



Date	Dec 2025	Proposed Agenda Item	
Agenda No:			
Title	Scheme of Delegation - Delegation policy for HPC		
B a c k g r o u n d	HPC agreed at its July meeting not to hold a Full Parish council meeting in January. HPC agreed that the Clerk in conjunction with advisory groups would consider any implications to the running of council business and report back to full council, with suggested recommendations, three main areas of operational logistics were considered. Planning. The Planning AG meet monthly, report back with recommendations to full HPC on any planning applications received for full council approval. Finance. All payments are approved at each full HPC meeting. Urgent decisions All are usually reported at the next scheduled full HPC meeting.		
C o n s i d e r a t i o n s	Planning, HPC PAG usually meet on the 3rd Thursday of the month therefore applications after this date are not taken into consideration. Resulting in an application for an extension on comment closure date for HPC. Any December 2025 and January 2026 planning applications would not be considered by full council till February 2026. Introduction of the delegation scheme would ensure a more efficient process to review and consideration planning applications in a timely manner. Finance. Payments for any month where there is no HPC meeting should not be delayed. Introduction of the delegation scheme will ensure that the council fulfils its obligation to settle its financial obligations in a timely manner. Urgent decisions required between scheduled meetings should be delegated to the clerk with the chairman (and Vice chairman) of the council to be reported back at next full council meeting. Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with an urgent matter. Decisions made under this delegation will be reported and minuted at the next council meeting. Delegation Policy circulated to all councillors.		
P r o p o s a l	After due consideration. Agree to adopt the Scheme of delegation for Planning matters, Finance and Urgent Decisions as presented in the Delegation Policy for Hartlebury Council.		

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Risk	Low	
Author	J.Hipkins on behalf of Staffing AG KA, CA, RK, LTH.	
Date	February 2025	Updated : 25-01-2024