KNARESBOROUGH TOWN COUNCIL

Nicola Smith
Clerk to the Council

Office Hours
9:00am – 12:30pm
Monday – Friday

Knaresborough House
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Urgent Decisions Procedure

1. It is recognised that there are occasions when the Town Council is unable to make a decision because an externally imposed deadline cannot be met by the time of the next council meeting. The purpose of this procedure is to try and resolve such difficulties.

2. On any other matter, *except planning applications* the Clerk is authorised to invoke this procedure described below if <u>all four</u> of the following conditions apply:-

    i.   The next scheduled Council meeting occurs too late to meet the required deadline; *or* it is too late to include the item on the agenda of the next scheduled Council meeting.
    ii. The Mayor is of the opinion that the matter is not sufficient importance to justify calling an extraordinary of the Council;
         or that there is insufficient time to call such a meeting;
         or there are reasonable grounds to suppose that such an extraordinary meeting might be poorly attended or even inquorate.
    iii. That an extension to the deadline has been requested but not granted; *or* that circumstances are such that it would be unreasonable or impractical to expect an extension to be granted even if requested.
    iv. The matter to be determined is one which it is lawful for Council to delegate.

If there is insufficient time to place the matter on a council agenda then the decision is delegated to be made by the Clerk. The Clerk should as far as is practical within the time available consult with the Mayor, group leaders and chairs of main committees before coming to a decision, but is not obliged to act according to the majority view.

Each time this procedure is invoked the Clerk must produce a written report which shall include detailed confirmation that all of the steps in this procedure have been properly applied. This report shall be sent to the next Council meeting.