**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, Islip 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 Islip Parish Council:**

1. Submission of comments in the name of Islip Parish Council on planning applications to the Principal Authority. 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 £50.
3. Authorisation of emergency expenditure up to £500. (or in the case of the Sports Field Committee, the amount determined in its’ Terms of Reference) 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.

Approved and adopted by Islip Parish Council November 2020- reviewed annually