

Council to fill the vacancy, and until such vacancy is filled the Council shall choose one of their number as Mayor, who shall discharge the duties of the office *pro tempore*.

Keep minutes.

SEC. 122. The Clerk shall keep careful and accurate minutes of the proceedings of the Council, and record all ordinances passed in a book to be kept exclusively for that purpose, called the ordinance book; keep all records, papers and documents of the town in his safe custody; issue all licenses and collect or receive the money therefor, and collect all taxes which may be imposed by any ordinance passed in pursuance of the power conferred by the one hundred and twenty-eighth section of this act; keep an accurate account of all money received by him and pay over the same as received to the Tax Collector; and shall make a detailed quarterly report thereof to the Mayor and Council under oath; he shall file all accounts and claims presented against the town, and whenever any account is approved and passed by the Mayor and Council he shall make a record of the same in a book to be kept for that purpose; he shall perform such other duties as are imposed upon him by law, ordinance or order of the Mayor and Council; he shall give bond to the Mayor and Council, to be approved by them, in the penalty of three thousand dollars for the faithful discharge of his duties; he shall be allowed a sum not exceeding five hundred dollars a year as compensation for his services, and shall not receive any other fee or compensation whatever.

Make record.

SEC. 123. The Tax Collector shall collect all taxes assessed and levied by the Mayor and Council for general and special purposes, as authorized by this act and the amendments thereto; he shall keep an account of all money collected and received by him, and shall credit the same on his books to the particular head or item of expenses for which the same have been levied, collected or received; he shall