15. Under normal circumstances all decisions are reserved for the full Parish Council. However, statute requires 3 clear days between the issue of a summons to councillors and the day of the council meeting. Councillors cannot make decisions individually or collectively in relation to the performance of the Parish Council’s statutory powers and other functions outside meetings. Consequently, the Parish Council has made the following Scheme of Delegation under section 101(1) of the Local Government Act 1972 to cover the specific circumstances detailed below:

The Emergency Committee of the Parish Council

15.1 To take action on behalf of the Council in cases of urgency or emergency that cannot wait until the next normal Council meeting.

15.2 To incur expenditure on behalf of the Council that is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure.

15.3 To be bound by the Standing Orders of the Parish Council, with the exception of SO 6-8 which may be suspended by a majority vote of the Emergency Committee to remove the requirement for public notice and tendering for services exceeding £1000.

15.4 To be quorate with 3 elected or co-opted councillors. All Councillors of DFPC are appointed as members of the Emergency Committee. The chair will be a Co-Chair of the Parish Council or in their absence appointed by majority vote of Councillors present.

15.5 To appoint specialist advisors to the committee but such advisors may not vote on committee decisions or expenditure.

15.6 An Emergency Committee meeting may be called by the Parish Clerk or a Co-Chair of the Parish Council, or in the absence of all of these, by any Councillor. Summons to attend may be issued by telephone, text or email as appropriate. There is no minimum notice required to convene the meeting after the summons has been issued.

16. The Parish Clerk as Proper Officer and Responsible Financial Officer is authorised:

16.1 To take action on behalf of the Council in cases of urgency or emergency that cannot wait until the next normal Council meeting. If circumstances permit, the Clerk is expected to call a meeting of the Emergency Committee, consult the Co-Chairs, or other councillors, and take their views into account.

16.2 To incur expenditure on behalf of the Council that is necessary to carry out any repair, replacement or other work which is of such urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.

16.3 To take any action regarding minor repairs up to a cost of £500 per repair.
16.4 To procure office consumables as necessary, up to a cost of £150 per month.

16.5 To respond to all Planning Applications forwarded by the Planning Authority, taking into account the views of councillors in the relevant Ward.

17. Delegations to Committees.

The Parking Committee is authorised to:

17.1 To liaise and negotiate on behalf of the Council with Devon County Council officers and Councillors; Dartmoor National Park Authority officers and members; and the Member of Parliament for Torridge and West Devon and his office to resolve any parking issues within the Parish.

17.2 To commit the Council to expenditure necessary to resolve any parking issues within the Parish subject to a limit of £500.

17.3 To be quorate with 3 elected or co-opted councillors. The chair will be appointed by majority vote of the Committee.

17.4 To be bound by the Standing Orders of the Parish Council.

The Speed Watch Committee is authorised to:

17.5 To liaise and negotiate on behalf of the Council with the Police; Devon County Council and West Devon Borough Council, officers and Councillors; neighbouring Parish Councils; Dartmoor National Park Authority officers and members; and the Member of Parliament for Torridge and West Devon and his office in order to establish, operate and administer a Community Speed Watch scheme on the B3212, B3357 and tributary roads as appropriate on Dartmoor.

17.6 To commit the Council to expenditure necessary to achieve the Community Speed Watch scheme subject to a limit of £1,000 for capital or set-up costs in 2015/16 and subsequent operating costs of £250 per annum.

17.7 To be quorate with 2 elected or co-opted councillors plus the Parish Clerk; or with 3 elected or co-opted councillors. The chair will be appointed by the full Parish Council.

17.8 To appoint specialist advisors to the committee but such advisors may not vote on committee decisions or expenditure.

17.9 To be bound by the Standing Orders of the Parish Council.

18. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Parish Council from time to time, and shall be reported to the next available Council meeting.

19. The Parish Council may delegate the power to make additional decisions on individual items to the Emergency Committee, other Committees or the Parish Clerk as and when it is appropriate.