

Bradfield Combust with Stanningfield Parish Council

Appendix 1: Powers specifically delegated to the Clerk/RFO

Presented to the Annual Parish Council Meeting on 17 May 2016

1. Incurring expenditure on items where the Council (or the appropriate Committee under delegated powers) has agreed the expenditure within its budget.
2. In conjunction with the Chairman and Vice Chairman of the Parish Council, investing the Council's monies on condition that such monies are appropriately invested with the Council's appointed bankers, the Post Office or a reputable building society.
3. Acting as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an Officer.
4. Acting as the Council's Responsible Financial Officer in all cases where any legislation requires the designation of such an Officer.
5. Acting as the Clerk to the Parish Council to ensure the proper discharge of its functions.
6. Acting on matters relating to Health and Safety.
7. To spend up to £250 for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk/RFO shall act after consultation with the Chairman and Vice-Chairman of the Council)
8. To spend up to £250 in situations where (s)he considers such expenditure to be justified after consultation with the Chairman of the Council or Chairman of the appropriate committee.
9. To spend up to £500 in extreme risk to the delivery of Council services where, in the judgement of the Clerk, such expenditure is necessary.
10. To sign on behalf of the Council any document necessary to enable Council decisions to be enforced
11. To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000