

Culmington Parish Council

Date Adopted by the Council: 7th February 2023

Review: March 2027

Delegated Matters Policy

The Parish Clerk and Responsible Finance officer has authorisation for the following:

- Spend against specific items in the Parish Council's budget which were identified in the budget when setting the precept, in consultation with the Chair and Vice Chair. Any such payments will be reported to the Council at the next ordinary meeting to be recorded in the minutes. Or by email if meetings have been suspended following Government advice until they can be recorded in the minutes of a formal meeting.
- Spend up to £500 and authorise urgent work when unforeseen circumstances occur in consultation with the Chair and Vice Chair.
- Call an extraordinary meeting or postpone a meeting of the Council should this be required.
- Receive and act upon Government advice in relation to the holding of the Annual Meeting of the Parish and the Annual Meeting of the Parish Council thereby giving delegated power to the Clerk to make necessary re-arrangements for these meetings in consultation with the Chair.
- Respond to correspondence, circulate information and bring items that require decisions to the next Parish Council Meeting.
- Report issues to relevant bodies such as planning, highways, police.
- Sign on behalf of the Council any document necessary to enable Council decisions to be enforced in consultation with The Chair.
- Act as the Council's designated officer for the purposes of the Freedom of Information Act 2000
- Act as the Council's designated officer for the determining of the purposes and the means of the processing of personal data under the General Data Protection Regulations (GDPR).