This Scheme of Delegation[1] authorises the Officers as specified to act with delegated authority in the specific circumstances detailed.

1 Planning application responses

1.1 If a planning application is received and the deadline for comments from Council expires before the next scheduled meeting of council, the Proper Officer or Committee Officer/Deputy RFO will request a time limit extension from the Borough Council.

1.2 If an extension is not granted, or a meeting is not quorate in time for responses to be formally discussed, the Proper officer or Committee Officer/Deputy RFO shall be delegated to send comments relating to the application on behalf of council after requesting each member's opinion by email.

1.3 This remedy should not be used if there is time and premises availability to call a committee meeting.

1.4 Any emailed decisions must be reported at the next Committee meeting.

2 Payments of invoices / fees / subscription.

2.1 The RFO, or Deputy Clerk/Deputy RFO in the Town Clerk's absence, has the delegated authority to make certain payments specified below without waiting for the payment authorisation as described in clauses 4 and 5 of the Financial Regulations provided the payments relate to the conditions set out below and are reported to Council after payment.

2.2 Invoices relating to the last list of Service Contracts or List of Memberships or Subscriptions approved by Council or the HR Sub-Committee.

2.2.1 Any Contract that has singularly been resolved to be added to the list in 2.2.

2.2.2 Employee's Salary Payments, Pension Contributions, HMRC Tax and N.I. payments.

2.2.3 Routine expenses for Officers against receipts checked by the RFO, or Deputy Clerk/Deputy RFO in the Town Clerk's absence.

2.2.4 Utilities and Services charges

2.2.5 Rent and other Office related charges.

2.2.6 VAT or other payments to HMRC

2.2.7 Invoices or Expenses for other expenditure including, but not limited to, maintenance or repairs carried out by Councillors, Wardens, Volunteers or Contractors at the request of the Town Clerk, or Deputy Clerk in the Town Clerk's absence, but always subject to clauses 5.1 of the Financial Regulations and subject to a limit of £1,000 excluding VAT.

2.2.8 In cases of serious risk to the council the Clerk, or Deputy Clerk in the Town Clerk's absence, may spending up to £2,000 excluding VAT as per Financial Regulation 5.18.

3 Staffing Matters

3.1 The HR Sub-Committee, in conjunction with the Town Clerk, or Deputy Clerk in the Town Clerk's absence, may make changes, to staffing roles and responsibilities, staff structure, job descriptions and job titles in accordance with employment law, and in order to best serve the Council.

3.2 Changes to employees' remuneration packages may be considered and recommended to Full Council directly from the HR Sub-Committee.

3.3 That the HR Sub Committee, Town Mayor and Dep Town Mayor can contact the HR providers for advice as required.

[1] s101 of the 1972 LGA

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4 Urgent Matters

4.1 In the event of any matter arising *which requires an urgent decision* notwithstanding delegated powers granted by paragraph 2.1 above, the Town Clerk, or Deputy Clerk in the Town Clerk's absence, shall forthwith consult with the Mayor and Chairman of the Policy and Resources Committee, and those Members so consulted together with the Town Clerk, or Deputy Clerk in the Town Clerk's absence, shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration, and up to a limit of £5,000 if the decision is relating to spending.

4.2 Before exercising the delegated powers granted by paragraph 3.1 above, those Members consulted shall consider whether the matter is of sufficient interest to justify calling an Extra Ordinary Meeting of the Council.

4.3 Whenever any action is taken under this Section 3, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Council.

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