Council Office **Pearson Road** **Sonning RG4 6UL**

Extraordinary Meeting of Sonning Parish Council to be held in the Pavilion, Pound Lane Sonning on Monday 20 December 2021 at 6.00pm

To adopt the following resolution

RESOLUTION

That Sonning Parish Council adopts the following Scheme of Delegation

The purpose of this scheme is to set out emergency delegation arrangements to be applied should the Covid-19 situation worsen and prevent the council from making decisions at its normal scheduled physical meetings.

The Parish Council therefore proposes a temporary scheme of delegation, in order to protect business continuity. The Clerk, in consultation with the Chairman, has been given delegated powers to make decisions on behalf of the council.

The Parish Council to resolve that in response to the worsening Covid-19 situation and, in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members via remote meetings, electronic means, or telephone and the Clerk will consult with the Chairman. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first face to face meeting of the council after the council meeting at which the delegation was put in place.

Items that can be delegated:

- Placing orders for any items required.
- Responding to planning applications having first consulted with councillors who could make recommendations.
- Making payments, including salary payments, for anything already agreed by the council by resolution via the budget and in line with the limits set by financial regulations.
- Arrange for the emergency repair of any council owned assets in consultation with councillors.

The council will not be able to delegate certain matters such as:

- Appointment of chairman/vice chairman
- Agreeing the annual budget/precept
- Appointing a clerk
- Making byelaws
- Borrowing money
- Considering any matter required by law to be considered by full council
- Signing off the Annual Return (AGAR)

Lesley Bates (Clerk) 15 December 2021

PARISHIONERS ARE ALWAYS WELCOME TO ATTEND THE PARISH COUNCIL MEETINGS. IF YOU WOULD LIKE TO RAISE AN ISSUE AT THE MEETING PLEASE SPEAK TO THE CHAIRMAN, ANY COUNCILLOR OR THE CLERK, IN ADVANCE. PARISHIONERS MAY ONLY SPEAK AT A COUNCIL MEETING AT THE DISCRETION OF THE CHAIRMAN. PLEASE BE AWARE THAT ANY COMMENTS MADE AT AN OPEN MEETING MAY BE INCLUDED IN THE MINUTES ALONG WITH THE NAME OF THE PERSON MAKING THEM.

Chairman: Mr Anthony Farnese
Tel: 07774494610 Email: aef70@hotmail.co.uk

Clerk: Mrs Lesley Bates
Tel. 0118 969 7753 Email: clerk@sonning-pc.gov.uk