

DELEGATION TO THE CLERK/RESPONSIBLE FINANCIAL OFFICER



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The following delegations are subject to them being implemented within the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations.

Service Area	Function	Officer
Communications	To deal with all press and public relations on behalf of the Council in consultation with the Chair and Vice-Chair.	Clerk
Documents	To sign documents on behalf of the Council where they have been approved by the Council	Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.	Clerk
Finance	To administer the Council's bank balances.	RFO
	To maintain adequate insurance cover for the Council's activities and property.	RFO
	To act as the Responsible Financial Officer.	RFO
	To write off outstanding debts in accordance with Financial Regulations.	RFO
	Authorisation of routine expenditure within the agreed budget.	Clerk
	Emergency expenditure up to £2000 outside of the agreed budget in consultation with the Chair and/or Vice-Chair.	Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Clerk

Governance	To receive declarations of acceptance of office.	Clerk
	To receive and record notices disclosing personal interests.	Clerk
	To receive and retain plans and documents in accordance with the approved document retention scheme.	Clerk
	Authorisation to call any extra meetings of the Council or any Committee as necessary having first consulted with the Chair of the Council/appropriate Committee.	Clerk
	Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.	Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved budget.	Clerk/RFO
Land and Property	To purchase necessary goods and supplies.	RFO
	To ensure that trees for which the Council is responsible are maintained in safe condition in accordance with good arboricultural practice.	Clerk
Lettings	To authorise casual lettings	Clerk

	allotment plots subject to payment in accordance with the approved scale of charges	
Proper Officer	To act as the Council's proper officer in accordance with the job description for the role.	Clerk