

## **Anston Parish Council**

Officer's delegated powers – issue 8, 7<sup>th</sup> March 2018

- a) In the event of any emergency involving parish facilities (e.g. broken window, leaking water/gas pipes, wind damage to roof etc.) the Clerk (or Assistant Clerk, after discussion with the RFO) be authorised to order any works necessary to prevent any further material loss to the council.
- b) In the event of any safety critical occurrence or situation (e.g. dangerous branches and or trees, collapsed footpaths, broken play equipment, breached fencing allowing access into an unsafe area, removal of burnt out and or abandoned vehicles etc.) the Clerk (or Assistant Clerk, after discussion with the RFO) be authorised to commit the council to any expenditure necessary in order to carry out remedial action, or isolate the area or in the case of vehicles, arrange their lawful removal, in order to reduce the likelihood of any member of the staff or public being harmed.
- c) The Clerk be authorised to commit the council to any expenditure (or the Assistant Clerk up to a maximum of £300) in relation to the routine purchase of replacement consumables and other inexpensive items for office and facilities. (e.g. Stationery, stamps, ink cartridges, laminating pouches, rulers, staplers etc for the office and cleaning materials, toilet paper, keys, brooms, buckets etc for use in the facilities.)
- d) The Clerk be authorised to commit the council to an expenditure of up to £600 (or the Assistant Clerk up to a maximum of £300) for costs incidental to ongoing projects already authorised by council, or other ongoing work, or minor repairs to facilities, subject to the Clerk / Assistant Clerk being confident that the members, in all probability, would have approved such an expenditure if the facts had been brought to their attention before a commitment to expend the money had been made. (e.g. hire of equipment, purchase of fuel, servicing of vehicle or machinery, repair to vehicle or machinery, purchase of wood

or fencing materials or gates, purchase of topsoil, plants and shrubs, hire of contractor to offer specialised assistance to the Parish Workers or to carry out specialised repairs, engaging tradesmen to carry out minor repairs etc.)

- e) In the event of a situation arising which is not covered under sections a) to d) above the Clerk / Assistant Clerk be authorised to commit the council to any expenditure, but not until the circumstances of the situation have been discussed with, and appropriate action agreed by, the Chair and Vice Chair of the parish council. In the eventuality of the Chair and or Vice Chair not being available (e.g. on holiday) then the Clerk / Assistant Clerk must seek approval from two other councillors.

In all the above cases the Clerk / Assistant Clerk is only authorised to order works or to commit the council to expenditure as specified. Such actions are to be reported at the next meeting of the Council.

- f) The RFO be authorised to pay remuneration to employees who have legitimately earned such remuneration by carrying out their duties as laid down in their terms and conditions of employment and at rates determined by the council. The RFO be also authorised to pay such money as is due to the Inland Revenue and the Local Government Pension Scheme.
- g) The Clerk to the Burial Authority be authorised to pay grave digging expenses incurred at the South Anston Burial Ground at a rate previously approved by the council and upon appropriate entries being made in the Register of Burials and Grave Spaces.
- h) The Clerk be authorised to pay the cost of holding an election or by-election, including the cost of polling cards, for the post(s) of parish councillor as determined by and charged for by the RMBC.

Actual payments still need to be authorised by the Finance Committee and cheques/BACS payments signed/approved by two councillors in the normal way.

- i) The Openness of Local Government Bodies regulations 2014 – whilst acknowledging the requirement for officers of the Council to produce a written report relating to delegated decisions made under section 7 (2) (b) (i) and (ii) the Council confirms that with regard to paragraph (iii) the word ‘materially’ should be construed in such a manner as to confer upon the Clerk / Assistant Clerk the authority to commit the council to expenditure, as outlined within these Delegated Powers, and, as long as the expenditure is accommodated within the Council’s agreed budget headings for the year, such decisions do not have to be recorded for the purposes of this Act as the expenditure is considered as not having a material affect on the finances of the Council.