

Parish maintenance consumables and sundries

11 April 2023

OVERVIEW

The Clerk is occasionally required to undertake works in the Parish which require consumables and sundries, for example – hazard tape, chain, a padlock. The Clerk does not currently have express authority to purchase the items required for these works.

BACKGROUND

Authority needs to be given in advance to the Clerk to enable the purchase of items, either by a specific resolution at a council meeting, or by giving delegated authority to the Clerk to purchase them.

PROPOSAL

- To consider delegating authority to the Clerk to purchase parish maintenance consumables and supplies for maintenance, repairs, and health and safety works.
- This could be reapproved annually at the Annual Council Meeting.
- This would enable the Clerk to work more effectively and in a timely manner without the need to call a Council Meeting for the purpose of obtaining approval to purchase required items.
- The lack of this delegated authority, and at some points specific council resolution, was noted during the internal audit process.

COUNCIL DECISIONS

- To consider delegating authority to the Clerk to purchase parish maintenance consumables and supplies for maintenance, repairs and health and safety works
OR
To agree that Council meetings will be called to enable specific authority to be given to the Clerk to purchase items required for parish maintenance works, if these items are required between ordinary and planning council meetings.