

WARMINGTON PARISH COUNCIL

CLERK'S DELEGATED POWERS – adopted 5th November 2018.

As outlined in the council's Financial Regulations, in the event of any emergency or safety critical occurrence involving Warmington Parish Council property the clerk is authorised to order any works necessary to prevent any further material loss to the council, or to reduce the likelihood of anybody being harmed, up to a maximum of £500.

In addition, the clerk is authorised to use a prepaid debit 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 prepaid debit card is sometimes used for larger purchases to facilitate expeditious procurements from online suppliers.

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

£500 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 addition, in the event of a situation arising which is not covered 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 with the Chairman of Warmington Parish Council.

The clerk will not be permitted to commit expenditure where there is insufficient budget. If necessary, in the interests of public safety, until the council is able to meet to approve expenditure, the clerk can arrange to make an area safe.

In the eventuality of the chairman not being available (e.g. on holiday) then the clerk should discuss and agree with the chairman of the governance or land management committee, whichever the clerk deems most appropriate.

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 council will delegate executive authority to the clerk to carry out actions which may commit the council to expenditure or contractual obligation as a result of a sub-committee or working party meeting with non-executive authority. This may include, but not be limited to completion of grant applications, exact details of items to be ordered once procurement has been authorised by an executive committee or full council, instructing 3rd party contractors, ordering ancillary services to complement ongoing works,

The Clerk will keep a record as required by statute and report any such payments, actions and decisions at the soonest possible meeting.

It is important to note that no person other than the clerk has the authority to issue instructions to contractors, place orders or enter into arrangements with third parties.

NALC [Legal Topic Note 1](#) 'Council's powers to discharge their functions' explains legal contexts.