

SOUTHWATER PARISH COUNCIL

CLARIFICATION OF AUTHORITY TO SPEND POLICY



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Authority to the Executive Officer and in the Executive Officer's absence individual members of the Council's Management Team dependent on their remit.

Sanctioning of every day and ongoing expenditure which is necessary for the administration of the Parish Council and its Responsibilities.

1. General – stationary, utility bills; routine repair of street light fittings, routine tree surgery or land management works including those identified within the Parish Tree Survey, maintenance of public open space including play area, footpaths, etc., maintenance of bus shelters including replacement fixtures and fittings, petty cash (Parish Office), necessary maintenance repairs and contract renewals in relation to the Council's land and buildings (litter pickers, safety equipment, etc., for outdoor staff) purchase of plants and bulbs for grounds maintenance, purchase of small items of equipment including IT equipment/packages, furniture, grass seed and line marking materials, provided that these are allowed for within the agreed Annual Budget set by Council.
2. Staff salaries, pensions and expenses attending sanctioned training and conferences, etc., at agreed rates. Both the NALC and SLCC Annual Conferences are APPROVED by Council for the Executive Officer to attend annually.
3. Calculation of and submission of V.A.T., Returns including any payments due to the Inland Revenue through electronic bank transfer.
4. Additional audit work of the External Auditor up to an estimated value of £500 without referral.
5. Insurance – where the Council has legally had transferred into its asset register either property or equipment, then the Executive Officer will automatically insure said property without referral.
6. Legal – the Executive Officer may incur ongoing expenditure to ensure that in the event of legal action being taken against the Council for whatsoever reason that said action is carried out efficiently and effectively up to a limit of £2,500 subject to consultation and approval by the Chairman of Council and Chairman of Finance and General Purposes Committee.
7. Reimburse the Council and representative's expenses for attending routine meetings and approve extra meetings and the Chairman for occasional meetings where he/she

represents the Parish Council within the County – at a rate recommended by NALC/Horsham District Parish Remuneration Panel and in line with the agreed budget.

8. Ongoing subscriptions to other outside bodies and organizations unless otherwise directed.
9. 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 it must be done at once, whether or not, there is a budgetary provision for the expenditure subject to a limit of £2,500 per item, throughout the course of the year, subject to consultation and approval by the Chairman of Council and Chairman of the Finance and General Purposes Committee.
10. If a payment is necessary to avoid a charge of interest under the Late Payment of Commercial Debts (Interest) Act 1998 and the due date for payment is before the next scheduled meeting of the Council where the Executive Officer/RFO certifies that there is no dispute or other reason to delay payment the Executive Officer may take all steps necessary to settle such invoices provided that a list of such payments be submitted to the next appropriate meeting of the Council.

Authority to the management administration team

1. General – stationary, utility bills, routine building and internal/external repairs and maintenance of land and buildings, ordering of cleaning equipment and products.
2. Replacement kitchen equipment
 - 2.1 In addition to the above the Management Team in the Executive Officer's absence to be able to spend up to £500 on any one item on something they perceive to be necessary to the running or effective administration of the Council's buildings. (This authority may be used up to three times in any one month, subject to consultation and approval of the Chairman of Council and Chairman of the Finance and General Purposes Committee.
 - 2.2 The Leisure Centre Manager can spend up to £500 in total per month (subject to budget and consultation and approval of the Management Team, Chairman of Council and Chairman of Finance and General Purposes Committee on something he/she perceives to be necessary to the running or the administration of the building or facilities.

3. Minor Expenditure (between Meetings) Ceiling Total of £500 per Committee.

- Chairman of Council
- Vice-Chairman of Council
- Chairman of the relevant Committee or Chairman of Finance and General Purposes Committee.
- In the absence of any of the above, then the Vice-Chairman can be deputized.

3.1 In addition to the above, the management team in the Executive Officer's absence will be able to spend up to £500 on any one item in any one week on something they perceive to be necessary for the administration of the Parish Council, subject to consultation and approval by the Chairman of Council and Chairman of the Finance and General Purposes Committee.

4. Health and Safety – In the event Health and Safety incident, £5,000 per incident (whether or not budgeted) to be authorized by the Executive Officer or in the Executive Officer's absence the management team in conjunction with any two of the following, such expenditure will be notified to the next appropriate committee or Council meeting :-

- Chairman of Council
- Vice-Chairman of Council
- Chairman of Finance and General Purposes Committee.
- In the absence of any of the above, then the Vice-Chairman can be deputized.