

SOUTHAM PARISH COUNCIL

SCHEME OF DELEGATION

Approved 21st March 2020

Updated 12th May 2020 - Minute 3

Updated 4th May 2021 – Minute 8

Updated 14th December 2021 – Minute 12

The following arrangements to be agreed with immediate effect and to continue alongside the arrangements for physical meetings. These arrangements will come into effect in the event that meetings cannot be held due to being inquorate or for any other reason due to the COVID-19 pandemic, including the need to change meeting dates or to cancel meetings to comply with government regulations in force at the time.

Routine operational matters

To be carried out by the Clerk in the usual way and advised to Councillors by email.

Parish Council decisions

Any decision usually agreed by Full Council (non- urgent) to be communicated by the Clerk by email to all Councillors. The Clerk will base action on the responses of a minimum of 3 councillors – with the Chairman holding the casting vote in the event of a split vote. Any urgent matters will be delegated to Clerk and Chairman (or if necessary, the Vice-Chairman or any other councillor). If the Clerk is not available, decisions will be delegated to any two councillors.

Planning Applications

New applications will be circulated to Councillors by email as they are received. The Clerk will ask for responses within 7 days and will submit a response on the basis of a minimum of 3 replies from Councillors. In the absence of 3 responses the Clerk will have delegated authority to submit a response or to make no comment. Any new applications will be posted on the Southam Today website with a note that residents may submit their own comments direct to Tewkesbury Borough Council.

Financial Decisions

The Clerk, in consultation with the Chairman, has delegated responsibility to make payments of up to £500 under Section 4.1 of the Financial Regulations. The Clerk has delegated responsibility to make any urgent payments up to £500 under Section 4.5.

If any payments greater than £500 are required, the approval of 3 Councillors will be sought by email.

If it is not possible for cheques to be signed due to self-isolation, the supplier will be contacted and asked if payment can be delayed.

Any payments made will be ratified at the next Full Council meeting.