



# CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

Protocol on Delegation of Financial Responsibility to Spending Officers  
(adopted on 5 September 2018)

Charlotte Starkie, Head of Finance and Administration

## **1. Purpose of the Report**

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

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

Administrative Officer (Planning)	£1,000
Democratic and Civic Officer	£1,000
Corporate Support Officer	£1,000
Facilities Supervisor	£1,000
Marketing and Box Office Coordinator	£1,000
Venues Bookings Coordinator	£1,000
Duty Officer	£500

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.
- Full Council approval is required for any virement between Committees, Capital and Revenue budgets or affecting Ear Marked Funds.

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

- Invoices for Service Delivery and Museum sites - Deputy Chief Executive to sign up £15,000
- Other Invoices valued at £15,000 or under - Head of Finance/RFO to sign
- Invoices of £15,000.01 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, please ask.

Charlotte Starkie

Head of Finance and Administration  
February 2018