

Wistow Parish Council

Scheme of Delegation/Terms of Reference

1. Introduction

- a) Wistow Parish Council has 7 members and meets on a monthly basis excluding August.
- b) The monthly meeting deals with all Planning Applications, Finance and Accounts, members of public issues and Clerk updates.

2. Delegated Powers

- a) All decisions as discussed at the monthly meetings will be recorded as RESOLVED
- b) All planning applications will be discussed by the full Council at their monthly meeting, however in the event of not having sufficient time to undertake this then this will be delegated to the Clerk. The Clerk will comment on minor planning applications, in the case of major planning applications the Clerk will seek an extension of time for a response from the local planning authority, if this is not granted then the Chairman will call an Extraordinary Meeting of the Parish Council.
- c) Members will be notified by the Clerk of each planning application received by Wistow Parish Council. All councillors are responsible for viewing the planning applications on Selby District Council's Planning Portal via its web site.
- d) The Council and Clerk will have due regard to the Planning Framework and material considerations when making appropriate comments to Selby District Council's planning department.
- e) The Council and Clerk shall make such observations and comments as it sees fit to Selby District Council's planning department in respect of planning development control and enforcement matters in the village.

3. Responsibilities Delegated to the Parish Clerk

- a) The Parish Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

3.1 General Matters

The Parish Clerk is authorised :-

- a) To sign, on behalf of the Council, any document necessary to give effect to any decision of the Council, to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.

- b) To institute and appear in any legal proceedings authorised by the Council.
- c) To appear or make representation to any tribunal or public inquiry.
- d) The management of open spaces.
- e) To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.

3.2 Financial Matters

The Parish Clerk is authorised as follows :-

- a) To incur expenditure up to a maximum of £200 on an item for which provision is made in the appropriate revenue budget, provided that any action taken complies with any legislative powers.
- b) To accept quotations or tenders for work supplies and services (where tenders are required by the Council's Financial Regulations), subject to :-
 - The cost not exceeding the amount of the approved estimate
 - The tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
- c) All requirements of the Council's Financial Regulations being complied with.
- d) To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
- e) To use a debit card on behalf of the Parish council up to the cost of £200 on an item.

3.3 Urgency

- a) The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency, including a pandemic, in consultation with the Chairman of the Council (or Vice Chairman in the Chairman's absence).
- b) Any such action is to be reported to the next meeting of Council.