

ALDERHOLT PARISH COUNCIL

DELEGATION OF POWERS TO THE PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

These delegated powers arise as the everyday duties of the Proper Officer and Responsible Financial Officer. It is the duty of the Council to review these delegations on an annual basis and to confirm as appropriate:

1. The Clerk has day-to-day responsibility for the management of all staff employed by Alderholt Parish Council.
2. The Clerk is empowered to deal with any situation that, in the Clerk's view and in conjunction with the Chairman or Chair of the relevant Committee, constitutes an emergency and that is within the powers of the Parish Council; any such action to reported back to the Parish Council as soon as practicable thereafter.
3. The Clerk is empowered to act as a representative of Alderholt Parish Council on all the Parish Council's working groups.
4. In addition to and including the delegated powers provided by Part 4 of the Council's Financial Regulations, the Clerk is authorised, to:
 - a. purchase items in support of any decision ratified by the Parish Council or its Committees, where any such Committee has properly delegated powers and a clearly delegated budget.
 - b. make any purchase properly authorised by the Parish Council or any of its committees, where any such Committee has properly delegated powers and a clearly delegated budget.
 - c. raise cheques / make BACS payments / instruct the Parish Council's Payroll Service Provider with regard to salary payments to meet employment obligations regarding salaries in accordance with rates agreed by the Parish Council.
 - d. in line with the Council's approved budget and in consultation with the following – the Council's Chair or the Chair of the appropriate Committee - to purchase any items in support of the day to day running of the Parish Council, its premises and other assets up to a value of £500 per item (Financial Regulations - Part 4).
 - e. in consultation with both of the following - the Council's Chair or Chair of the appropriate Committee - the Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that, in the Clerk's view, it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500 (Financial Regulations - Part 4).
5. The Clerk is empowered to manage the Parish Council's bank accounts on a day to day basis and to invest monies as appropriate and as agreed by the Parish Council in accordance with the Council's Financial Regulations.

6. Notwithstanding any delegations to Committees, and whilst always ensuring any action is taken in line with the Parish Council's approved budgets and Financial Regulations, the Clerk, in consultation with the Chair of the Council or the Chair of the Finance Committee is empowered to manage the day to day operation of the Parish Council, its premises, other assets and land for which the Parish Council has responsibility.
7. In the Clerk's absence, through annual leave or illness, the Clerk may authorise any officer who, in the Clerk's view, has the necessary skills and experience, to exercise, in consultation with any two of the Council's Chair or Vice Chair or the Chair of the appropriate Committee any of the powers delegated by virtue of paragraphs 1 to 6 above.
8. To enable the Council to fulfil its responsibilities to residents during any period of legally restricted activity, the Clerk to be empowered to make decisions on behalf of the Parish Council where such a decision cannot, in the Clerk's view (and with the agreement of the Chair of the Council or the Chair of the relevant Committee), be reasonably deferred and must be made in order to comply with a commercial, statutory or other deadline. This will be carried out where possible by consultation with Members by electronic means or telephone. The Clerk to further consult with the Chairman for guidance where necessary.

Date	Minute No	Action
10/01/22	07/22	Adopted
14/11/22	145/22	Amended
11/05/26	90/26	Reviewed – no changes