Draughton Parish Council

Scheme of Delegation – Transitional Arrangements 2021

Delegation of functions to Clerk

Pursuant to the provisions of the Local Government Act 1972 (s.101), and subject to ongoing Government legislation and guidance and the introduction of any changes as necessary as the coronavirus pandemic is controlled, the Clerk has authority to take decisions and act on behalf of the Council as follows:

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| **Function** | **Description of delegated authority** |
| 1. Expenditure authority
 | * To pay any outstanding invoices (no limit)
* To pay any invoices for work previously authorised by Council and not yet carried out (within limit of authorisation)
* To order goods and services as previously authorised by Council, or as required on an ongoing basis (within approved budgets), or in line with the agreed policies of the Council (in terms of work in progress)
* To pay all regular subscriptions (within approved budgets) as they fall due
* In respect of urgent or necessary expenditure (revenue or capital), to vire funds as between approved budgets to ensure adequate funding for works or payments as required
* To incur revenue expenditure up to £1000 (any one item; within approved budgets) as required, either on an ongoing contractual basis, eg staff or contractor costs, to cover ongoing service requirements, eg to pay for supplies as ordered, or to make any payments to contractors and suppliers as urgently, statutorily or necessarily required
* To incur capital expenditure up to £1000 (any one item; within approved budgets) as required for urgent, pre-authorised or necessary works
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| 1. Planning consultations
 | * To respond (or decide not to respond) to any planning consultations as received and within statutory timescales
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| 1. Correspondence
 | * To deal with all correspondence on behalf of the Council, including formal and contractual matters and consultations affecting any proceedings and interests of the Council
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Acting in accordance with this Scheme of Delegation, the Clerk may do anything pursuant to the delegated powers or duties which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

In taking action under this Scheme of Delegation, the Clerk will consult with the Chairman, Vice Chairman and any co-signatory for online payments, as appropriate, and insofar as may be possible, and will email all councillors on a regular basis to update them with the progress of Council busines