

Staunton on Wye Group Parish Council

Delegated Decision Notice (DDN)

This form is used to record any delegated decision which has been taken by officers under delegated authority.

Decision title	Staunton on Wye website stauntononwye-pc.gov.uk
Decision date	21 July 2026
Decision maker	Clerk/RFO/Proper Officer
Source of delegation (resolution or Constitution – please reference)	Urgent decisions between meetings policy Financial Regulation 6(8)ii and iii The Clerk shall have delegated authority to authorise payments {only} in the following circumstances: i. any payments of up to £500 excluding VAT, within an agreed budget. ii. payments of up to £1,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises. iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
Decision taken	To agree payment of £360 excl VAT, despite a budget allocation of £260 excl VAT

Reasons for the decision	Contractual arrangement which exceeded agreed budget Requirement to maintain a .gov.uk website (Transparency Code, Accounts and Audit Regulations, Practitioners Guide)
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Alternative options considered	Not paying Seeking an alternative provider – which would not guarantee saving and would disrupt urgency
Subject to urgency rules? Yes or no and explanation	Yes: no meeting planned until September
Details of consultation undertaken	The decision was taken after consultation with all councillors, 7 responded, all approved.

