



A Scheme of Delegation to the Town Clerk.

The powers and duties set out in this scheme are delegated to the Town Clerk. The Town Clerk, where specified may delegate these duties and powers to other officers within the Town Council.

The Town Clerk is also the Councils Responsible Financial Officer and the Proper Officer with responsibility for the management of the organisation.

Extent of Delegation

1.0 DELEGATION

1.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

1.2 The Town Clerk will exercise these powers in accordance with

- a) approved budgets
- b) the Council's Financial Regulations
- c) the Council's Standing Orders
- d) the Council's Policy Framework and other adopted policies of the Council
- e) all statutory common law and contractual requirements

1.3 Provided that such authorisation is not prohibited by statute the Town Clerk to whom a power, duty or function is delegated may authorise another officer to exercise that power, duty or function, subject to:

- a) only being given where there is significant administrative convenience in doing so
- b) the officer authorised by the Town Clerk acting in the name of the Town Clerk

1.4 A delegation to a subordinate officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

General Matters

2.0 The Town Clerk is authorised:

- a) To take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- b) To cancel or postpone Council or committee or task group meetings in the interest of Public, Officers and Councillors safety.
- c) To decide arrangements for the closure of the Council offices in the interest of Public, Officers and Councillors safety.
- d) To deal with day to day matters relating to the use of office accommodation space.
- e) To act as the Council's designated officer for the purposes of the Freedom of Information Act/General Data Protection Regulations/Health & Safety.
- f) To respond to Freedom of Information requests in accordance with current legislation and guidance.
- g) To manage, monitor and review the Councils Internal control procedures.
- h) To manage, monitor and review the Councils Financial Risk Assessment.



Financial Matters

3.0 The Town Clerk is authorised as follows:

3.1 To be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972.

3.2 To operate the Council's banking arrangements.

3.3 To incur expenditure up to a maximum of £500 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution.

3.4 To incur expenditure, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items above £500 and below £2,000.

3.5 To pay all accounts properly incurred

3.6 To pay all subscriptions to organisations to which the Council belongs.

3.7 To make all necessary arrangements for the provision of an internal and external audit service for the Council.

3.8 To negotiate settlements in connection with claims made by and against the council in consultation with the Council's insurers where appropriate.

3.9 To incur expenditure on revenue items within the approved estimates and budgets under their control.

3.10 To incur expenditure on capital schemes within the Council's approved capital Programme.

3.11 To enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate if necessary, following council approval.

3.12 To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.

3.13 To carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.

3.14 To manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.

3.15 To authorise action for the recovery of debts

3.16 To write off debts up to the level set by the Council at its Budget Meeting.

3.17 To maintain a Register of Assets and Inventory of Equipment.

3.18 To determine the Town Council's insurance requirements on the Council's behalf.

3.19 To make all necessary arrangements for the Council's insurances.



3.20 To exercise the Town Council's powers to pay the Post Office, Telecoms provider or any other telecommunications operator any loss.

3.21 To approve spending in accordance with Councils Financial Regulations.

Emergencies

4.0 The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant committee or sub-committee. The Chairman of any relevant committee is to be consulted before such action is taken.

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| <i>Written by:</i> | Jo O'Donoghue (Town Clerk) |
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