

SANDWICH TOWN COUNCIL FINANCIAL REGULATIONS  
APPENDIX 1

(Also to be adopted by Sandwich Toll Bridge Fund regarding items relating to the Charity)

**Additional Regulations under BUDGETARY CONTROL AND AUTHORITY TO SPEND (Discharge of functions by an officer of the authority S101 1972 LGA).**

Updated by Resolution of Town Council Meeting on 11<sup>th</sup> May 2023

Approved by the Trustee of Sandwich Toll Bridge Fund on 11<sup>th</sup> May 2023

Sandwich Town Council Financial Regulations, Section 3.1, delegates power to the Town Clerk to 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 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
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
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

Sandwich Town Council Financial Regulations, Section 3.6, 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 Boatman's Hill Chapel	LGA 1972, Section 215
Fixtures and fittings of the office	LGA 1972 Section 111 Subsidiary powers
Repair works at the public conveniences	Public Health Act 1936, Section 87
Repair work at the Drill Hall / Fishergate	Local Government (Miscellaneous Provisions) Act 1976, Section 19

The Town Clerk 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

**Delegated power for expenditure up to £1,000 per item relating to the Museum and Archives should be given to the Museum Co-Ordinator.**

#### **Additions to Section 10, CONTRACTS:**

- The Town Clerk, in conjunction with the RFO, to approve and execute all new utility and office contracts (e.g. gas, electricity, photocopier, internet) within the approved budget.
- The Town Clerk, in conjunction with the RFO, to approve and execute all new maintenance contracts (e.g. the Guildhall lift, CCTV) within the approved budget.
- The Town Clerk to re-authorise and execute renewals of contracts / licences (e.g. grazing licence at Monks Wall Nature Reserve).

Additional Regulation under BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS (Sandwich Town Council Financial Regulations, Section 4.2):

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

Additional Regulation under PAYMENT OF SALARIES (Sandwich Town Council Financial Regulations, Section 6)

- The Town Clerk will 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 Personnel Group**).
- **Dismissals must be a decision of Full Council.**