

Review of ongoing Delegation Of Authority for Town Clerk

Meeting of Arlesey Town Council 17th June 2025

ATC 17/05/2022 Minute 22/016.2

RESOLVED that following addition of delegation of authority to Clerk to conduct all necessary repairs and maintenance for play areas within the annual approved budget, informing council of any forecasted overspend and seeking approval for budget alteration if required, the list of delegations of authority to the Clerk are approved.

ATC 21/07/2021 Minute 21/042.2

RESOLVED: that the Council delegate powers to the Clerk to agree any training deemed necessary for staff/councillors keeping within annual budget set and report to council only if there is insufficient budget remaining.

F&GP 01/06/2021 Minute 21-2/017

RESOLVED Going forward, Clerk delegated responsibility to approve staff overtime as required with overtime expenditure to be monitored by Town Clerk and kept within overall salary budget set for the year. Any potential budget overspends to be reported to Council for approval.

ATC 16/04/19 Minute 242.5

RESOLVED that the Council approve delegation of authority to instruct repairs for faulty streetlamps up to the value of £500 + VAT to Town Clerk to assist with timely repairs.

ATC 18/06/19 Minute 134.4

RESOLVED that Town Clerk is delegated authority to approve siting of sheds on allotment plots in accordance with terms and conditions of tenancy and allotment handbook.

ATC 15/05/2018 Minute 18/015.10

RESOLVED that the Council delegate authority to the Town Clerk to tailor the 'General Privacy Notice' to produce the Privacy Notices as stated above.