

## **Scheme of Delegation**

### **The Parish Clerk**

- The Clerk shall be the proper officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972;
- The Clerk should monitor and be responsible for all incoming and outgoing council correspondence;
- The Clerk shall manage all employees (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her) of the council and has the authority to take disciplinary action excluding termination of employment under agreed procedures;
- The Clerk shall make arrangements to pay salaries and wages to all employees of the council (subject to the council's financial regulations);
- The Clerk shall, in the first instance, handle and acknowledge all complaints regarding the council (except where the complaint relates to the clerk);
- The Clerk shall arrange and call meetings of the council, its committees and sub-committees in consultation with the relevant Chair;
- The Clerk shall carry out and implement any council, committee or sub-committee decision;
- The Clerk shall, in the first instance, handle all requests for information under Freedom of Information Act 2000;
- The Clerk may research topics of concern to the council and provide unbiased information to help the council to make appropriate choices;
- The Clerk will advise the council on, and produce policies to be agreed by the council and to be followed in respect of the Authority's activities;
- The Clerk will deal with day to day matters relating to the office building;
- The Clerk will apply for planning consent for the carrying out of development by the council;
- If a planning application is received that isn't able to be discussed at a committee meeting due to high sickness or Councillors having to self-isolate, then the Clerk or Assistant Clerk will email details of the applications to Councillors and they will be advertised on the Parish Council website with dates by when responses are required from members of the public and from Councillors. She will ensure that Councillors are made aware of the responses received from members of the public and will collate a response to the planning authority, this will need to be proposed to Councillors by email for agreement to be received by a set date;
- The Clerk will decide whether a dispensation can be given to a Councillor who has a disclosable pecuniary interest in an item on the agenda;
- The Clerk may incur expenditure on the Parish Council credit card between £100 to £1000 with the agreement of the Chair and Vice-Chair of the Council, any amounts under £100 she would inform the Chair and Vice-Chair of the Council of the expenditure;
- The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any purchase, repair, replacement or other work which is of such urgency that, in the opinion of the Clerk, it must be done at once, whether or not there is any budgetary provision of the expenditure, subject to a financial limit of £1500. Any amount exceeding £500 must have prior permission from 2 members of the council;

- If meetings cannot be held due to Cllr sickness or needing to self-isolate the Clerk will be able to move items between budgets to cover essential expenditure and will manage the accounts to ensure that invoices and salaries can be paid. She will also, with the permission of the Chair and Vice-Chair of the Council or the Chair and Vice-Chair of the relevant committee, be able to agree if future events and meetings need to be cancelled and take required actions to ensure that the Council can run effectively and that services are not impacted during this time, this could include the closure of the Council office and the Community Centre, that staff work from home and that social media coverage is increased in order to keep the public informed;
- If the Clerk is incapacitated then the Assistant Clerk will take on the roles listed in the Scheme of Delegation;
- Where this Scheme is quoting approval from i.e. the Chair and Vice-Chair and one of these is incapacitated then the Clerk may obtain approval from a Committee Chair or Vice-Chair or if these aren't available from a member of the relevant Committee.

**Helen Johnson**  
**March 2020**