

**Adopted 9<sup>th</sup> July 2018**

## **Clotton Hoofield Parish Council**

### **Councillor Lead / Duties Protocol**

The Clerk to the Council retains day to day responsibility for interaction / communication with all Cheshire West and Chester Council departments, other organisations and individuals, the website, and facebook and for ensuring that the Council is compliant with legislation and regulations; he will consult with and be consulted by lead councillors where issues / proposals arise in these respects and a way forward agreed. He is also normally the first point of call for members of the public on a wide range of topics; where appropriate he will involve lead councillors to resolve issues.

It should be noted that lead Councillors along with all other councillors including the Chairman do not have powers to make financial commitments or take decisions independently of the Council.

Their responsibilities are to:

- Lead focussed initiatives relating to their nominated area of interest
- Report activities to the full Council and present decisions, including payments, for approval as required. Please note where a decision is required this must be itemised on the Council's agenda.
- Manage actions agreed by the Council
- Ensure transactions are coordinated through the Clerk

R Salmon  
04/06/18  
Reviewed 22<sup>nd</sup> April 2025  
Reviewed: 14<sup>th</sup> May 2026  
Next Review Date: April 2027