New Bradwell Parish Council

Delegations to 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 where applicable subcommittees in consultation with the relevant Chair;

- The Clerk shall, in the first instance, be responsible for carrying out and implementing any council, committee or sub-committee decision; Where such functions are delegated to individual councillors, these shall be interpreted to mean to act with the Clerk.

- The Clerk shall, in the first instance, handle all requests for information under Freedom of Information Act 2000.

- The Clerk shall have delegated financial authority to spend up to £500 ex VAT on emergency repairs, and up to £500 ex VAT on any one invoice on normal running functions of the Council, subject to budget availability.

- In the event of a major incidence preventing the Council from holding meetings, the Parish Clerk shall have delegated authority to take all necessary decisions to keep the Council functions running and shall have authority to delegate decisions and responses to Council staff as required. The Clerk shall keep the Chair and Vice chair informed and shall take advice from these members as required.

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