

Frinton & Walton Town Council Scheme of Delegation Policy

1. Introduction

In 'business as usual' circumstances, invoices due for payment and planning applications are presented to Full Council meetings for the invoices falling due for payment to be approved, and for planning applications to be considered and a decision provided. The Clerk/Responsible Finance Officer (RFO) would then process the payments that have been approved and respond to the planning applications.

On occasion, it may not be possible for Full Council to meet which would jeopardise this process and could leave the Council open to not being able to make payments due, and planning application deadlines being missed. Examples of where it may not be possible to hold a Full Council meeting include, but are not limited to; a meeting not being quorate, disruption due to unplanned events such as a pandemic, power outage, building damage, evacuation etc, cancelled or postponed meeting due to resourcing issues, national mourning etc. These examples are not exhaustive or limiting.

Where a meeting cannot take place, this Scheme of Delegation outlines the automatic delegation of authority from Full Council to specific roles for the approval of invoices and decisions on planning applications in the absence of that meeting taking place.

Throughout this policy, it is assumed that if the role of the Clerk/RFO cannot be fulfilled due to absence, the responsibilities of the Clerk/RFO in this policy falls to the Deputy Clerk by default.

2. Approval of Invoices

If a Full Council meeting cannot take place for whatever reason, the authority to approve invoices for payment is delegated as follows:

- **Delegated Authority:** The Mayor or, in their absence, the Deputy Mayor. If the Mayor and Deputy Mayor is unavailable, or if the Mayor/Deputy Mayor have a pecuniary or personal interest in the invoice(s) to be approved, the Clerk/Responsible Finance Officer (RFO) will select any other Member of the Town Council.
- **Procedure:**
 - The Responsible Financial Officer (RFO) will prepare a list (referred to as 'The Schedule') of invoices due for payment along with the invoices, to be made available for inspection.
 - The Mayor or Deputy Mayor or nominated Member will review and approve the invoices by signing and dating the written list of payments referred to as 'The Schedule'.
 - The RFO will process the payments once approval is received.

3. Planning Applications

If a Full Council meeting cannot take place for whatever reason, the authority to respond to planning applications is delegated as follows:

- **Delegated Authority:** The Clerk, in consultation with the Mayor or, in their absence, the Deputy Mayor. If the Mayor and Deputy Mayor is unavailable, or if the Mayor/Deputy Mayor have a pecuniary or personal interest in an application to be reviewed, the Clerk/Responsible Finance Officer (RFO) will select any other Member of the Town Council.
- **Procedure:**
 - The Clerk will review and compile a list of all planning applications received.
 - The Clerk will consult with the Mayor or Deputy Mayor or nominated Member to form a response.
 - The Clerk will submit the responses to the relevant planning authority.

4. Reporting

All decisions made under this Scheme of Delegation must be reported to the next Full Council meeting for ratification.

5. Review

This Scheme of Delegation will be reviewed annually at the first annual meeting of the Council to ensure its continued relevance and effectiveness.

Approved by: Full Council
Date of Meeting: 21.11.2024
Review Frequency: Annually at the first annual meeting of the Council.