



# Redbourne Parish Council

Parish Clerk – Jo Curtis  
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## **Clerk's Delegated Roles & Responsibilities Schedule**

1. Settle all invoices submitted by due date for payment between scheduled meetings where there is no dispute or other reason to delay payment
2. Respond to planning applications by the due date between scheduled meetings where there is no dispute or other reason for delay.
3. Liaise with North Lincolnshire Council Officers and Ward Members in respect of issues raised by parishioners.
4. Liaise with Humberside Police Officers in respect of issues raised by parishioners.
5. Liaise with other agencies, persons or bodies as necessary in respect of issues raised by parishioners.
6. Control the hiring and use of Council Property in accordance with Council Policy
7. Control miscellaneous expenditure as required in respect of any approved actions under statutory power and duties of the Council arising between meetings within a budget of £500.
8. Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget, and up to £500 in conjunction with Chairman of Council or Chairman of the appropriate committee for any other payment between meetings

Approved July 2023