



Brockenhurst Parish Council Scheme of Delegation

The Council's Scheme of Delegation authorises the Clerk to the Council or the Responsible Finance Officer and Standing Committees to act with delegated authority in the specific circumstances detailed.

Proper Officer and Responsible Finance Officer

- To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk or RFO would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1500
- To take any action regarding minor repairs (up to a cost of £1500) and to report minor matters to the relevant authority.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and shall be reported to the next available Council meeting.

Delegated Powers re Planning Delegation

Planning applications shall be received by the clerk or the RFO & Assistant Clerk who will provide details to Councillors and where no queries arise by joint decision of Councillors of the planning committee, the clerk or RFO & Assistant Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. All Councillors will report directly back to the clerk or RFO & Assistant Clerk thereby avoiding discussion between members. Where queries arise the Chairman will call for a site meeting which may require an Extraordinary Meeting to decide upon the application.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation. All decisions will be reported to the first appropriate Council meeting.

The Council may delegate the power to make individual decisions on individual items to the Proper Officer or Responsible Finance Officer and its Committees as and when appropriate.

Reviewed: 19.9.23

Next review: September 2024

To be reviewed annually or sooner if required