

Lockington Parish Council – Roles & Responsibilities Overview

The **Parish Clerk** (who also serves as the Proper Officer and Responsible Financial Officer) is legally and administratively responsible for receiving, managing, and sending all official council business and correspondence on the council's behalf.

Detail - The Parish Clerk's Role

- **Receiving business:** All mail, emails, planning notices, and public queries should be sent directly to the Clerk.
- **Processing and sorting:** The Clerk logs incoming items, determines the appropriate action in line with existing policies, and flags important matters for the next council meeting.
- **Sending out business:** The Clerk issues meeting agendas, publishes legal notices, and sends formal correspondence or replies on official council letterhead.
- **Executing decisions:** The Clerk carries out the lawful resolutions and instructions approved by the elected councillors.

Overview - The Chairman's Role

- **Guiding priorities:** The Chairman works closely with the Clerk to draft meeting agendas and prepare background materials.
- **Representing the council:** The Chairman leads the meetings and may occasionally issue specific communications if explicitly authorised or mandated by a full council resolution.

Overview - Individual Councillors

- Individual councillors do not have the legal authority to issue instructions to the Clerk, make unilateral administrative decisions, or send official correspondence purporting to represent the whole council's view unless a specific power has been formally delegated to them.