

Shaun Jones - Locum Clerk

From: Shaun Jones - Locum Clerk
Sent: 28 March 2021 11:36
To: Mark Underwood
Subject: Re: Delegation Scheme - Simply reference March 2020 minute or supplement with the SLCC Forum suggested wording.

Mark,

There is an agenda item covering the end of virtual meetings from May 7th. We can resolve to revert to measures put in place 12 months ago. Once we started meeting officially on zoom from April 4th 2020 I imagine the measures were parked.

The SLCC forum points may add some clarification and could be lifted in whole or part.

I will include in meeting papers. Just need to agree on how best to operate while officially meeting via zoom is off limits. I think we can meet over zoom, simply to keep all members informed and use delegated powers to execute.

We also need to decide on Annual Parish Meeting (usually held between March 1 and June 1) and Annual Meeting directly after elections.

Regards,

Shaun Jones
Locum Clerk
Bayston Hill Parish Council
The Parish Office
Lyth Hill Road
Bayston Hill
SHREWSBURY
Shropshire
SY3 0EW
Tel/Fax: 01743 874651 Mobile 07458 095619
Website: www.baystonhillparishcouncil.org.uk

Parish Office :

Due to the Coronavirus outbreak, the Parish Office is closed to visitors and the Clerk is working remotely. Please use email or the mobile number shown above during working hours.

CONFIDENTIALITY NOTICE: Information contained in this email is intended for the use of the addressee only, is confidential and may be legally privileged. Any further dissemination, distribution, copying or use of this communication without prior permission of the sender is strictly prohibited.

Bayston Hill Parish Council is collecting / managing your personal data under the Data Protection Act 2018. Your information will only be processed by the Parish Council and will not be shared with any third parties.

To view Bayston Hill Parish Council's Privacy Notice, please go to <http://baystonhillparishcouncil.org.uk/publication-scheme/>

From: Mark Underwood <mark.underwood@baystonhillparishcouncil.org.uk>
Sent: Sunday, March 28, 2021 10:59:03 AM
To: Shaun Jones - Locum Clerk <clerk@baystonhillparishcouncil.org.uk>

Subject: Re: Delegation Scheme - Simply reference March 2020 minute or supplement with the SLCC Forum suggested wording.

Hi Shaun

Could you please clarify what action you require from me or what you are proposing? If this is not for Monday suggest we speak about it.

Kind Regards

Mark

Cllr Mark Underwood
Chairman
Bayston Hill Parish Council
The Parish Office
Lyth Hill Road
Bayston Hill
SHREWSBURY
Shropshire
SY3 0EW

Website: www.baystonhillparishcouncil.org.uk

CONFIDENTIALITY NOTICE: Information contained in this email is intended for the use of the addressee only, is confidential and may be legally privileged. Any further dissemination, distribution, copying or use of this communication without prior permission of the sender is strictly prohibited.

Bayston Hill Parish Council is collecting / managing your personal data under the Data Protection Act 2018. Your information will only be processed by the Parish Council and will not be shared with any third parties.

To view Bayston Hill Parish Council's Privacy Notice, please go to <http://baystonhillparishcouncil.org.uk/publication-scheme/>

From: Shaun Jones - Locum Clerk <clerk@baystonhillparishcouncil.org.uk>

Sent: Saturday, March 27, 2021 5:10:09 PM

To: Mark Underwood <mark.underwood@baystonhillparishcouncil.org.uk>

Subject: Delegation Scheme - Simply reference March 2020 minute or supplement with the SLCC Forum suggested wording.

Mark,

Please have a look over this.

Key Areas of Delegation stipulated in March 2020 – See full minute attached.

1. Clerk's budgetary authority increased from £500 to £2,000 in consultation with the Chair of Council, until the next meeting.
2. Delegation of powers to authorise Chair of Planning to comment on Planning Applications on behalf of the Council, in consultation with Chair of Council and the Clerk between meetings.
3. Delegation of powers to Clerk to undertake any appropriate actions, in consultation with the Chair and / or Chair of relevant Standing Committee and report to next appropriate meeting. Actions may include not calling scheduled meetings; notifying public of meeting cancellations.

A supplementary Scheme of Delegation suggested on SLCC Forum post.

Delegation of Urgent and Routine Matters

1. In the event that legislation is passed dealing with and/or impacting on such an infectious disease outbreak, those terms will take precedence over the outlined Scheme of Delegation.
2. The Parish Clerk has delegated authority to make any decision appertaining to the Council's normal routine business.
3. The Parish Clerk has delegated authority to act in such a way as to support the needs of the community during such an emergency as such needs are identified and to commit any of the Council's resources in support of or to satisfy such needs.
4. In the event that payroll software is unavailable during a period of office closure, the Parish Clerk has the delegated authority to make salary payments to all staff at the normal level that the person would receive, with payment of any overtime or other additional hours payments being made in the next available payroll period.
5. In the event that any procurement decision needs to be made, delegated authority is granted to the Parish Clerk in consultation with the Chair of the Council, Chair of the Finance Committee and the appropriate Committee Chair to approve the appointment of any contractor with all decisions made being ratified by Full Council at the first available meeting.
6. Any decision required regarding the operation of or development of any aspect of the Council's work that would normally be covered by a committee or the Council itself is to be delegated to the Parish Clerk in consultation with the Chair of the Council, Chair of the Finance Committee and the appropriate Committee Chair with all decisions made being ratified by Full Council at the first available meeting.

Regards,

Shaun Jones
Locum Clerk
Bayston Hill Parish Council
The Parish Office
Lyth Hill Road
Bayston Hill
SHREWSBURY
Shropshire
SY3 0EW
Tel/Fax: 01743 874651 Mobile 07458 095619
Website: www.baystonhillparishcouncil.org.uk

Parish Office :

Due to the Coronavirus outbreak, the Parish Office is closed to visitors and the Clerk is working remotely. Please use email or the mobile number shown above during working hours.

CONFIDENTIALITY NOTICE: Information contained in this email is intended for the use of the addressee only, is confidential and may be legally privileged. Any further dissemination, distribution, copying or use of this communication without prior permission of the sender is strictly prohibited.