

ANNEX A

Scheme of Delegation of Financial Responsibility to Spending Officers

This Scheme forms Appendix A to the Financial Regulations and shall be reviewed at least annually by the Finance & General Purposes Committee and approved by Full Council. Last reviewed: July 2026.

This council delegates spending responsibilities to certain officers, and with certain limits. This list has recently been reviewed and is as follows:

Officers	Limit
Town Clerk and Responsible Financial Officer	Any expenditure that is within the budgets approved by Full Council
Deputy Town Clerk	Any expenditure that is within the budgets approved by Full Council
Finance Manager	Any expenditure that is within the budgets approved by Full Council
Finance Officer (In Manager's absence)	£500
The following officers have delegated spending responsibility for the budgets approved by Full Council and delegated to them as part of their job responsibilities	
Events Manager	£1,500
Place & Projects Manager	£1,500
Facilities Manager	£1,500
Community Engagement Manager	£500
Events Officers	£250
Admin Officers	£250
Civic Officer	£250

Where an authorisation would result in an individual budget being overspent, the approval of the Finance & General Purposes Committee must be obtained before authorisation of order takes place.

It is an expressed requirement of this Protocol that all Officers abide by the following: -

- Standing Orders/Financial Regulations.
- Procurement Strategy particularly in respect of the threshold figures for seeking quotations.
- Any expenditure must be authorised from an approved budget.
- Any leasing of equipment can only be entered into with the specific approval of the Responsible Financial Officer/Town Clerk.
- Any breach of any aspect of this Protocol may lead to action under the Disciplinary Procedure.
- Debit card authorisation is limited to £250 for all officers except for the Town Clerk who can authorise amounts up to the limit of £1,500.
- An invoice will be automatically authorised if a purchase order has been raised, approved, the goods have been received and it is within a tolerance level as agreed by the Responsible Financial Officer (currently £50 or 2% of an approved order).