



OCCOLD PARISH COUNCIL

POWERS SPECIFICALLY DELEGATED TO THE CLERK/RFO - PROCEDURE

1. Incurring expenditure on items where the Council (or the appropriate Committee under delegated powers) within a budget approved by the Council has agreed the expenditure.
2. In conjunction with the Chairman and Vice Chairman of the Parish Council, investing the Council's monies on condition that such monies are appropriately invested with the Council's appointed bankers or a reputable building society.
3. Acting as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an Officer.
4. In conjunction with the Chairman, or Vice Chair in his/her absence, posting comments on the Mid Suffolk website where planning applications fall outside of the normal monthly meeting calendar if that planning application is for a minor work such as tree felling or similar.
5. Acting as the Council's Responsible Financial Officer in all cases where any legislation requires the designation of such an Officer.
6. Acting as the Clerk to the Parish Council to ensure the proper discharge of its functions.
7. Acting on matters relating to Health and Safety.
8. Granting of a dispensation to a councillor or non-councillor with voting rights at a meeting at which a matter is being considered in which he/she has a disclosable pecuniary interest.
9. To spend up to £200 for additional audit work as required by the External Auditor (in excess of this sum the Clerk/RFO shall act after consultation with the Chairman and Vice-Chairman of the Council).
10. To spend, in cases of extreme risk to the delivery of council services, the Clerk /RFO may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
11. To sign on behalf of the Council any document necessary to enable Council decisions to be enforced.
12. To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
13. To act as the Council's designated officer for the determining of the purposes and the means of the processing of personal data under the General Data Protection Regulations (GDPR) and to liaise with the Council's appointed Data Protection Officer.

This procedure to be reviewed annually.