

FOREST ROW PARISH COUNCIL

CLARIFICATION OF AUTHORITY TO SPEND

SANCTIONING OF EVERY DAY, ON-GOING EXPENDITURE WHICH IS NECESSARY FOR THE ADMINISTRATION OF THE PARISH COUNCIL AND ITS RESPONSIBILITIES

1. GENERAL—stationery, gas and electricity bills; routine repair of street light fittings, bus shelters; necessary repairs and renewals (litter pickers, safety equipment for outdoor staff etc)
2. Staff salaries and expenses attending sanctioned training etc. at agreed rates
3. Councillor and representatives' expenses for attending routine meetings and approved extra meetings and the Chairman for occasional meetings where he/she represents the Parish Council within the county—at rate recommended by NALC
4. Ongoing subscriptions to other bodies—unless otherwise directed

**AUTHORITY TO THE CLERK AND IN THE CLERK'S ABSENCE,
THE ASSISTANT CLERK**

COMMUNITY CENTRE

1. Ordering of hand towels, toilet rolls, cleaning products etc
2. Replacement kitchen equipment
3. Necessary repairs and renewals

**AUTHORITY TO THE CLERK AND IN THE CLERK'S ABSENCE,
THE ASSISTANT CLERK**

**In addition to the above, the Clerk (and in the Clerk's absence the Assistant Clerk) to be able to spend up to £100 on any one item on something they perceive to be necessary to the running or the administration of the building or facilities.
(This authority may be used up to three times in any one week)**

MINOR EXPENDITURE—BETWEEN MEETINGS—A TOTAL UP TO A CEILING OF £200 PER COMMITTEE

To be authorised by the Clerk or in the Clerk's absence, the Assistant Clerk—in conjunction with any two of the following:

- The Chairman of the Council
- The Chairman of the relevant committee or the Chairman of Finance
- In their absences, the Vice Chairmen of the above.

In addition to the above, the Clerk and in the Clerk's absence, the Assistant Clerk, to be able to spend up to £100 on any one item in any one week on something they perceive to be necessary to the administration of the Parish Council.

REVENUE ITEMS OF EXPENDITURE

- Budgeted items of expenditure. All items outside the budget to be referred to the Finance Committee.
- Purchase of small items of equipment, furniture, grass seed, bulbs etc provided these are allowed for in the budget. .
- All revenue expenditure

AUTHORITY TO THE RELEVANT COMMITTEE

CAPITAL ITEMS – IN EXCESS OF COMMITTEE BUDGET LEVELS

To be discussed at Committee meetings for recommendation to the Finance Committee

Approved on 12TH May 2009