## ALDERBURY PARISH COUNCIL

September 2025 Meeting

### A PROTOCOL TO ALLOW MINOR REPAIR SPEND

It has been suggested that councillors wishing to do repairs incurring spend up to a pre-set value be

allowed to buy goods without recourse to the clerk or Council.

However, we have adopted the nationally agreed Financial Regulations which do not allow this.

Any protocol you wish to agree needs to be complaint with these regulations, or you need to decide to

amend FRs to allow this change.

Financial regulations state (my highlighting)

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

* the Clerk, under delegated authority, for any items below £750 excluding VAT.
* the Clerk, in consultation with the Chair of the Council for any items below £2,000 excluding VAT.
* in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
* the council for all items over £2,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

* 1. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
  2. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.

To facilitate what has been asked for, whilst staying within the regulations I suggest:

1. No councillor can spend any money without permission from the clerk - usually by email
2. The delegated authority mentioned above be given to the clerk *(amount to be agreed)*
3. On a request from a councillor to make a repair costing less than £750 *(amount to be agreed),* the clerk will check spend against budget in any of the relevant budget categories: Village Maintenance, Playground equipment R & M, Pavilion R & M, Footpath maintenance, Pavement Works *(you choose which categories)1.* If there is money available s/he can give immediate permission for the spend.
4. Any such spend is specifically reported at the next meeting

As clerk, I cannot recommend deviating from the nationally approved FRs but that option does, of course,

exist for you.

LH 29.8.25

1 Totalling budget £9,800 in the current year & £2,062 spent at 30.6.25