



# ASPATRIA TOWN COUNCIL

## **Delegated Authority Policy – (Draft)**

### **1. Background**

Due to delayed elections the Delegated Authority Policy will be put in place until the new Council is formed.

### **2 Operational Period**

2.1 The policy will come into effect immediately once agreed at the Full Council meeting on Tuesday 2<sup>nd</sup> May 2023 at Aspatria Methodist Church.

2.2 The policy will cease following the first meeting held by the newly formed Council.

### **3 Role of Clerk/RFO**

3.1 The Clerk and RFO are the only individuals in law who can act on behalf of the Council and lead the administration of all the Councils activities. Some obligations are statutory whilst other delegated powers are determined by the Council as part of the Clerks and RFOs job description.

3.2 The purpose of this policy is to delegate further authority to the Clerk and RFO in order to ensure the Council can continue to operate its business to the best of its abilities for the benefit of Aspatria Community.

### **4 Delegation of Authority**

4.1. With the exception of matters which the law states cannot be delegated and are reserved for full council and decisions requiring full council approval where it is not possible to convene a lawful meeting is hereby delegated to the Clerk and RFO. The RFO will continue to keep a comprehensive record of all expenditure incurred for the purpose of being open and transparent. These records will be presented at the next full council meeting, of the newly appointed Councillors.

### **5. Temporary alterations to Financial Regulations**

The Clerk and RFO are authorised to make expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget. Financial regulation 4 will be suspended during the operational period in favour of authorisation of the Clerk and RFO processing payments to the value of and including £2000 (excluding VAT) for a single transaction.

The RFO will continue to make payments in relation to all salaries, n.i and tax, pension and staff expenses as required.

Date of Approval: 02.05.2023

Means of Approval: Full Council Meeting held at Aspatria Methodist Church at 6pm

Next Review: On appointment of the newly elected Councillors.