

**ALMELEY PARISH COUNCIL**  
**URGENT BUSINESS BETWEEN MEETINGS POLICY – ADOPTED 9<sup>TH</sup> MAY 2018**

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 creates, implements, monitors and reviews this policy, the Clerk is also responsible for implementing its requirements.

Records

Minutes of decisions will be retained in line with the Data Retention Policy.

Procedure

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 decision will require at least three members to be consulted.

Decisions that may be taken outside of Parish Council Meetings will not require a deviation from policy, decisions taken by the Parish Council and should not place any aspect of the Parish Council at considerable risk.

Contact with Parish Councillors

The Clerk will firstly discuss the matter with the Chairman.

The Chairman will make contact with a minimum of two other Parish Councillors.

The Clerk will not seek to influence a decision from the Chairman 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 Chairman has relayed the outcome of their deliberations, with a majority decision being acceptable.

The Chairman may decide to call an Extraordinary Meeting.

Any decision taken must be reported to the Parish Council at their next meeting and the decision formally ratified.