



Sherburn in Elmet Town Council (SETC)

Scheme of Delegation to SETC Officers

Note: Delegation to SETC Committees is contained within Committee Terms of Reference

The Councils Scheme of Delegation authorises the Executive Officer and Responsible Finance Officer (RFO) to SETC to act with delegated authority in the specific circumstances detailed.

Executive Officer and Responsible Finance Officer:

- To take action on any issue of such urgency, that it cannot wait until the next Council or relevant Committee meeting, on any matter.
- 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, up to the value of £5000 (**SETC FR 4.5**)
- To authorise use of Council facilities and equipment in accordance with any charging schemes which may exist at the time.
- To release press statements on behalf of the council.
- To incur day to day operational expenditure up to the value of £1000 (**SETC FR 4.1**) to include:
 - expenditure on subscriptions and membership fees which are considered to be beneficial to SETC.
 - authorisation of attendance at training courses/events, by staff and Councillors, which are considered to be beneficial to SETC.
 - remedial works or maintenance works on Council property.

All action taken using the delegation detailed in this Scheme shall adhere to the

procedure set out in SETC Financial regulations and be recorded on the current monthly SETC Use of Delegated Authority Record and presented to the next meeting of SETC Finance and Governance Committee for reference.