



BARNHAM AND EASTERGATE PARISH COUNCIL

Scheme of Delegation

INTRODUCTION

Local Councils may only do what legislation requires or permits them to do. The Local Government Act 1972, s101 (with some exceptions) allows the Council to delegate functions to committees, sub committees, officers, or other authorities.

The business and proceedings of Barnham and Eastergate Parish Council, its Committees, and Working Groups is mainly regulated by its Standing Orders, Financial Regulations and Internal Statement of Control, but in addition the following Delegated powers have been agreed:

URGENT DECISIONS OF THE COUNCIL

The Parish Council agree the following arrangements be established to deal with any urgent business arising between meetings where these:

- Could not be foreseen at the preceding meeting
 - Arise out of request for further information
 - Are time sensitive
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- Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chair of the Council or the Chair's appointed Deputy.
 - Decisions made under this delegation will be reported to, and recorded in the minutes of, the next council meeting.
 - Under this delegation, where appropriate, the Clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

PLANNING AND ENVIRONMENT COMMITTEE

The Planning and Environment Committee operates as a stand-alone Committee of the Council as detailed in the Standing Orders approved by Barnham and Eastergate Parish Council in May 2019. The Standing Orders are reviewed on an annual basis.

The Committee has its own Terms of Reference which contain a separate Scheme of Delegation as detailed below:

- a. The Committee is authorised to object or oppose an application or agree a no objection response. This is to be documented in the minutes of the meeting and decisions conveyed to Arun District Council by the Officer responsible for minuting the meeting.
- b. Where an application is subject to an appeal, the committee is authorised to make written representation or to elect a member of the committee to attend the hearing.
- c. Appointment of sub-committees, panels, working or task and finish groups.
The Committee shall appoint panels, temporary working or task and finish groups relevant to the functions of the Committee and receive reports from them. This will include the Neighbourhood Plan Review Team.
- d. Any applications received that require a response outside of the Committee meeting timetable will be circulated for a response that will be decided via an email exchange and then submitted by the Clerk. The decision will be reported to the next meeting of the Committee.

Reviewed and approved May 2023