

STRATFORD DISTRICT COUNCIL

SECTION: ADMINISTRATION	
<u>POLICY: COMMON SEAL</u>	
RESPONSIBILITY: Chief Executive	REVIEW DATE: April 2008
VERSION: 1	APPROVED DATE: April 2005
FILE NUMBER: 16069	
DELEGATIONS REGISTER NO: [Click here]	

Authority to affix the Council's Common Seal is given to the District Mayor and Chief Executive (Deputy Mayor and Acting Chief Executive in the absence of the above).

The Chief Executive is responsible for use of the Common Seal.

Each sealing of the Common Seal must be by resolution of the Council but the Chief Executive may, with the consent of the District Mayor, affix the seal in urgent circumstances. In such cases the action shall be reported to the Council at the next Ordinary Meeting of the Council.

Each sealing shall be made and done by the Chief Executive or the Executive Administration Officer.