

Parish Clerk – Stephanie Dubas **Email**: chalvingtonwithripeclerk@gmail.com **Phone**: 07353990253

Scheme of Delegation – adopted Dec 2026

The Parish Clerk

1. The Clerk shall be the proper officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972;
2. The Clerk will monitor and be responsible for all incoming and outgoing council correspondence;
3. The Clerk will 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;
4. The Clerk will make arrangements to pay salaries and wages to all employees of the council (subject to the council's financial regulations);
5. The Clerk will, in the first instance, handle and acknowledge all complaints regarding the council (except where the complaint relates to the clerk);
6. The Clerk will arrange and call meetings of the council, its committees and sub-committees in consultation with the relevant Chair;
7. The Clerk will carry out and implement any council, committee or sub-committee decision;
8. The Clerk will, in the first instance, handle all requests for information under Freedom of Information Act 2000;
9. The Clerk will research topics, as directed by Councillors, of concern to the council and provide unbiased information to help the council to make appropriate choices;
10. 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;
11. If a planning application is received that isn't able to be discussed at a committee meeting for any reason, then the Clerk will:
    - 11.1. email details of the applications to Councillors with a response required date
    - 11.2. post applications on the Parish Council website with a response required date from members of the public
    - 11.3. ensure that Councillors are made aware of the responses received from members of the public
    - 11.4. will collate a response to the planning authority and gain approval by the planning members
    - 11.5. Notify Wealden Council of the response by the deadline
12. 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;
13. The Clerk may incur expenditure of upto £100 from the Parish Council with the agreement of the Chair
14. 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, if must be done at once, whether or not there is any budgetary provision of the expenditure, subject to a financial limit of £500. Any amount exceeding £500 must have prior permission from 2 members of the council;
15. If meetings cannot be held 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. They will, with the permission of the Chair and Vice-Chair of the Council or the Chair and Vice-Chair of the relevant committee, be able to agree if future events and meetings need to be cancelled. They will take required actions to ensure that the Council can run effectively and that services are not impacted during this time, and that social media coverage is increased in order to keep the public informed.
16. If the Clerk is incapacitated, then the Chair will take on the roles listed in this Scheme of Delegation;
17. 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 another councillor on the Parish Council.

Stephanie Dubas Dec 26