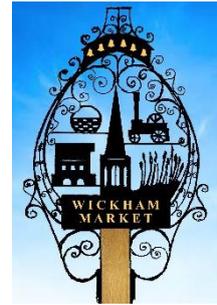


WICKHAM MARKET PARISH COUNCIL



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 includes:

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.