



Todmorden Town Council

SCHEME OF DELEGATION TO COUNCIL, COMMITTEES & OFFICERS

This Scheme of Delegation authorises Council Officers, the Town Clerk (Proper Officer) and Responsible Finance Officer (which may be one and the same person), Standing Committees and Sub-Committees of the Council to act within delegated authority in the specific circumstances detailed.

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1. DISCHARGE OF THE SCHEME

- 1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least annually or earlier, for example when there are staffing changes.
- 1.2 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to either their line managers or Members.
- 1.3 Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. THE POWER TO DELEGATE

- 2.1 The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101. Local Government Act 1972 S. 101 Arrangements for discharge of function by local authorities
 - (1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a sub-Committee or an officer of the authority, or (b) by any other local authority
 - (2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the subcommittee may arrange for the discharge of any of those functions by an officer of the authority.
 - (3) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, subcommittee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.
 - (4) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
 - (5) A local authority's functions with respect to issuing a precept for a rate or borrowing

money shall be discharged only by the authority.

3 OFFICERS CONFLICTS OF INTEREST

- 3.1 Under the Local Government Act 1972, section 117; Officers must make a formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Town Clerk.
- 3.2 Where an employee is unsure whether an interest should be declared, they should speak to the Town Clerk in the first instance. If the employee is advised not to declare their interest, a record of the discussion should be kept by both parties. Failure to disclose such an interest, may result in disciplinary action being taken which could lead to dismissal.
- 3.3 Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council.
- 3.4 All employees must identify and disclose any actual or potential personal, financial, business, or other interest or close personal relationship which might reasonably be perceived as a conflict of interest
- 3.5 Where an Officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an Officer except with the prior approval of the Town Clerk. Any approval granted by the Town Clerk shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers.

4 COUNCIL RESERVED POWERS & SAFEGUARDS

- 4.1 Each Committee has delegated authority to decide matters within their terms of reference as incorporated in this delegation scheme except for the following matters, which are to be resolved only by Full Council:
 - To appoint the Town Mayor and Deputy Town Mayor of the Council
 - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
 - Approval of Budget and setting the precept
 - Approval of the Annual Return and Audit of Accounts
 - To determine the Council's Corporate Priorities.
 - To agree and/or amend the terms of reference for Committees, deciding on their composition and making appointments to them.
 - Filling of any vacancies occurring on any committee of the Council during the council year
 - To adopt the schedule of meetings for the ensuing year.
 - Declaring the eligibility of the General Power of Competence
 - Approve any grant above £3,000 , or single commitment in excess of £5,000

- The appointment to or co-option on a committee or sub-committee of a person (on a strictly non-voting basis) who is not a member of the Council or committee
- Addressing any recommendations in any report from the internal or external auditors
- Appointment or nominating Council representatives to outside bodies
- Agreement to take on new, including devolved services, subject in all cases to a fully costed business plan, to be recommended by the Resources Committee
- To consider the recommendations of any Remuneration Panel (where one is in existence) and adopt the level of allowances that can be claimed by Members of the Council in respect of authorised or approved duties.
- To determine matters involving expenditure for which budget provision is not made or is exceeded.
- To determine matters affecting or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
- To determine any matters referred to it by a Committee in accordance with Standing Orders.
- Approval of borrowing
- To determine matters which do not fall within the remit of any Committee
- To receive statutory reports from the Town Clerk/Responsible Financial Officer
- To consider all other matters which must, by law be considered by Full Council

4.2 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

4.3 In accordance with Standing Order 9, the Council may, under specified conditions, reverse a Committee (or Council) decision within 6 months either by a special motion, bearing the names of at least 6 councillors of the Council, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

4.4 Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee's (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED". The Town Clerk will then add the recommendation on to the next full council agenda meeting where the item can be discussed in full by the Town Council and voted by members.

4.5 In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

5 DELEGATION TO COMMITTEES

- 5.1 The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where they are delegated to the Committee, so far as is legally permissible, they be deemed the acts and proceedings of the Council.
- 5.2 The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
- 5.3 Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly where a Committee has no delegated power to make a decision it makes a recommendation to Council.
- 5.4 The members of a committee may include non-councillors unless it is a committee which regulates and controls the finance of the Council. The appointment of non-councillors will be on a strictly non-voting basis.
- 5.5 The Council and each Committee is authorised to establish Sub-Committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- A Committee can arrange for the discharge of any of their delegated powers to a sub-committee. The delegated powers will be decided by the committee at the time it is formed detailing the delegated powers.
 - The work of a working group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group will report back with recommendations to the Council or the Committee that formed it. Working parties or groups have no delegated powers.
- 5.6 The Standing Committees shall be:
1. Resources
 2. Development Committee
 3. Climate Emergency
 4. Staffing Committee
- 5.7 The Town Mayor of the Council is appointed in an Ex-Officio capacity on all committees.
- 5.8 The detailed arrangements for the committee structure, and appointment of committees are set out in the Standing Orders, Appendix A.

(A) RESOURCES COMMITTEE

Membership: Twelve Councillors and Ex-Officio

Quorum: Four Town Councillors with voting rights

Non-Cllr: Non-councillors cannot be appointed on this committee as it regulates and controls the finances of the Council.

