

Delegations to Clerk

Adopted at the meeting of the WPC on 1st December 2014 and proposed for revocation at WPC meeting October 2018

The Parish Clerk is authorised to:

- deal with all correspondence with the internal and external auditors
- to deal with routine correspondence
- deal with correspondence relating to financial matters but does not have authority to commit the Council to spend money or to enter into any legal obligation.
- to correspond with SCDC on planning matters provided that the Clerk is not empowered to make any decision which would normally be made by the Council as a whole at a Council meeting
- Correspondence to the ICO and the upper tier tribunal will be drafted by the Clerk, shown in draft to all Councillors and formally approved by the Chair prior to dispatch
- Correspondence with individuals on FOI or historic issues will be drafted by the Clerk, shown in draft to all Councillors and formally approved by the Chair.

Provided that if the Clerk is in doubt as to whether an issue is covered by these delegations he will refer the matter to the chair