

*Emergency Scheme of
Delegation of Urgent and
Routine Matters*

Document Configuration Management & Control

Version	Description	Originated	Reviewed	Approved
Version 1	Annual Review	28/04/2021	15/05/2023	15/05/2023
			13/05/2024	13/05/2024
			12/05/2025	12/05/2025

Delegation of Urgent and Routine Matters

1. In the event that the Council is unable to meet, those terms will take precedence over the outlined Scheme of Delegation.
2. The Clerk has delegated authority to make any decision appertaining to the Council's normal routine business, except where there is a planning matter of concern.
3. The Clerk has delegated authority to act in such a way as to support the needs of the community during such an emergency as such needs are identified and to commit any of the Council's resources in support of or to satisfy such needs.
4. In the event that payroll software is unavailable during a period of office closure, the Clerk has the delegated authority to make salary payments to all staff at the normal level that the person would receive, with payment of any overtime or other additional hours payments being made in the next available payroll period.
5. In the event that any procurement decision needs to be made, delegated authority is granted to the Clerk in consultation with the Chair of the Council and the Chair of the Finance Committee to approve the appointment of any contractor with all decisions made being ratified by the Council at the first available meeting.
6. Any decision required regarding the operation of or development of any aspect of the Council's work that would normally be covered by a committee or the Council itself is to be delegated to the Clerk in consultation with the Chair of the Council and the Chair of the Finance Committee and the Chair of the relevant Council Committee with all decisions made being ratified at the first available meeting of the relevant Committee or the Council, whichever occurs first.