



## CLERK'S DELEGATED POWERS

In the event of any emergency or safety critical occurrence involving Community Council property the Clerk be authorised to order any works necessary to prevent any further material loss to the council, or in order to reduce the likelihood of anybody being harmed up to a maximum of £600

The Clerk be authorised to use a prepaid card to cover any expenditure in relation to the routine purchase of replacement consumables and other inexpensive items for office use, (e.g. stationery, stamps, ink cartridges, laminating pouches, rulers, staplers etc).

The Clerk is authorised to commit the council to an expenditure of up to:

- £600 for costs incidental to on-going projects already authorised by council, or other on-going work, or minor repairs, or replacement of broken equipment and
- £100 in respect of the arranging of meeting rooms, for council or community meetings subject to the Clerk being confident that the members, in all probability, would have approved such expenditure if the facts had been brought to their attention before a commitment to expend the money had been made.

In the event of a situation arising which is not covered under sections a) to c) above the 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 or Deputy Chair of the council. In the eventuality of the Chair and or Deputy Chair not being available (e.g. on holiday) then the Clerk may seek approval from other councillors.

In all the above cases the 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

All payments will be made by cheque or BACS transfer signed/authorised by two councillors in the normal way. The Clerk will report any such payments at the next meeting.