



## CHIPPENHAM TOWN COUNCIL

Protocol on Delegation of Financial Responsibility to Spending Officers  
(adopted 26<sup>th</sup> October 2016)

Charlotte Starkie, Head of Finance and Administration

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

Chief Executive	over £15,000
Deputy Chief Executive	up to £15,000
Head of Finance/RFO	£15,000
Head of Marketing and Communication	£5,000
Venues Manager	£5,000
Heritage Centre Manager/Curator	£5,000
Service Delivery Team Leader	£5,000
Manager, Stanley Park	£5,000
Finance Officer	£1,500
Education Officer (Heritage Centre)	£1,000
Collections Officer (Heritage Centre)	£1,000
Museum Assistant (Administration)	£1,000
Marketing Assistant	£1,000
Customer Service Information Officer	£1,000
Assistant Manager, Stanley Park	£1,000
Service Delivery Supervisor (Town Services)	£1,000
Supervisor London Road Cemetery	£1,000
Supervisor John Coles Park	£1,000
Facilities Supervisor	£1,000
Administrative Officer (Planning)	£1,000

Democratic and Civic Officer	£1,000
Venues Bookings Coordinator	£1,000

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 or the Chief Executive.
- Any breach of any aspect of this Protocol will lead to action under the Disciplinary Procedure.

Final certification of all invoices for payment will be as follows:

- Invoices for Service Delivery and Museum sites – Deputy Chief Executive to sign up to £15,000.00.
- Other Invoices valued at £15,000.00 or under – Head of Finance/RFO to sign
- Invoices of £15000.01 and above – Chief Executive to sign unless absent, in which case Deputy Chief Executive to be first signatory and RFO to be second signatory.

Please read your copy of Financial Regulations, revised and adopted on 22<sup>nd</sup> June 2016.

If you have any queries, would like any explanations or would like to run through the Purchase Order system, then please ask.

Charlotte Starkie  
Head of Finance and Administration  
2<sup>nd</sup> November 2016