

Scheme of delegation to the Clerk

Walberswick Parish Council

Proposed for amendment December 2022

Note: This policy has been reviewed for any potential GDPR implications and assessed as “no risk audit required”

The powers and duties set out below are delegated to the Parish Clerk to make decisions on behalf of Walberswick Parish Council. These decisions must be exercised in accordance with the law, the Council’s standing orders and financial regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority and this entire policy is subject to annual renewal, if thought fit by Council, at the Annual Meeting of Walberswick Parish Council

The Parish Clerk may not delegate these duties and powers to any other person.

The Parish Clerk may decide not to exercise delegated responsibilities and may instead make a recommendation to the full council or a committee. Similarly where The Parish Clerk has no delegated power to make decision the matter will be reported to the full council for decision.

The Parish Clerk is authorised to:

- Issue all statutory notifications
- Receive declarations of Acceptance of Office
- Receive and record notices disclosing pecuniary interests
- Deal with dispensation requests from members under the Code of Conduct
- Receive & retain documents and plans
- Sign notices or other documents on behalf of the Council
- Call any extra meetings of any committees as necessary having consulted with the Chairman of the appropriate committee
- Respond to any correspondence requiring or requesting information or relating to any decision of the council but not correspondence requiring an opinion to be taken by the full council or its committees.
- Act on behalf of the council in an urgent situation and report back to the council as soon as practical
- Manage maintenance contracts
- Planning applications: The Parish Clerk has delegated authority to make recommendations to ESDC in conjunction with the **Chair or Vice-Chair** of the Council and after any input received from the Planning Advisory Group. This authority on planning is subject to the following restrictions:

- Only to be used for applications for which the expiry date for a response from Walberswick Parish Council is before the next scheduled meeting of the Council
- Only to be used for applications where an extension to permit discussion at the next scheduled Council meeting **is not permitted**.
- A record of all decisions taken by the Parish Clerk regarding planning applications using delegated authority will be reported to the next scheduled meeting of the Parish Council and recorded in the minutes of that meeting.

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