

PROPER OFFICERS OF THE COUNCIL

The following are the Proper Officers of the Council for the purposes stated.

Local Government Act 1972	Purpose of Appointment	Proper Officer
Section 83(1)	To witness, and to receive, declarations of acceptance of office.	Chief Executive
Section 84	To receive notices from Members of resignation from office.	Chief Executive
Section 88(2)	To convene if necessary a meeting of the Council when the office of Mayor is vacant.	Chief Executive
Section 89(1)b	To receive notice by local government electors of a casual vacancy in the office of Borough Councillor.	Chief Executive
Section 96(1)(2)	To receive from Councillors general notices of pecuniary interests and to keep a record of such disclosures.	Chief Executive
Section 100B(2)	To take decisions as to whether information is "exempt" when coming before a Committee.	Chief Executive
Section 100C(2)	To produce a written summary of proceedings taken by Committee in private (i.e. Minute)	Chief Executive
Section 100D(1)	To compile a list of background papers for a Committee report.	The Chief Executive, Strategic Director or Head of Service or other Officer in whose name the report is written.
Section 115(2)	To receive money due from Officers.	Strategic Director (Support)
Section 146(1)	To sign declarations and certificates with regard to securities	Strategic Director (Support)
Section 151	To be responsible for the proper administration of the Council's financial affairs	Sue Sturgeon, Strategic Director (Support)

Section 191	To receive applications made by the Ordnance Survey Office for assistance in determining boundaries	Strategic Director (Support)
Section 204 and Schedule 25(6)	To receive copies of applications for licences under Schedule 2 of the Licensing.	Strategic Director (Community)
Section 210(6)	To exercise any power with respect to a charity exercisable by any officer of a former authority.	Chief Executive
Section 224 and 227	To receive and retain any document deposited with the Council for custody.	Strategic Director (Support)
Section 228(3)	To keep Proper Officer accounts open for inspection by any member of the Authority.	Strategic Director (Support)
Section 229(5)	To certify, for the purpose of any legal proceedings, photographic copies of documents.	Chief Executive, or Strategic Director (Community), Strategic Director (Support).
Section 234(1)	To authenticate notices, orders or other documents on behalf of the Council.	Chief Executive or Strategic Director (Community), Strategic Director (Support).
Section 236(9) and (10)	To send copies of confirmed bye-laws made by the Council to the County Council.	Chief Executive
Section 238	To certify copies of bye-laws.	Chief Executive
Section 248 and 249	To keep a roll of Honorary Freemen and Honorary Aldermen.	Chief Executive
Schedule 12(4)	To sign, and send to all Members of the Council, the summons to attend meetings of the Council.	Chief Executive
Schedule 14(25)	To certify resolutions under this paragraph for the purpose of legal proceedings.	Chief Executive
Schedule 16(28)	To receive, on deposit, lists of buildings of special architectural or historic interest.	Strategic Director (Community)

Local Land Charges Act 1975		
Section 9	To act as local registrar for the registration of local land charges and the issue of official certificates of search.	Strategic Director (Support)
Representation of the People Act 1983		
Section 24	To be the Acting Returning Officer for the conduct of Parliamentary Elections.	Chief Executive
Section 35	To be the Returning Officer for the conduct of Local Elections.	Chief Executive
Local Government And Housing Act 1989		
Section 2	To retain on deposit a list of politically restricted posts.	Strategic Director (Support)
Section 4	Designation as the Head of Paid Service	Roberto Tambini [Chief Executive]
Section 5	Designation as the Council's Monitoring Officer	Michael Graham [Head of Corporate Governance]
Section 9, 15 and 16	To undertake all matters relating to the formal establishment of political groups within the membership of the Council.	Chief Executive
Section 19	To receive and record details of Members' pecuniary interests.	Chief Executive
Local Government Act 2000		
Section 3	To produce a written statement of Executive decisions made at Meetings.	Chief Executive
Section 5	To make available for inspection by the public a copy of written statements of executive decisions and associated reports.	Chief Executive
Section 6	To make available for inspection a list of background papers	Chief Executive
Section 12	To publish key decisions of the Authority	Chief Executive

Section 34	To publish the verification number of Local Government electors for the purposes of petitions	Chief Executive
The Public Health (Control of Diseases) Act 1984	To take control of all communicable disease functions.	The Consultant in Communicable Disease Control for the time being appointed by the Local Health Authority.
The Public Health (Control of Diseases) Act 1984	To act as the Deputy in the absence of the appointed Consultant, to take control of all communicable disease Functions.	The Consultants in Public Health Medicine for the time being appointed by the Local Health Authority.
Section 47 of the National Assistance Act 1948 [as amended by Section 1 of National Assistance (Amendment) Act 1951]	To make Section 47 Orders to secure without delay the necessary care and attention for residents of the Borough who are aged, infirm, or physically incapacitated and are living in insanitary conditions.	The Consultant in Communicable Disease Control for the time being appointed by the Local Health Authority.
Section 47 of The National Assistance Act 1948 [as amended]	To act as Deputy in the absence of the appointed Consultant to make any Section 47 Orders.	Any Consultant in Public Health Medicine for the time being appointed by the Local Health Authority.

GENERAL STATUTORY PROVISIONS

In legislation predating the 1971/1972 Session of Parliament, other than the Local Government Act 1972, and in Statutory Instruments made prior to 26th October, 1972, references to the designations in the left hand column below shall be construed as a reference to the Officers of the Council listed in the right hand column below.

Designation	Officer of the Council
The Clerk of the Council	Chief Executive or the Strategic Director (Support), whichever is most appropriate to their departmental responsibilities.
The Town Clerk	Chief Executive or the Strategic Director (Support), whichever is most appropriate to their departmental responsibilities.
The Treasurer	Strategic Director (Support)
The Chief Financial Officer	Strategic Director (Support)
The Surveyor	Strategic Director (Community)
The Engineer	Strategic Director (Community)
The Sanitary Inspector	Strategic Director (Community)
The Public Health Inspector	Strategic Director (Community)