

## APPENDIX 1

### PROPER OFFICERS

The officers specified in table below have been appointed as the proper officers for the specified statutory functions.

<b>FUNCTION</b>	<b>LEGISLATION</b>	<b>PROPER OFFICER</b>
<b>LOCAL GOVERNMENT ACT 1972</b>		
Witness and receipt of Declarations of Acceptance of Office	Section 83	Chief Executive
Receipt of notice of resignation of an elected member	Section 84	Chief Executive
Convening a meeting of the Council to fill a casual vacancy in the office of Chair	Section 88	Chief Executive
Receipt of notice of casual vacancy from two local government electors	Section 89	Chief Executive
Availability of agenda, reports and background papers Admission of press and public to meetings Exclusion of a document containing exempt information	Section 100A – 100H	Chief Executive
Receipt of money due from officers	Section 115	Director of Finance
Declarations and certificates with regard to securities	Section 146	Director of Finance
Functions with respect to ordnance survey	Section 191	Executive Director – Economy and Infrastructure
Charity functions of predecessor authorities transferred to the Council	Section 210	Director of Finance

Deposit of documents	Section 225	Chief Legal Officer
Certification of documents	Section 229	Chief Legal Officer
Authentication of documents	Section 234	Chief Executive Deputy Chief Executive Chief Legal Officer
Certification of byelaws	Section 238	Chief Legal Officer
Signature of Summons to council meetings	Schedule 12 paragraph 4	Chief Executive
Receipt of notice regarding address to which summons to meeting is to be sent	Schedule 12 paragraph 4	Chief Executive
Certification of resolutions	Schedule 14 paragraph 25	Chief Executive
<b>Local Government Finance Act 1988</b>		
Officer responsible as regards reports	Section 114	Director of Finance
<b>Local Government and Housing Act 1989</b>		
Deposit of politically restricted posts	Section 2(4)	Chief Executive
Receipt of notices relating to political groups	Sections 15-17 and Local Government (Committees and Political Groups) Regulations 1990	Chief Executive
Notice of Member electing to forgo their allowance	Section 18 and Local Authorities (members Allowances)(England) Regulations 2003	Chief Executive
<b>Countryside and Rights of Way Act 2000</b>		

Access to the Countryside	Section 1	Executive Director – Economy and Infrastructure
<b>Local Authorities (Standing Orders) (England) Regulations 2001</b>		
Giving notice to Cabinet in respect of chief officer appointments	Whole Standing Order	Chief Executive
<b>Registration Services Act 1953</b>		
Interim superintendent registrars and registrars/ Local Schemes of Organisation	Registration Services Act 1953	Executive Director – Corporate, Customer and Community Services
<b>Weights and Measures Act 1985</b>		
Chief Inspector of Weights and Measures	Section 75	Trading Standards Manager