

HONITON TOWN COUNCIL

DELEGATION OF POWERS TO THE TOWN CLERK & DEPUTY TOWN CLERK

Town Clerk

Over the past few years a number of powers have been delegated by Honiton Town Council to the Town Clerk. These delegated powers arise as the everyday duties of the Proper Officer and Responsible Finance Officer. It is the duty of the Council to review these delegations on an annual basis and confirm as appropriate.

1. The Clerk has day to day responsibility for the management of all staff employed by Honiton Town Council (Staff Handbook Section 2)
2. The Clerk is empowered to take financial action to deal with an emergency situation arising that is within the powers of the Town Council
3. The Clerk is empowered to act as a representative of the Town Council on all Honiton Town Council working groups
4. The Clerk is empowered with regard to the community complex (Minute 10/73 of 22 February 2010)
 - a. To negotiate with legal and financial advisers
 - b. To liaise with East Devon Officers
 - c. To make payments according to a schedule pre-agreed by the Council
 - d. To make funding applications
5. The Clerk is empowered with regard to purchasing (Financial Regulations Section 3)
 - a. To purchase items in support of ratified decisions
 - b. To purchase items in support of the day to day running of the Town Council up to a value of £500 per item (or up to £1500 by agreement with two of the following : the Mayor, the Deputy Mayor, the Chairs of the Policy & Finance Committees)
 - c. To raise cheques as part of the annual precept setting for ongoing grants
 - d. To raise cheques to meet employment obligations re salaries in accordance with rates agreed by the Council
 - e. To make purchases formally delegated by the Town Council or any of its committees with delegated powers
6. The Clerk is empowered to manage the Council's bank accounts on a day to day basis and to invest monies as appropriate and agreed by the Council (Financial Regulations Section 10)
7. The Clerk is empowered to manage the day to day operation of the Council Offices

Deputy Town Clerk

Powers would be delegated only in the circumstances of the ongoing absence of the Town Clerk due to sickness or holiday. All decisions made by the Deputy Town Clerk relating to this delegation of powers should be in consultation with the Mayor wherever practicable and cover

1. Day to day responsibility for the management of all staff employed by Honiton Town Council
2. Taking financial action to deal with an emergency situation arising that is within the powers of the Town Council
3.
 - a. Purchasing items in support of ratified decisions
 - b. Raising cheques as part of the annual precept setting for ongoing grants
 - c. Raising cheques to meet employment obligations re salaries in accordance with rates agreed by the Council
 - d. Making purchases formally delegated by the Town Council or any of its committees with delegated powers
 - e. Raising cheques in support of the day to day running of the Town Council by previous agreement with two of the following : the Mayor, the Deputy Mayor, the Chairs of Policy & Finance Committees) (*note : amended from Clerk's responsibilities*)
4. Managing the Council's bank accounts on a day to day basis and investing monies as appropriate and agreed by the Council
5. Attendance at working group meetings as requested in order to facilitate meetings
6. Day to day responsibility for the operation of the Council Offices

Chetna Jones
Town Clerk
September 2014