

Wem Town Council
Scheme of Delegation

Agenda item

7C

Emergency Delegation – for review

In discussion with the Mayor, Deputy Mayor, immediate past Mayor and if appropriate Committee Chairman to incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000.

The Clerk shall report the action to full council or the appropriate committee as soon as practicable thereafter.

To temporarily employ or suspend staff.

Town Clerk

The Town Clerk has delegated powers to undertake the following :

- To undertake all duties of the Proper Officer of the Council and Responsible Financial Officer.
- To undertake day to day management of the Council's resources.
- To issue orders to staff and issue warnings to staff.
- To place orders for goods or services if they are budgeted for and conform to the Council's Financial Regulations and powers.
- To take decisions on the enforcement of Council's rules and regulations.
- To take decisions required under legislation, e.g. Freedom of Information Act, Data Protection Act, Health & Safety Acts, Occupier's Liability Acts, etc., which must be made within a time scale that does not allow for the calling of a meeting.
- To order cheque books, bank statements and other such material on behalf of the council.
- To authorise employee overtime subject to provision in the misc. staffing budget.
- To authorise the transfer of funds between the Council's accounts. To authorise the payment of salaries and wages from the payroll account. To authorise the payment of goods and services.