

# Acton Parish Council

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## **Powers specifically delegated to the Clerk/RFO**

Reviewed annually.

Last review 15 May 2024

1. To act as Acton Parish Council's (the Council) "Proper Officer" in all cases where any legislation requires the appointment of such an Officer.
2. To act as the Council's Responsible Financial Officer in all cases where any legislation requires the designation of such an Officer.
3. To act as the Clerk to the Council to ensure the proper discharge of its functions.
4. To act on behalf of the Council in matters relating to Health and Safety.
5. To act on behalf of the Council in matters relating to Freedom of Information legislation.
6. To act on behalf of the Council in matters relating to the General Data Protection Regulations.
7. To respond to planning consultations in accordance with the Council's planning procedure.
8. To sign on behalf of the Council any document necessary to enable Council decisions to be enforced.
9. To incur expenditure on items where the Council (or the appropriate Committee under delegated powers) has agreed the expenditure within its budget.
10. To spend up to £250 for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk/RFO shall act after consultation with the Chair and Vice-Chair of the Council)
11. To spend up to £250 in situations where such expenditure is within budget and considered to be justified. To spend up to £1,000 in consultation with the chairman where such expenditure is within budget and considered to be justified.
12. Following consultation with the Chair and Vice Chair of the Council, to invest the Council's monies provided that such monies are appropriately invested with the Council's appointed bankers, the Post Office or a reputable building society.
13. Should the holding of parish council meetings be suspended by the parish council as a result of civil emergency or government advice, the parish council delegates all powers and decision making of the Parish Council to the Parish clerk/RFO (with the exception of those that are prohibited by legislation) for the

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period during which the restrictions are in place. The clerk/RFO shall consult with and seek approval from the Chairman and Vice-Chairman. In the event either the Chairman or Vice Chairman is unavailable, then another member of the Parish Council shall be asked to consider the action and or decision. In non-urgent situations the Clerk should action the business having sought the views of all councillors in writing or in a meeting held remotely. Decisions made under such delegations shall be noted at the next meeting of the council.

14. To carry out day-to-day management and maintenance of Acton Field.