



Ashburton Town Council

Approved Delegated Authority

Date Adopted	12 May 2026
Review date	2027 - 2028

Signed by Town Mayor:

Date:



Ashburton Town Council

Ashburton Town Council Approved Delegated Authority

As stated in Section 5.5 of the Financial Regulations adopted by Ashburton Town Council:

The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council / finance committee;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council / Finance Committee.
- c) fund transfers within the council's banking arrangements up to the sum of £5,000, provided that a list of such payments shall be submitted to the next appropriate meeting the finance committee.

As stated in Section 5.6 of the Financial Regulations:

For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council /finance committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council / Finance Committee.

Salaries

Superannuation

The Clerk receives the Local Government Pension. Other staff are offered the NEST pension scheme.

Regular maintenance contracts

- Lift maintenance – need to obtain updated quotes
- Window cleaning
- Fire extinguishers
- Waste collection –
(Biffa) Sanitary Hire
- Hand driers



Budgetary Controls agreed in section 4.1

This authority is to be determined by:

- The Council for all items over £10,000;
- The Finance Committee of the Council for items over £500 and up to £10,000.
- The Clerk, in conjunction with Chairman of Council or Chairman of the Finance Committee, for any items below £500 but must not make payments to themselves or family members.

Emergency expenditure agreed in section 4.5

In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out.

Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

- Fire Safety – one quote (£1000) – can obtain two additional quotes. Thereafter 5-yearly
- Electrical Safety – recommended by two independent electricians to undertake an assessment as complex. Thereafter 5-yearly
- Gas safety certificate- need to obtain quotes. Thereafter annually.