

Minutes of the Extraordinary Parish Council Meeting held on Monday 29th April 2024

Present:

Matthew Judson	(MJ)	Chair
Gill Sellars	(GS)	Councillor
Joe Deane	(JD)	Councillor
Keith Hickson	(KH)	Councillor
Andy Hayden	(AH)	Councillor
Trudi Gasser	(TG)	Parish Clerk

In Attendance: No Members of the public

MIN REF	ITEM
EM24/001	APOLOGIES FOR ABSENCE Rachel Arnold (RA) Vice Chair
EM24/002	SCHEME OF DELEGATION A Scheme of Delegation to the Parish Clerk was circulated for approval to allow the inquorate Parish Council to continue to make budgeted payments to suppliers until the Parish Council is quorate. The scheme was approved by all (copy attached)
EM24/003	The final year end accounts were circulated for approval. The PC approved the accounts and the AGAR 2023/24 was approved and signed.
EM24/004	ANY OTHER BUSINESS Nothing to report
EM24/005	NEXT MEETING The date of the next meeting to be confirmed, following election.

Scheme of Delegation to the Parish Clerk

Introduction

This Scheme of Delegation was approved by Stanton Harcourt Parish Council on 29th April 2024.

The scheme does not delegate any matter:

- a. Reserved by law
- b. Which by law may not be delegated to a Councillor and /or Officer.

Any subsequent amendments are identified by the date and minute number of the Council resolution in brackets after the amendment.

The powers and duties set out in this scheme are delegated to the Parish Clerk.

The Parish Clerk is also the Councils Responsible Financial Officer and the Proper Officer and responsibility for the management of the organisation.

The scheme will be reviewed on a regular basis as required by the Council and when a new Parish Clerk is appointed.

1. Extent of Delegation

1.1

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

1.2

The Parish Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Financial Regulations
- The Council's Contract Procedure Rules
- The Council's Procurement Strategy
- The Council's Policy Framework and other adopted policies of the Council
- All statutory common law and contractual requirements

1.3


The Parish Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.

1.4

In addition the Parish Clerk is authorised to undertake the day to day administration of the Council to include:

- Emergency expenditure up to £500 whether or not there is budgetary provision for the expenditure (subject to Standing Orders and Financial Regulations)
- Payment of all invoices, within agreed budget and subject to authorisation by two bank signatories.
- Existing bank signatories will continue to authorise payments until the new councillors are elected and an amended bank mandate is in place.

Approved:

 29 April 2024

Matthew Judson, Chairman, Stanton Harcourt Parish Council