

# MIDDLETON TYAS PARISH COUNCIL

## STANDING ORDERS

### SCHEME OF DELEGATION TO THE PARISH CLERK

The Scheme of Delegation under the Local Government Act 1972 s101 authorises the Parish Clerk to undertake the following functions on behalf of Middleton Tyas Parish Council:

- (1) Submission of comments in the name of Middleton Tyas Parish Council on planning applications. Prior to submitting any comments, the Parish Clerk must ensure that details of the relevant application and a draft of the proposed comments are circulated to all Councillors. If any Councillor notifies the Parish Clerk within 2 days of the draft comments being circulated that he or she does not agree with the proposed comments, the Parish Clerk must inform the Chairman who will determine what action is to be taken including whether to seek an extension of the time for submission of comments or to call an Extraordinary Meeting.
- (2) Authorisation of routine expenditure within the agreed budget up to a limit of £250.
- (3) Authorisation of emergency expenditure up to £1000. In the event of an emergency, the Parish Clerk should endeavour to contact the Chairman and other Councillors before authorising the expenditure. If, for whatever reason, this is not possible, the Parish Clerk may authorise the expenditure.
- (4) Authorisation of the use of facilities owned by the Parish Council provided that appropriate insurance and other safeguards are in place for the proposed use.

This Scheme of Delegation may be varied or withdrawn by the Council at any time and without notice.

Signed: RJ Davies, Chairman

Dated: 12.10.17

Signed: .....

Dated: .....