

WARBOYS PARISH COUNCIL

RECORDING OF DECISIONS

Most decisions by the Council are taken either at Council meetings or at meetings of the Council's various committees. The minutes of those meetings are available on the website.

However The Openness of Local Government Bodies Regulations 2014 requires certain decisions taken by officers to be recorded and made available for public inspection. The Council has adopted a scheme of delegation which enables the Clerk to the Council to make decisions in the following circumstances –

- The letting of allotments, the termination of tenancies for non-payment of rent or non-cultivation and the return of deposits;
- The letting of the Parish Centre;
- Expenditure in accordance with the Council's Financial Regulations (which permits expenditure up to £750 on a single contract in accordance with the approved budget);
- Authorisation of invoices for payment which are considered urgent, subject to the Council being notified at the next available meeting;
- Commenting on a planning application, after consultation with the Chairman and Vice Chairman of the Planning Committee, where the consultation period will expire before the next meeting of the Committee and an extension of time cannot be obtained; and
- Day to day administrative, operational and organisational decisions.

None of the decisions that are delegated to the Clerk currently fall within the scope of guidance issued by the Department for Communities and Local Government in pursuance of the Regulations and therefore do not need to be recorded and made available for public inspection.

In the event of decisions being delegated to the Clerk that do fall within the scope of the guidance, a record of the decision will be available for public inspection on request from the Clerk as soon as reasonably practicable and will be posted on the Council's website. The record will include the decision taken, the reasons for the decision, the date of the decision, details of any alternative options, if any, considered and rejected, and details of any member of the Council who has disclosed an interest in the decision.

The record will be made available for 6 years and the background papers to the decision will be available for 4 years. Copies of the decision and background papers will be supplied on payment of a charge of 5 pence per sheet plus postage.