CLERKS DELEGATED POWERS (Adopted February 2020)

(Ref s101 Local Government Act 1972 and adopted Financial Regulations)

Note: The adopted Financial Regulations and Standing Orders of the council are senior to these delegated powers.

Sector	Event	Notes
Finance	Making payments (Fin Regs 4.1 and 6.2)	The Clerk can arrange for payments to be made after the appropriate authorisation. This shall be by the issuing of cheques (all cheques are signed by two Members authorised by council) or by authorizing payments by internet banking (after two members authorised by council have approved).
	Acting as RFO (Fin Regs 1.8)	The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
	Authorising contracts in Budget up to £5,000	The Clerk can sign contracts for goods and services that are within the approved Budget, up to a value of £5,000. Above this limit the contract shall be first approved by council signed by the Clerk plus one Member.
	Authorising works and services in Budget to £5,000	The Clerk can sign Purchase or Works Orders for goods and services that are within the approved budget, up to a value of £5,000. Above this limit the contract shall be first approved by council and then signed by the Clerk plus one Member.
Property	Leases	All leases relating to property shall be first approved by council. The Clerk can only sign leases with the express authority of council, otherwise it shall be by two Members.
	Maintenance	The Clerk can authorise repairs and maintenance of council owned property, where there is budget provision, up to £5,000 in cost. Where the cost exceeds £5,000 then authorisation from council is required.
Legal Agreements	Agreements	All legal agreements shall be first approved by council. The Clerk can only sign agreements with the express authority of council; otherwise it shall be by two Members.
Staff	Approving overtime or 'time in lieu'	The Clerk can approve the overtime and time in-lieu arrangements of staff.
	Approving leave	The Clerk can approve the leave arrangements of staff.
	Implementing disciplinary procedures	The Clerk can implement staff disciplinary procedures but shall immediately inform the Members Staff Panel of the action taken.
	Offer of employment	The Clerk can sign a letter of offer of employment, only after authorisation by council.

Correspondence	Signing letters	The Clerk can sign letters on council letterhead which explain the council's policies, respond to enquiries, and otherwise in the general conduct of his duties. The clerk can delegate the signing of letters to other members of staff.
	Emails	The Clerk can issue emails from the council webmail which explain the council's policies, respond to enquiries, and otherwise in the general conduct of his duties. The Clerk can delegate the issuing of emails to other members of staff.
Meetings and agendas	Meeting dates	The Clerk can set out the programme of meeting dates, which shall then be subject to approval by council.
	Agendas	The Clerk shall prepare agendas. Where appropriate the Clerk shall consult the relevant chairman before the agenda is issued.
	Minutes	The Clerk shall prepare minutes of meetings.
	Meetings with external organisations or individuals	The Clerk can meet external organisations or individuals and represent the council.
Allotments	Tenancy Agreements	The Clerk may sign an allotment tenancy agreement that complies with the standard approved tenancy. The Clerk may terminate a tenancy agreement.
Cemetery	Sale of plots	The Clerk may sign the Grant of Burial.