



Loddon Town Council

The Old School | Church Plain | Loddon | NR14 6EX

clerk@loddontowncouncil.gov.uk | www.loddonpc.org.uk

Scheme of Delegation - Pandemic

The council have compiled this scheme of delegation to give the Clerk delegated authority to make decisions on behalf of the Town Council in the event of a pandemic. This authority has been delegated in the event that it is not possible to convene a meeting of the Town Council, and if a decision cannot reasonably be deferred, or a decision must be made in order to comply with a commercial or statutory deadline.

This decision making will be carried out where possible with consultation with members of the Town Council by email or telephone. The Town Clerk will further consult with the Chairman for guidance, as necessary.

This delegation does not extend to matters expressly reserved to the Town Council in legislation or in its Standing Orders or Financial Regulations.

In this interim period the Town Council has agreed for the Town Clerk to make standard/regular payments by bank transfer, notifying the Town Council of these payments with any risks being managed by procedures that have been put into place, including the circulation of monthly bank reconciliations and bank statements to the Chair.

Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

This delegated authority ceases upon the first meeting of the Town Council after the Government has declared that the pandemic has ended.

This "Scheme of Delegation" was formally agreed by Loddon Parish Council and is to be formally noted in the next Parish Council minutes.

This Scheme of Delegation was adopted by Loddon Parish Council at its meeting held on the 28 July 2021.

Signed:

Dated:

Date for next review: July 2022 (reviewed annually)