

FERRYHILL TOWN COUNCIL



POLICY

COUNTER SIGNING TOWN CLERK'S DOCUMENTS

Introduction

As part of the process for the audit of any relevant town clerk's documents a counter signature is sometimes required. To ensure that an acceptable process is in place the following policy has been agreed by council for the Chair (Mayor) and Vice Chair (Deputy Mayor) to sign relevant documents that the town clerk is required to complete.

Policy

The Chair (Mayor) and Deputy Chair (Deputy Mayor) have received delegated powers from the town council to counter sign the following documents:

Town Clerk's:-

- Mileage claim form
- Time sheet
- Holiday request form
- Expenses forms
- Any other form that requires a counter signature