

CLEEVE PRIOR PARISH COUNCIL

ADOPTED PROVISIONS RELATING TO THE CLERK

Updated 30.06.15

CLERK'S DELEGATION SCHEME FOR PLANNING adopted 13 February 2008

- 1) The Council delegates all decisions arising under Planning Application consultations to the Clerk in consultation with one or more named Councillors determined by the Council
- 2) The Clerk will arrange for relevant papers to be circulated to the named Councillors who should return them as soon as possible, together with their comments, to the Clerk for determination of the Council's response within the prescribed consultation period
- 3) Decisions made under this legislation will be reported to and minuted at the next Council meeting
- 4) Under this delegation, and in particular with regard to controversial or major development proposals, the Clerk in consultation with the Chairman, may decide that a Parish Meeting and/or an Extraordinary Meeting of the Council be called to consider the matter or that the matter be referred to the next Council Meeting, whichever is appropriate

CLERK'S FINANCE SUPPORT GROUP adopted 14 May 2008

Terms of Reference

1. Review Financial Regulations.
2. Monitor financial records, bank reconciliations, budgetary control and other internal financial control measures.
3. Monitor the work of the Internal Auditor.
4. Support the Clerk in making recommendations to the Council regarding:
 - A. Budget planning
 - B. Financial Regulations
 - C. Appointments of the Internal Auditor
 - D. Risk Management
 - E. Insurance review
 - F. Internal & external auditors' reports

ADOPTED PROVISIONS RELATING TO FINANCIAL MATTERS

Updated 06.05.15

EMERGENCY DECISION MAKING SCHEME adopted 11 November 2009

The Clerk, in consultation with the Chairman, may spend up to £500 plus VAT between monthly meetings for emergency decision making purposes without a formal decision to do so in a Council Meeting. The Chairman and another Councillor are required signatories and all spending must be reported at the next meeting of the Council.

CHAIRMAN'S ALLOWANCE adopted November 2014

The allowable amount can be spent by the Chairman without prior approval of the Council, and is reimbursable upon presentation of a receipt/invoice.

COUNCILLOR'S EXPENSES adopted 13 February 2008

The Council will reimburse reasonable expenses incurred while on Council business upon presentation of an invoice or receipt. The Council further adopts a mileage allowance of £0.442 per mile.