

# Article 10 - Finance, Contracts and Legal Matters

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This Article sets out how the Council manages its financial, contractual and legal arrangements including the use of the Common Seal of the Council.

## 2.10.1. Financial management

The management of the Council's financial affairs shall be conducted in accordance with the financial rules set out in Part 4 of this Constitution.

## 2.10.2. Contracts

Every contract made by the Council shall comply with the Contracts Procedure Rules set out in Part 4 of this Constitution.

## 2.10.3. Legal proceedings

The Council Solicitor is authorised to institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where the Council Solicitor considers that such action is necessary to protect the Council's interests.

## 2.10.4. Authentication of documents

Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it shall be signed in writing or electronically by the Council Solicitor or other person authorised by him/her, unless any enactment otherwise authorises or requires, or the Council has given requisite authority to some other person.

## 2.10.5. Signing of Contracts

Any contract entered into on behalf of the Council must be signed or sealed in writing or electronically in accordance with the Council's Contract Procedure Rules in part 4 of this Constitution.

## 2.10.6. Common Seal of the Council

The Common Seal of the Council shall be kept in a safe place in the custody of the Council Solicitor. A decision of the Council, or of any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal shall be affixed to those documents which in the opinion of the Council Solicitor should be sealed. The affixing of the Common Seal shall be attested by the Chief Executive or Council Solicitor, or some other person authorised by him/her.

The Common Seal of the Council can also be executed electronically in accordance with the provisions of the Electronic Communications Act 2000.