

LLANFAIR CAEREINION TOWN COUNCIL

DOCUMENT - DELEGATED AUTHORITY TO THE TOWN CLERK AND R F O

1. Introduction

This paper setting out delegated powers is to be read alongside the relevant documents which are:

- (i) Standing Orders
- (ii) The Financial regulations.
- (iii) The procurement policy
- (iv) The Cash Handling procedure.

2. General authority (income)

The Town Clerk has authority to negotiate charges for the use of Council facilities where the person involved is a regular user of such facilities. Any permanent changes to income rates and charges are to be approved by the Full Council at the annual meeting.

3. General authority (payments)

3.1 The Town Clerk and Responsible Financial Officer has authority to authorise the following:

- a) Commit the Council with contract up to £250 without prior approval.
- b) May commit the Council to payments which are specifically identified in the budget.
- c) All commitments over £250 to £1,000 (not included in (a) above shall be authorised in consultation with the Chair and Vice Chair.
- d) All other payments must be approved by the Full Council before commitment.
- e) All payments shall be approved as soon as possible by two Councillors or the Chair and Vice Chair and the Town Clerk prior to the payment being made.
- f) All requests for authorisation shall be accompanied by the relevant paperwork.

4.Reporting to Council

4.1 The Town Clerk and Responsible Financial Officer shall report to the Full Council

every three months the management figures showing not only income and expenditure against budget but also the bank reconciliation.

4.2 The Town Clerk and Responsible Financial Officer shall pass to the Chair and Vice Chair every month the management figures showing not only income and expenditure against budget but also the bank reconciliation and bank statements

4.3 The bank account balances are to be presented to the Full Council monthly.

5.Payments

5.1 All payments shall be authorised by one of two methods:

a) Listed on the orders for payment approved by Full Council at each of its meetings.

b) Two Councillors and the Town Clerk authorising and signing off all Payments within this delegated authority document.

5.2 All BACS payments and cheques are to be signed by two Councillors and the Town Clerk in all cases.

November 2023