

Protocol to enable Okehampton & Hamlets Neighbourhood Plan Group to incur expenditure

- It is acknowledged that Okehampton & Hamlets Neighbourhood Plan Group (OHNPG) may require authorisation to incur expenditure in pursuance of the Terms of Reference for the Group.
- Both Okehampton Town Council and Okehampton Hamlets Parish Council have included budget provision for a Neighbourhood Plan in their respective budgets.
- The purpose of the protocol is to empower OHNPG, where necessary and in the interests of efficiency, to commission minor orders and to incur corresponding expenditure on behalf of the Councils without the obligation to refer requests for prior approval.

The conditions that shall prevail are as follows:

1. A minor order is defined as a maximum of £250.00 including VAT.
2. The order shall be placed in the name of [Okehampton Town Council] or [Okehampton Hamlets Parish Council].
3. The order or decision must be in writing and endorsed by **at least one councillor representative on OHNPG from each Council.**
4. The order or decision shall be forwarded to the appropriate Clerk at the earliest opportunity.
5. A minor order shall be for a service and payable by cheque or BACS, payable through the relevant council's normal payment cycle.
6. A limit £2,000 including VAT in any three-month period shall be the maximum expenditure that may be incurred using this process.
7. Exceeding the limit set in (5) above shall trigger an immediate call for a report on expenditure to both Councils, unless a report has previously been scheduled and/or prior approval for additional expenditure has been obtained.
8. For Year 21/22 costs to be split 81% OTC, 19% OHPC. This calculation to be based on the numbers on the Electoral Register supplied by WDBC (1284 OHPC and 5427 OTC as at May 2020, giving total electorate of 6711, resulting in OHPC % of that figure 19%, and OTC 81%).

Orders for costs in excess of the limitation set out above shall be subject to the Councils' prior approval.