



# **Graig Community Council**

## **Cyngor Cymuned Graig**

**Clerk's Delegated Powers**

**Adopted: 29 July 2026**

## Clerk's Delegated Powers

In the event of any emergency or safety critical occurrence involving Community Council property the Clerk is authorised to order any works necessary to prevent any further material loss to the Council or in order to reduce the likelihood of anybody being harmed, up to a maximum of £3000

The Clerk is authorised to use Council's stationery supply company to cover any expenditure in relation to the routine purchase of replacement consumables and other inexpensive items for office use, (e.g. stationery, stamps, ink cartridges, laminating pouches, rulers, staplers), up to a maximum of £500.

In the event of a situation arising which is not covered above the Clerk is authorised to commit the Council to any reasonable expenditure deemed necessary, but not until the circumstances of the situation have been discussed with and appropriate action agreed in writing by the Chair or Vice Chair of the Council. In the eventuality of the Chair and or Vice Chair not being available (e.g. on holiday) then the Clerk may seek approval from other Councillors.

In all the above cases, the Clerk is only authorised to order works or to commit the Council to expenditure as specified. Such actions are to be reported at the next meeting of the Council

All payments will be made by bank transfer, with the payment set up by the Clerk and authorised by two Councillors in the normal way. The Clerk will report any such payments at the next meeting.