

**STAUNTON ON WYE GROUP PARISH COUNCIL**  
**URGENT BUSINESS BETWEEN MEETINGS POLICY**  
**ADOPTED XXXX**

**Scope**

The Parish Council recognises that urgent decisions may be necessary between scheduled parish council meetings and therefore have defined this policy to ensure that the Parish Council is managed effectively.

Urgent business arising between meetings should meet these criteria:

- It could not have been foreseen at the preceding meeting
- It is time sensitive
- It is outside the general or specific authority delegated to the Clerk

The preference should always be to convene an extraordinary meeting of the Parish Council. Where this is not possible, this procedure applies.

A decision taken under this procedure should minimise the risk to the Parish Council, and must remain within agreed council policy, standing orders and financial regulations.

**Decision-making**

Urgent decisions required between scheduled meetings of the council are delegated to the Clerk in consultation with the Chairman and Vice-Chairman, with notification to the whole Council.

A maximum expenditure of £1500.00 is permitted under this delegated authority. Decisions made under this delegation will be reported to and minuted at the next council meeting.

Under this delegation, where appropriate, the Chairman may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

**Urgent planning application decisions**

Where a planning application consultation deadline falls between scheduled meetings, or if it is not possible to hold a meeting, the procedure will be:

- a. Seek agreement from the Herefordshire Planning Officer for an extension of the consultation date to enable the application to be considered at the next scheduled meeting;

- b. If that is not possible, re-schedule the meeting to a convenient date or schedule an extraordinary meeting within the timescale dictated by the planning applications and notices displayed as required, or
- c. If the actions outlined above are not possible then the Parish Council agrees to delegate the responsibility to the Clerk, in consultation with all Parish Councillors, within the following parameters:
- d. Parish Councillors will convey their views directly to the Clerk who will collate and, in consultation with the Chairman, determine the council's response within the prescribed consultation period.
- e. Decisions made under delegation will be reported to and minuted at the next Parish Council meeting.

### **Review**

The Parish Council will review this policy annually or as is necessary and appropriate.