



KEWSTOKE PARISH COUNCIL

“Here to protect the Rural Character and Environment of the Village and to promote Kewstoke as a pleasant place to live”

Authorised Spend Policy

KPC001

Any Parish Councilor **or the Parish Clerk** wishing to incur expenditure on behalf of the council should wherever possible in the first instance get it agreed at a full Council meeting.

There will be however, situations where this is not possible and in these instances the following policy will be applied.

This Policy mainly relates to expenditure not covered by the Contracts Policy as set out In the Parish Councils standing Orders, and relates to all expenditure irrespective of whether a Purchase Order is required or not.

Expenditure (Excluding VAT) up to £250 must be agreed with one of the following , Parish Chairman, Vice Chairman or Planning Chairman prior to committing to the expenditure. The Clerk must also be notified of the agreed authorised spend.

In respect of expenditure of between £251 and £1000,(Excluding VAT) agreement is required from 2 of the following, Parish Chairman, Vice Chairman or Planning Chairman. The RFO (Parish Clerk) must also be informed of the agreed expenditure to ensure there is an agreed budgetary allocation for the proposed expenditure.

Any Proposed expenditure greater than £1000 is required to be agreed at full Council meeting prior to a commitment to spend.

If the case of the expenditure being agreed and committed to, actual payment will be subject to further scrutiny at a full Council meeting.

Adopted 7th September 2020