



FUNCTIONS DELEGATED BY THE COUNCIL TO THE TOWN CLERK

FUNCTION	CONDITIONS OR RESERVATIONS
1. To do all such things as are necessary in relation to all routine matters, including web and social media content, of day to day office administration and control, or which are necessary for the proper performance of the terms of appointment.	
2. To act as the Council's Responsible Finance Officer and to do all things necessary to give effect to Financial Regulations and Standing Orders relating to contracts.	
3. To direct the work of all staff, including any temporary staff.	
4. To authorise any urgent action necessary to protect the safety or welfare of individuals, or the safety of property.	The Clerk should report to the Mayor and the Chair of Office Services Committee as soon as practicable after the emergency has been addressed.
5. 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 a budgetary provision for the expenditure, subject to the limit specified in Standing Orders.	The Clerk shall report the action to the Council as soon as practicable afterwards.
6. To collect all income that is due to the Council	
7. To make minor alterations to the working hours of staff, including any necessary overtime, where there are no overall financial implications and remains within the already agreed council budget.	The Clerk should, if practicable, seek advice from the Chair of Office Services Committee

<p>8. To suspend staff in the case of suspected misconduct in accordance with the Council's Disciplinary Policy.</p>	<p>The Clerk should report to the Chair of Office Services Committee as soon as practicable</p>
<p>9. To prepare the agendas for Council, Committees, and Working Groups. To deal with routine correspondence, and place such items on the agendas of Council, Committees, and Working Groups as appropriate in accordance with Standing Orders.</p>	<p>The Clerk should consult the Mayor, or Chairs of Committees/Working Groups if appropriate.</p>
<p>10. That in the event of any notice or document is required to be signed urgently the Town Clerk is empowered to sign any such notice or document on behalf of the Council.</p>	
<p>11. To advocate and promote any matter on behalf of the Council, by means of correspondence or otherwise, in accordance with the previously agreed position taken by Council without any further recourse to Council or its Committees.</p>	<p>The Clerk should keep Committee Chairs and Group Leaders informed of action taken.</p>
<p>12. To implement the Council's Urgent Decisions Procedure.</p>	<p>As given in the procedure</p>
<p>13. To refuse to implement any decision of Council that is illegal or contrary to Standing Orders.</p>	<p>The Clerk should consult with her professional body. The Mayor and Chairs of principal committees should be kept informed.</p>
<p>14. To refuse to implement any decision by a Committee or Working Group that is illegal, contrary to Standing Orders, or beyond the powers delegated to that Committee or Working Group.</p>	<p>The Clerk should bring the matter to Council, at the earliest opportunity. The Chair of the committee or working group concerned should be kept informed.</p>
<p>15. To make minor changes to Committee Terms of Reference such as correcting spelling or grammatical errors.</p>	<p>The Clerk may revise the projects list only after consultation with the Committee Chair.</p>
<p><u>DELEGATION IN ABSENCE</u></p> <p>In the absence or unavailability of the Town Clerk, the powers be exercised by the Deputy Town Clerk.</p>	