



Meeting Date:	25th March 2020
Report Subject:	Delegation of Decision Making
Contact:	Clerk/Chairman

Ref: 28 Delegation of Decision Making

- Any decisions that are required to be made at a time when no meeting of the Council is possible will be delegated to the Clerk of the Council who will consult with the Chairman and Vice Chairman of the Council. In the event that either or both Councillors are unavailable the Clerk will consult with two other Councillors as available. An audit trail will be preserved and decisions will be reported to the next available meeting of the Council.
- In the absence of the Parish Clerk the Chairman of the Council (or in his absence, the Vice Chairman) will take all necessary steps to ensure the Council's affairs continue to operate as normally as possible. Any actions taken under this recommendation will be reported to the next available meeting of the Council.
- Immediate steps will be taken to add the name of the Vice Chairman of the Council to the list of authorised signatures for the Unity Bank. Appropriate online training will be given.
- As a temporary expedient, should the Clerk of the Council be unavailable, the Unity Bank will be instructed to accept payments authorised by the Chairman of the Council. Any such payment will be counter authorised by the Vice Chairman and reported to the next meeting of the Council.
- In the absence of an upcoming council meeting The Clerk of the Council in consultation with Councillor McNeill and after consulting available councillors, will submit planning recommendations in the name of the Parish Council.
- To ensure the Council meets its statutory duty regarding its year end accounts and AGAR (Annual Governance and Accountability Return) the accounts for 2019/20 will be closed at the earliest opportunity. The RFO needs to submit the AGAR in early June after it has been ratified by the Council and placed before the Annual Parish Meeting. We will therefore aim to complete year end returns in time for the April meeting of the Council on April 29th. Should this timetable prove impossible an additional meeting of the Council in early May will be convened.

25th March 2020