**FOREST ROW PARISH COUNCIL**
**AUTHORITY TO SPEND POLICY**
**[ancillary to the FRPC Financial Regulations]**

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**SANCTIONING OF EVERY DAY, ON-GOING EXPENDITURE WHICH IS NECESSARY FOR THE ADMINISTRATION OF THE PARISH COUNCIL AND ITS RESPONSIBILITIES**

1.  GENERAL—stationery, gas and electricity bills; routine repair of street light fittings, bus shelters; necessary repairs and renewals (litter pickers, safety equipment for outdoor staff etc)
2.  Staff salaries and expenses attending sanctioned training etc. at agreed rates
3.  Councillor and representatives' expenses for attending routine meetings and approved extra meetings and the Chairman for occasional meetings where he/she represents the Parish Council within the county—at rate recommended by NALC
4.  Ongoing subscriptions to other bodies—unless otherwise directed

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**COMMUNITY CENTRE**

1.  Ordering of hand towels, toilet rolls, cleaning products etc
2.  Replacement kitchen equipment
3.  Necessary repairs and renewals

**AUTHORITY TO THE CLERK AND IN THE CLERK'S ABSENCE, THE ASSISTANT CLERK**

**In addition to the above, the Clerk (and in the Clerk's absence the Assistant Clerk) to be able to spend up to £500 on any one item on something they perceive to be necessary to the running or the administration of the building or facilities.**

**(This authority may be used up to three times in any one week)**

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**MINOR EXPENDITURE—BETWEEN MEETINGS—A TOTAL UP TO A CEILING OF £200 PER COMMITTEE, INCLUDING ONLINE PURCHASES, THAT WOULD BENEFIT THE COUNCIL IN TERMS OF PRICE OR AVAILIBILITY**

To be authorised by the Clerk or in the Clerk's absence, the Assistant Clerk—in conjunction with any two of the following:

*   The Chairman of the Council
*   The Chairman of the relevant committee or the Chairman of Finance
*   In their absences, the Vice Chairmen of the above.

**In addition to the above, the Clerk and in the Clerk's absence, the Assistant Clerk, to be able to spend up to £200 on any one item in any one week on something they perceive to be necessary to the administration of the Parish Council.**