**Scheme of delegation to the Clerk**

Under certain circumstance, it may not be possible to have a quorate meeting of the council to discuss financial and planning matters.

When that situation arises, Twywell Parish Council have undertaken to delegate certain responsibilities to the Parish Clerk, as Proper Officer and Responsible Finance Officer of the Council

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

1. Submission of comments in the name of Twywell Parish Council on planning applications to the Principal Authority. Details of the relevant application will be circulated via email to councillors and comments requested. Prior to submitting any comments, the Parish Clerk will circulate a draft of the proposed comments 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 £50.
3. Authorisation of emergency expenditure up to £500. 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. Set up payments for invoices received (2) or (3) for authorisation by two councillors

Approved and Adopted by Twywell Parish Council January 2021- reviewed annually