



Andover Town Council

To **consider** revising the delegation levels as referred to in the Financial Regulations.

Item
No.
8

Produced for: P & R Committee

By: Town Clerk

Date of Report: 25 Jan 2024

Background:

The Internal Auditor's interim [report](#) recommended raising the level of the Town Clerk's spending delegation.

The current paragraph reads:

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over [£5,000];
- a duly delegated committee of the council for items over [£500]; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Proposals:

To increase the Clerk's level of Authorisation to £1,000.

To increase the Committee level of spending to £20,000.

Considerations:

The Council may wish to consider that some other councils do not operate in this way.

For example an extract from East Grinstead Town Council's Financial Regulations provides:

3 BUDGETARY CONTROL

3.1 Expenditure on the revenue account may be incurred up to the amounts included in the approved budget on a cost centre basis, subject to the requirements of Standing Orders.

3.2 The Town Clerk has powers to vire amounts provided within the approved revenue and capital budgets, except in the case of sums provided for pay and allowances or when any continuing expenditure is to be generated.

3.3 Expenditure may not be incurred which cannot be met from the amount provided within the net revenue cost centre budget unless there is an earmarked reserve to allow for such an overspend.

3.4 Except as provided in Standing Orders, all proposals involving expenditure on capital account shall be the subject of an annual report to the appropriate committee and the report shall include the full financial implications of the proposals.

3.5 The Finance & General Purposes Committee shall carry out a review of the expenditure and income of the Council at the same time as it undertakes its evaluation of the following year's budgetary requirements

This allows the Town Clerk to spend up to the Budgeted amounts under each cost code without requiring Full council approval before each spend. An instruction can be made to purchase or organise, and officers can be instructed to go ahead.

All spending is reported each month.