

**Keyworth Parish Council**  
**Delegation Arrangements**

**Committees**

1. The delegated powers of the Council's committees, including financial powers, will be as outlined in the terms of reference approved at the Annual Parish Council meeting in May or at any other time by Full Council.

**Clerk/Proper Officer**

2. The Clerk / and or RFO as appropriate shall have delegated authority to make decisions on behalf of the council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out by consultation with members by electronic means or telephone and will be made open to the public where possible. The Clerk / and or RFO as appropriate will further consult with the Chair for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations (see Financial Regulations 1.12 and 1.13). Any decisions made under this delegation shall be recorded in writing and published in accordance with the relevant regulations. All decisions made under this delegation shall be ratified at the next council meeting.

**Finance Officer/RFO**

3. Subject always to availability of funds and observance of financial regulations and standing orders, the Finance Officer (who will act as the Council's Responsible Financial Officer) will be empowered to authorise items of expenditure on the Council's behalf as follows:
  - a. Any amount for urgent repairs to Council premises or facilities which need to be carried out for reasons of health & safety or security, or where there is a clear financial or operational imperative (e.g. loss of income from hirers would exceed cost of repairs) before they could be authorised at a meeting of the Council or an appropriate committee.
  - b. Amounts not exceeding £2000 for essential maintenance and repair of Council premises and facilities or replacement of essential equipment.
  - c. Amounts not exceeding £1000 for any purpose consistent with the Council's activities &/or the Finance Officer's responsibilities to the Council.
  - d. In respect of any expenditure already approved by the Council or one of its committees, additional costs up to £1000 or 10% of the original amount, whichever is the lower amount.
3. Any expenditure in excess of £2000 authorised in accordance with 2a above shall be reported to the Council Chair or, in the absence of the Chair, to the vice Chair, as soon as possible, and to the Council or Finance & Risk committee at the next scheduled meeting.
4. Any other expenditure authorised in accordance with 2a, 2b, 2c or 2d above shall, as a matter of course, be included in the schedule of payments to be reviewed at the next Full Council meeting.
5. Any expenditure authorised under 2c or 2d above shall be restricted to essential expenditure if the Council's overall net expenditure appears likely to exceed the budget for the financial year and the Council's uncommitted reserves appear likely to fall below the minimum stipulated by the Council's reserves policy.

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**Facilities Manger**

6. The Facilities Manager will be empowered to manage annual discretionary budgets (as directed by the Finance & Risk committee) for minor repairs, refurbishment and maintenance of facilities, placing orders or arranging for appropriate work to be carried out at his own discretion provided resultant cumulative expenditure in respect of any particular facility does not exceed the relevant budget for the financial year.

For the financial year 2021/22, the Facilities Managers' discretionary budgets are:

- |                      |                  |  |
|----------------------|------------------|--|
| ▪ Village Hall £3000 | ▪ Play Area £500 | ▪ Rectory Field/<br>Activity Park £500 |
| ▪ Burial Ground £500 | ▪ Skatepark £200 |  |

(Finance & Risk minute 19/7799d 14.1.19 refers)