

HADLOW DOWN PARISH COUNCIL



SCHEME OF DELEGATION

March 2023

Delegation to Employee

The Parish Clerk and Responsible Financial Officer

1. The Clerk shall be the proper officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972.
2. The Clerk shall monitor and be responsible for all incoming and outgoing council correspondence.
3. The Clerk shall, in the first instance, handle and acknowledge all complaints regarding the council (except where the complaint relates to the clerk).
4. The Clerk shall arrange and call meetings of the council in consultation with the Chair of the council.
5. The Clerk shall carry out and implement any council decision.
6. The Clerk shall, in the first instance, handle all requests for information under the Freedom of Information Act 2000.
7. The Clerk shall decide, upon receipt of the planning application consultation, whether a site visit is required and will arrange for it to be booked.
8. If a planning application is received that falls outside the timescale for meetings and an extension cannot be obtained, the Clerk at her discretion, following agreement with the Chair, will email the application to Councillors for their comments and will then send a response to the Planning Authority. The Clerk will then report the response at the next meeting. If there isn't agreement between Councillors over the response to the application a planning meeting will be held. If it is not possible to arrange a planning meeting before the planning application deadline then the majority decision will be forwarded to the Planning Authority and if there is no clear majority the Chair/Acting Chair will take the final vote on the response.
9. 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.
10. 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 £700. Any amount exceeding £200 must have prior permission from 2 members of the council.

11. If, due to Councillor sickness, needing to self-isolate or lockdown measures, it is not possible for two Councillors to sign every invoice following resolution for payment in accordance with Financial Regulation 5, approval by email of the attached invoices will be acceptable.
12. If, due to Councillor sickness, needing to self-isolate or lockdown measures, it is not possible for two Councillors to sign every page of the monthly reconciliation reports and bank statements, following agreement as per Financial Regulations 2.2, 4.10 and 5, approval by email of the attached cover email, which matches figures within the reports, will be acceptable.
13. If, due to Councillor sickness, needing to self-isolate or lockdown measures, it is not possible for the Chair to sign every page of the quarterly budget reconciliations, following agreement of the figures at the parish council meeting, approval by email of the attached reports will be acceptable.
14. The Clerk may research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.
15. The Clerk will advise the Council on and produce policies to be agreed by Council and to be followed in respect of the Authority's activities.
16. The Clerk will be responsible for all financial records of the Council and the careful administration of its finances.
17. The Clerk will ensure that the Council's obligations for Risk Assessment are properly met.
18. Where an urgent decision needs to be made for safety or risk reasons and there is insufficient time to call a meeting, the Clerk will obtain agreement from two Councillors, the decision will then be ratified at the next Council meeting.
19. And, in the absence of the Clerk, the Chair or Vice Chair of the council to undertake the work of the Proper Officer when the Proper Officer is absent.