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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Cardiff CF15 9LJ

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Delegation Scheme

Who	Delegated Powers
Planning Committee	Delegated powers to respond to all statements of discharge of conditions and all planning applications as they affect the PCC area.
Finance Committee (to include Internal Audit)	<p>Delegated powers to approve purchase orders for budgeted items over £500 up to £2,000 in an annual budget previously approved by Full Council.</p> <p>Set pre-paid debit card expenditure limits (up to £500) and approve top ups not to exceed the agreed limits.</p> <p>To instruct the Clerk to transfer fund between the CCLA and Co-Operative Bank accounts.</p> <p>Such authority is to be evidenced by a minute signed by the Chairman of Council, and where necessary also by the Clerk, at the start of each financial year or at the Full Council meeting where the budget is agreed.</p>
Clerk	<p>Any item below £500.</p> <p>All budgeted utility payments, waste collection and council tax payments</p> <p>All budgeted salary, tax, NI and pension payments.</p> <p>Such authority is to be evidenced by a minute signed by the Chairman of Council, and where necessary also by the Clerk, at the start of each financial year or at the Full Council meeting where the budget is agreed.</p>
	<p>The Clerk shall have delegated authority to authorise the payment of items only in the following circumstances:</p> <p>a) 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 the current date. It should be noted that the section 7.9 provision still applies so the RFO will have to find an authorised approver for an electronic payment. The Clerk must certify that there is no dispute or other reason to delay payment. A list of such payments shall be submitted to the next appropriate meeting of Full Council or Finance Committee;</p> <p>b) An expenditure item authorised under 6.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or finance committee (note section 7 restrictions) or;</p>

	c) Fund transfers within the Council's 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 or Finance Committee.
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Helena Fox
Clerc i Cyngor Cymuned Pentyrch
Clerk to Pentyrch Community Council