

1) **Proper Officer**

The Parish Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972, its amendments, and any other statute requiring the designation of a Proper Officer.

2) **Responsible Financial Officer**

The Parish Clerk is designated and authorised to act as Responsible Financial Officer for the purposes of all relevant sections of the Local Government Act 1972 s151, its amendments, and any other statute requiring the designation of a Responsible Financial Officer.

3) **Clerk to Council**

The Parish Clerk is employed by the Council under section 112 of the Local Government Act 1972 for the purpose of discharging of its functions.

4) **General Matters**

The Parish Clerk is authorised: -

1. To sign on behalf of the Council any document necessary to give effect to any decision of the Council
2. To take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligations to the Council
3. To institute and appear in any legal proceedings authorised by the Council
4. To alter the date or time of a committee meeting but before doing so, shall consult the Chairman of the Committee concerned.
5. To oversee the management of the Council allotments in conjunction with the elected Council Officer responsible for Allotments.
6. To act as the Councils designated officer for the purpose of Freedom of Information Act 2000.
7. To carry out the wishes of any Council, Committee or subcommittee decisions.

5) **The Parish Clerk is authorised as follows:**

1. The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repairs, replacement or other works which is of extreme urgency that it must be done at once, whether or not there is budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report the action to the council as soon as practicable possible. If the expenditure has not been specifically budgeted for, the RFO, will allocate the sum from the contingency budget.
2. To use maintenance budgets for the maintenance, replacement or repair of existing assets.
3. To carry out duties in line with the RFO responsibilities
4. To carry out duties in accordance with the Financial Regulations of the Council and the Audit and Accounting regulations.

6) **Urgent Matters**

The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next council meeting or relevant committee. The Chair of the Council will be informed as soon as practically possible of any action taken by the Clerk.

Approved by Council 6th March 2018

Minute Reference 18.03.004: