

Egton with Newland, Manriggs and Osmotherly Parish Council

URGENT BUSINESS BETWEEN MEETINGS POLICY

Scope

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

Responsibility

While the Parish Council sets, implements, and reviews this policy, the Clerk is responsible for implementing its requirements.

Records

Records of actions under this policy will be retained in line with the Data Retention Policy.

Application of Policy

The Parish Council agree to arrangements being established to deal with any urgent business arising between meetings where these could not be:-

- foreseen at the preceding meeting
- arise out of request for further information
- are time sensitive
- are outside the general or specific authority delegated to the Clerk

Any action taken under this policy will require at least three Members to be consulted and will conform to the Parish Council's policies.

Procedure to be Followed

If matter arises that the Clerk considers a matter of Urgent Business the Clerk will firstly discuss the matter with the Chair.

The Chair will then email all Councillors to consult them about the urgent business and outline the proposed action to be taken by the Clerk to deal with the urgent business. A reasonable time will be given for a response by Councillors and upon the agreement of at least three Councillors the action will be taken by the Clerk on behalf of the Parish Councillor.

The Clerk will not seek to influence a decision from the Chair or the other Parish Councillors but shall put the issues clearly and succinctly so as not to prejudice any decision being made.

The Clerk shall only inform the Parish Council of the outcome once the Chair has relayed the outcome of the consultation on the Urgent Business.

The Chair may decide to call an Extraordinary Meeting.

Any decision taken under this procedure must be reported to the Parish Council at its next meeting and that decision formally ratified.

Policy agreed by Council

Signed:

Date:

Chair

27/08/2019