

BEEFORD PARISH COUNCIL

Delegated Authority of Officers

The Parish Council Clerk also acts as the Responsible Financial Officer and has the following delegated authority:

- To issue meeting agendas, receive declarations of office, receive registers of interests and sign official documents.
- To manage day-to-day operations, respond to correspondence, manage volunteers, and oversee records.
- To pay accounts, manage payroll, and incur expenditure within the approved budget.
- To take urgent action to secure Council assets in an emergency.
- To respond to planning consultations.

The above is granted with, and will adhere to the Parish Council Standing Orders and Financial Regulations and will be updated accordingly.