

# Iwerne Minster Parish Council

## Urgent Business between Meetings Policy

(Adopted by resolutions July 2019)

The Parish Council recognises that urgent decisions may arise 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.**

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

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

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

- Foreseen at the preceding meeting;
- Arise out of request for further information;
- Are time sensitive; or
- Are outside the general or specific authority delegated to the Clerk.

Any decision will require at least three members to be consulted, including the Chairman or in his/her absence the Vice-Chairman.

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.

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 to the members, with a majority decision being acceptable of two members.

The Chairman may decide to call an Extraordinary Meeting if required to make a decision.

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