



# WILSDEN PARISH COUNCIL

The Village Hall,  
Wilsden,  
Bradford,  
BD15 0HT.  
West Yorkshire.

[www.wilsdenparishcouncil.gov.uk](http://www.wilsdenparishcouncil.gov.uk)

## RECORD OF DECISIONS DELEGATED TO THE CLERK BY WILSDEN PARISH COUNCIL

MEETING	DATE	DECISION	COMMENTS
GREEN SPACES COMMITTEE	10 <sup>th</sup> April 2019	APPOINTMENT OF CONTRACTORS TO UNDERTAKE GARDENING AND GROUNDS MAINTENANCE	Tender invitations were sent out and two bids were received. The contracts were duly considered and decisions were taken accordingly.
PARISH COUNCIL	2 <sup>nd</sup> December 2019	TO BOOK TRAINING FOR COUNCILLORS AND STAFF	Training budget expenditure decisions to maximize opportunities when courses will be heavily subscribed and short notice is given.
PARISH COUNCIL	13 <sup>th</sup> May 2019	EXPENDITURE ON REVENUE ITEMS MAY BE AUTHORISED UP TO THE AMOUNTS INCLUDED FOR THAT CLASS OF EXPENDITURE IN THE APPROVED BUDGET. THIS AUTHORITY IS TO BE DETERMINED BY	The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £250. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.  Financial Regulation BUDGETARY CONTROL AND AUTHORITY TO SPEND 4.1

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PARISH COUNCIL	13 <sup>th</sup> May 2019	EXPENDITURE ON REVENUE ITEMS MAY BE AUTHORISED UP TO THE AMOUNTS INCLUDED FOR THAT CLASS OF EXPENDITURE IN THE APPROVED BUDGET. THIS AUTHORITY IS TO BE DETERMINED BY	In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £250. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.  Financial Regulation BUDGETARY CONTROL AND AUTHORITY TO SPEND 4.5
PARISH COUNCIL	13 <sup>th</sup> May 2019	THE CLERK AND RFO SHALL HAVE DELEGATED AUTHORITY TO AUTHORISE THE PAYMENT OF ITEMS ONLY IN THE FOLLOWING CIRCUMSTANCES	If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;  Financial Regulation BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS 5.5 a
PARISH COUNCIL	13 <sup>th</sup> May 2019	THE CLERK AND RFO SHALL HAVE DELEGATED AUTHORITY TO AUTHORISE THE PAYMENT OF ITEMS ONLY IN THE FOLLOWING CIRCUMSTANCES	An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council;  Financial Regulation BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS 5.5 b
PARISH COUNCIL	13 <sup>th</sup> May 2019	THE CLERK AND RFO SHALL HAVE DELEGATED AUTHORITY TO AUTHORISE THE PAYMENT OF ITEMS ONLY IN THE FOLLOWING CIRCUMSTANCES	fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.  Financial Regulation BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS 5.5 c

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PARISH COUNCIL	13 <sup>th</sup> May 2019	THE CLERK AND RFO SHALL HAVE DELEGATED AUTHORITY TO INSURE THE COUNCIL AND NEGOTIATE CLAIMS	Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers. Financial Regulation INSURANCE 15.1
PARISH COUNCIL	7 <sup>th</sup> October 2019	TO APPLY FOR A MULTI-PAY CARD FOR TRANSACTIONS IN ACCORDANCE WITH THE COUNCIL'S MULTI-PAY CARD PROTOCOL (currently being produced)	Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £250 unless authorised by council or finance committee in writing before any order is placed. Financial Regulation INSTRUCTIONS FOR THE MAKING OF PAYMENTS 6.18