

Eckington Civic Centre
Market Steet
Eckington
Sheffield
S21 4JG
www.eckington-pc.gov.uk
clerk@eckington-pc.gov.uk



Tel: (01246) 432770
Mob: 07715668815



@Eckington Parish Council



@Eckington_PC

Clerk's delegated powers

- a. In the event of any emergency involving Parish facilities (e.g. broken window, leaking water/gas pipes, wind damage to roof etc.) the Clerk to be authorised to order any works necessary to prevent any further material loss to the Council.
- b. In the event of any safety critical occurrence or situation (e.g. dangerous branches and or trees, collapsed footpaths, broken play equipment, breached fencing allowing access into an unsafe area, removal of burnt out and or abandoned vehicles etc.) the Clerk be authorised to commit the Council to any expenditure necessary in order to carry out remedial action, or isolate the area or in the case of vehicles, arrange their lawful removal, in order to reduce the likelihood of any member of the staff or public being harmed.
- c. The Clerk be authorised to commit the Council to any expenditure, within the budget heading agreed, in relation to the routine purchase of replacement consumables and other inexpensive items for office and facilities. (e.g. Stationery, stamps, ink cartridges, laminating pouches, rulers, staplers etc for the office and cleaning materials, toilet paper, keys, brooms, buckets etc for use in the facilities.)
- d. The Clerk be authorised to commit the Council to an expenditure of up to £600 for costs incidental to ongoing projects already authorised by Council, or other ongoing work, or minor repairs to facilities, subject to the Clerk being confident that the members, in all probability, would have approved such an expenditure if the facts had been brought to their attention before a commitment to expend the money had been made. (e.g. hire of equipment, purchase of fuel, servicing of vehicle or machinery, repair to vehicle or machinery, purchase of wood or fencing materials or gates, purchase of topsoil, plants and shrubs, hire of contractor to offer specialised assistance to the Parish Workers or to carry out specialised repairs, engaging tradesmen to carry out minor repairs etc.

- e. In the event of a situation arising which is not covered under sections a to d above the Clerk be authorised to commit the Council to any expenditure, but not until the circumstances of the situation have been discussed with and appropriate action agreed by the Chair and Vice Chair of the Parish Council. In the eventuality of the Chair and or Vice Chair not being available (e.g. on holiday) then the Clerk may seek approval from other Councillors.

- f. The Openness of Local Government Regulations 2014 Part 4

The Parish notes the requirements under the Regulations to report certain decisions taken by Council's Officers. The reportable decisions fall into 3 categories: -

1. grant permission for a license
2. affect the right of the individual
3. the word 'materially' should be construed in such a manner as to confer upon the Clerk the authority to commit the Council to expenditure as outlined within these Delegated Powers, and, if the expenditure is accommodated within the Council's agreed budget headings for the year, such decisions do not have to be recorded for the purposes of this Act as the expenditure is considered as not having a material effect on the finances of the Council.

In all the above cases the Clerk is only authorised to order works or to commit the Council to expenditure as specified. Such actions are to be reported at the next meeting of the Council.

Actual payments still need to be authorised by the Council and cheques/bank transfers authorised by two councillors in the normal way.