

# WICKHAM MARKET PARISH COUNCIL



## Delegation of Authority to the Clerk

In addition to delegation arrangements laid out in the Standing Orders and Financial Regulations, the following are delegated to the Clerk.

### **MARKET MANAGEMENT**

Management of the market is delegated to the Clerk. This delegation includes, but is not limited to:

1. Market dates and times.
2. Market layout.
3. Arranging licenses and permits. (subject to normal financial approvals)
4. Market trader vetting and approval.
5. Processes and procedures.
6. Market Regulations.
7. Market pricing structure.
8. Raising invoices and collecting payments.
9. Market promotion. (subject to normal financial approvals)

### **NON-CONTENTIOUS PLANNING APPLICATIONS**

This delegates authority to the Clerk to respond to non-contentious planning applications on behalf of the council without the requirement to have a planning committee meeting.

#### **Non-contentious may include:**

1. Tree work within the conservation area.
2. Minor works and extensions to property.
3. Change of use for a property.

#### **Safeguards:**

Each planning application will be reviewed by the planning committee members to decide if it is non-contentious.

1. The Clerk will email the planning committee members with the details of each planning application requesting permission to use this delegated authority.
2. Permission will be granted by a simple majority of responses to the email. I.e. if the majority of the planning committee members agree the application is non-contentious, the Clerk will use this delegated authority.
3. Newbuilds of any form will always require a meeting to agree a response on behalf of the council.

#### **Additional Transparency:**

Currently planning information is available to Wickham Market residents through the ESC planning portal, site notices and WMPC planning meeting agendas.

In addition to these communications the Clerk will:

1. Send out all planning applications to Chair & Vice Chair (separate from Planning Committee)
2. Add a planning page to the website showing each application and the link to ESC website for each one.

These measures will increase transparency.

## **Regular Payments**

**In addition to the delegated authority provided in the Financial Regulations, the Clerk is given delegated authority to make the following payments.**

**Schedule of regular payments to be authorised in advance by the full Council for 2024-25**

<b>The Clerk is authorised to approve the following items of expenditure provided their total cost does not exceed the agreed budget for 2024-25</b>	<b>Annual Budget</b>
Salaries for Clerk, Deputy Clerk and Cemetery Clerk and Associated quarterly PAYE and NIC payments to HMRC	57,184
Payments to Richard Ellis for Maintenance work	7,400
Payments to Tuddenham Press for printing of Wickham Market News and Payments to Royal Mail for Distribution of Wickham Market News	6,600
Payments for licences and agreements associated with running the market	1,350
Office stationery and consumables including printer toner	1,150
Future Pressure Washing - Clean Children's play area (Usually £250)	300
Roy Care - Window Clean Bus Shelter (Usually £200)	300
Clarke & Simpson - Glebe Rent (usually £240)	300

**The following are paid using Direct Debit**

Water  
Electricity  
Mobile Phones  
ICO Data Protection Fee  
Cemetery Non-Domestic Rates