

# **Acton Parish Council**

## **Appendix 1: Powers specifically delegated to the Clerk/RFO**

**Adopted at the Annual Parish Council Meeting on 20 May 2019**

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 originally adopted on 8 May 2006.
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. Following consultation with the Chair of the Council or relevant Chair of Committee, to spend up to £250 in situations where such expenditure is 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.