

WALBERSWICK PARISH COUNCIL

Clerk: Mrs Jane Gomm, Seaspray, Millfield Road, Walberswick, Southwold. Suffolk IP18 6UD
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The Council at its meeting on 5 December 2011 adopted the following resolution:

- In order to cut costs the Council **agrees** to reduce to a minimum the number of meetings between December 2011 and March 2012.
- The Council **agrees** to discharge its functions except those listed below by full delegation to the Clerk and Proper Officer pursuant to s101 Local Government Act 1972. She may, but is not obliged to consult with one or more Councillors before exercising any power or duty or implementing any decision or action.

In addition to the functions listed in the Clerk's job description and in Standing Order 3 this shall include, but not be limited to:

- Taking action on receipt of correspondence, emails, telephone and other conversations.
- Responding to consultations from other bodies.
- Making comments to the Local Planning Authority on planning applications, applications for conservation area consent, applications for tree works and other planning issues.
- If expenditure has previously been agreed and minuted or the expenditure is provided for in the agreed financial documents monitoring expenditure against income for the current financial year, authorizing the expenditure subject to a limit of £1000 and financial regulation 3.4 shall be read accordingly.
- Convening meetings of the Council where the Clerk deems it inappropriate to exercise her delegated authority or if a matter falls outside this delegation.

The functions **not** included within this delegation are:

- The setting of the precept
- The agreement of the budget
- The signing of cheques.

This delegation shall continue in force until the first meeting in April 2012 when it shall be reviewed with a view to its rescission, if possible.