



Mayfield and Five Ashes Parish Council
Emergency Scheme of Delegation
23 March 2020

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 any 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 any 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 convene 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 Planning Executive Committee meeting, the Clerk will email details of the applications to members of the Planning Committee with a set date for comments to be forwarded to the Clerk and it will be posted on the Parish Council website. Responses from members of the public will be requested one week before Wealden District Council's expiry date for comments from the Parish Council and any received will be forwarded to members of the Planning Committee for consideration. Responses from Members of the Planning Committee will be collated and the Clerk will forward the majority decision to Wealden District Council. In instances of a tied decision, the Planning Executive Chairman shall make the casting decision that will be submitted to Wealden District Council by the Clerk.
- 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 of up to £1000 as per the Council's financial regulations. Expenditure in excess of £1,000 will be by agreement via email from the Finance and General Purposes Executive (F&GP);

- 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 £1,000. Any amount exceeding £1,000 must have prior permission by email from a minimum of two members of the Finance and General Purposes Committee;
- If due to Cllr sickness or needing to self-isolate it is not possible to acquire two signatures from members of F&GP to authorise a Payment Transaction Statement, the Clerk will circulate, via email, a list of invoices to be paid, including payee and invoice detail, to the F&GP. The Clerk will be able to transfer payments by BACS when in receipt of approval by email from:
 - A minimum of two members of the Finance and General Purposes Executive for items of £1,000 or below or:
 - A majority approval from members of the F&GP for items of above £1,000 or, in extremis, a minimum of two members of F&GP one of which must be the Chairman, Vice-Chair or Chairman of the F&GP.
- 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. With the permission of the Chair and Vice-Chair of the Council or the 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 the closure of the Council office;
- If the Clerk is incapacitated then the Chair or Vice-Chair, or Committee Chairman 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 if these are not available from a member of the relevant Committee.

Janna Todd
Proper Officer
March 2020