

SANDWICH TOWN COUNCIL FINANCIAL REGULATIONS
APPENDIX 1

Additional Regulation under BUDGETARY CONTROL AND AUTHORITY TO SPEND
(Section 4.1 - Delegation of power to the Clerk **S101 1972 LGA**).

By Resolution of Town Council Meeting on 29 July 2019, Minute 19.07.19(iii).

The Clerk may incur expenditure on behalf of the Council for the following statutory provisions **up to £1,000.00**

Expenditure	Statutory Provision
Maintenance and running costs of the Black Lane & Sandown Road Allotments	Small Holdings and Allotments Act 1908, Section 26
Maintenance and running costs of the Bulwarks and Poulders Play Areas	Open Spaces Act 1906, Sections 9 & 10; Local Government (Miscellaneous Provisions) Act 1976, Section 19
Maintenance of the Guildhall forecourt bus shelter	Local Government (Misc. Provision) Act 1953, Section 4; Parish Councils Act 1957 Section 1
Repairs to the war memorial	War Memorials (Local Authorities' Powers) Act 1923, Section 1, as extended by LGA 1948, Section 133
Incidental Expenses, such as stationary, office equipment, legal publications etc.	LGA 1972 Section 111 Subsidiary powers

Sandwich Town Council Financial Regulations, Section 4.1, delegates power to the Town Clerk to incur expenditure, **up to £1,000**, when it is necessary to carry out repair or replacement, or other works, which are of such extreme urgency that they must be done at once. However, in relation to the property listed below, the Town Clerk will consult with the Chairman and the Deputy Chairman and, if deemed to be an emergency, the Town Clerk will authorise such works up to a cost of £1,000.

Expenditure	Statutory Provision
Repairs to the Curfew Bell	LGA1972, Section 145
Repairs to Boatmans Hill Chapel	LGA 1972, Section 215
Fixtures and fittings of the office	LGA 1972 Section 111 Subsidiary powers

The Project Manager may incur expenditure on behalf of the Council for the following statutory provisions **up to £1,000.00**.

Expenditure	Statutory Provision
Tourism: Power to contribute to the encouragement of tourism	Local Government Act 1972, Section 144
Maintenance and running costs of the Monks Wall Nature Reserve	Open Spaces Act 1906, Sections 9 & 10
Maintenance and running costs of the Quay and Cattle Market Public Conveniences	Public Health Act 1936, Section 87

Incidental Expenses, such as stationary, office equipment, legal publications etc.	LGA 1972 Section 111 Subsidiary powers
Newsletters: Power to provide information relating to matters affecting Local Government	Local Government Act 1972, Section 142
Publicise functions: Power to publicise council and local authority functions	Local Government Act 1982, Section 142
Entertainment and the Arts: Provision of entertainment and support of the arts	Local Government Act 1972, Section 145
Power to provide and equip premises for use of clubs having athletic, social or educational objectives (for use in relation to the Drill Hall).	Local Government (Miscellaneous Provisions Act 1976, Section 19

The Project Manager can incur expenditure, **up to £1,000**, when it is necessary to carry out repair or replacement, or other works, which are of such extreme urgency that they must be done at once. However, in relation to the property listed below, the Town Clerk will consult with the Chairman and the Deputy Chairman and, if deemed to be an emergency, the Town Clerk will authorise such works up to a cost of £1,000.

Expenditure	Statutory Provision
Repair works at the public conveniences	Public Health Act 1936, Section 87
Repair work at the Drill Hall	Local Government (Miscellaneous Provisions) Act 1976, Section 19

Further Amendments were made by Resolution of Town Council Meeting on 1 June 2020, Minute 14.06.20:

Two payment schedules should take place, the mid-month one containing only payments which are within officers delegated powers.

The Clerk / Project Manager may incur expenditure on behalf of the Council for the following statutory provisions **up to £2,000.00**

Expenditure	Statutory Provision
IT / Social Media	LGA 1972 Section 111 Subsidiary powers
Maintenance and running costs of the Monks Wall Nature Reserve	Open Spaces Act 1906, Sections 9 & 10
Fixture and Fittings of the Guildhall	LGA 1972 Section 133

Further Amendments were made by Resolution of Town Council Meeting on 29 June 2020, Minute 46.06.20:

Town Clerk / Project Manager to approve and execute all new utility and office contracts (e.g. gas, electricity, photocopier, internet) within the approved budget.

Town Clerk / Project Manager to approve and execute all new maintenance contracts (e.g. the Guildhall lift, CCTV) within the approved budget.

Town Clerk / Project Manager to re-authorise and execute renewals of contracts / licences (e.g. grazing licence at Monks Wall Nature Reserve, Thursday Market Manager's contract).

The Town Sergeant / Head Caretaker to be delegated a spending power of up to £700 for use in relation to the Guildhall Maintenance budget and Public Conveniences Budget (a higher spending limit to remain in place for the Town Clerk and HR/Project Manager).

Other items:

The HR/Project manager be given delegated power to full-fill staffing requirements within the agreed budget – i.e. delegated authority to recruit to seasonal vacancies, deal with items of annual leave / paternity leave etc, complaints and disciplinaries (in consultation with the Mayor / HR Councillor). Dismissals must be undertaken in discussion with the Mayor / HR Councillor.

A 'Project Start-up' budget should be set up (starting in the next financial year) so that the Project Manager has a dedicated budget with which to start projects (spending up to £500 per project) that have been approved by the Council /Trustee, without having to go to Council / Sandwich Toll Bridge Fund in order to ask for funding to be found (which can delay projects starting).