Meetings: Every 3 Months (or as and when required)

Terms of Reference:

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership.
- 2) To consider where appropriate alternative external funding on council projects on request by a committee or Council.
- 3) To be responsible for monitoring the income and expenditure of the Council to ensure that it does not overspend its budget in total. Any income and expenditure not the responsibility of another committee shall be the responsibility of the Resources committee.
- 4) To annually review any subscriptions, service provision/level agreements with suppliers and providers with a view to their continued necessity, suitability and value for money.
- 5) To be responsible for ensuring there is adequate insurance cover in place for council assets and appropriate fidelity guarantee for members and officers which shall cover the maximum risk exposure which it to be determined annually by the committee.
- 6) To annually review the council corporate risk assessment in accordance with the risk assessment policy and recommend to Council for adoption.
- 7) To review the effectiveness of internal control to part comply with section two of the annual governance statement, to be carried out twice a year (once every six months) and to ensure that an adequate and effective system of internal controls is in place to secure the integrity of finance and any other information, including the introductions of effective systems of risk management.
- 8) To recommend to Council the approval of the Annual Return (sections one and two) inclusive of the financial statements and supporting documentation.
- 9) To be responsible for ensuring that no tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 10) To be responsible for the engagement of specialist consultants and advisors subject to a supported business case to support the proposal provided by the relevant committee.
- 11) To consider all policy and governance documents affecting Town and Parish Councils and keep committees up to date on implications.
- 12) To be responsible for reviewing the Council's Standing Orders, Financial Regulations and other council policies and procedures (as and when it appears necessary) and recommend any changes to Full Council.
- 13) To be responsible for matters relating to entertainment, the arts, recreation, leisure and tourism.
- 14) To be responsible for approving all grant applications including the Town Hall Hire refund

scheme in accordance with their terms and conditions.

- 15) To be responsible for delivery of the Festive Lights schemes.

Budget Process:

- 1) To review the committee bids submitted by each committee for inclusion in the draft budget (each spending committee must have regards to it's three year forecast of revenue and capital receipts).
- 2) To consider the draft budget prepared by the RFO detailing all estimates of receipts and payments including the use of reserves for the following financial year. The draft budget will include the committee bids submitted by each committee.
- 3) The committee may request a second version of the budget to be prepared by the RFO, but the committee must reach an agreement on the draft budget to be recommended to full Council

Financial Delegation & Responsibility:

- 1) To be responsible for any budgets delegated by Full Council
- 2) To receive the schedule of payments from the RFO requiring authorisation or ratification within the approved Officer Delegation, which shall form part of the agenda for the meeting, together with the relevant invoices if requested by committee. The committee shall review the schedule for compliance and having satisfied itself, it shall authorise the payments by resolution. The approved schedule shall be ruled off and initialled by the Chairman of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 3) To agree and authorise expenditure for projects and match funding bids for Environmental projects within agreed financial budgets
- 4) To consider sponsorship and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the committee's terms of reference
- 5) To receive the committee financial statements for monitoring purposes and to ensure that the committee does not exceed it's overall budget
- 6) To assemble and submit to the Resources Committee, estimates of income and expenditure for each financial year in respect of services of this Committee no later than 30th October each year.

(B) DEVELOPMENT COMMITTEE

Membership: Twelve Councillors and Ex-Officio

Quorum: Four Town Councillors with voting rights

Meetings: Fortnightly (or as and when required)

Terms of Reference:

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership.
- 2) Non-voting participants may be invited to meetings of the Committee as and when required.
- 3) To formulate a 3-4-year plan incorporating a vision and strategy, aims and objectives for Todmorden and the Council which incorporates economic, environmental and health issues and where possible compliments the district strategic policy whilst ensuring best practice principles. Any plans developed are subject to approval by full Council.
- 4) To submit comments on planning applications submitted to the Council by the Local Planning Authority within the statutory 21 day consultation period on behalf of the Council
- 5) The Committee Clerk, in consultation with the Chair of the Development Committee or the Town Mayor/Deputy Town Mayor is given delegated authority to submit a comment on any such application which is not considered by the Development Committee in circumstances where the Development committee meeting does not take place. Comments submitted must be reported to the next ordinary Development committee meeting.
- 6) To oversee the development and implementation of the neighbourhood plan and make recommendations to full Council as and when required.
- 7) To formulate the Town Council views on planning matters as a basis for consideration of plans (subject to full council approval).
- 8) To consider and determine any issues relating to housing, economic development including employment which affect the Town.
- 9) To liaison with organisations involved with regeneration and initiate negotiations on such issues as devolution, local area agreements, taking into consideration the Parish Charter and any relevant legislation.
- 10) To consider and determine any issues relating to community and public transport services
- 11) To consider and determine any issues relating to traffic calming and signage, car parking, and other highway matters, subject to any recommendations to full council
- 12) To liaise with local police on anti-crime initiatives and partnerships, recommending ways in which the Council can assist in crime prevention.
- 13) To consider any maintenance and repair works on footpaths and public rights of way. This should not include pavements on the highway.
- 14) To agree and submit external funding bids for Environmental Projects.
- 15) To oversee provision of dog and litter bins, refuse and litter picking issues
- 16) To be responsible for matters relating to street cleansing, cleansing of public areas and security measures for example PCSO's.
- 17) To be responsible for matters relating to the environment, street scene (including street furniture, street lighting).
- 18) To provide and maintain seats, noticeboards, litterbins and dog waste bins within the

Council's four amenity sites and within the Town Council boundary

(C) STAFFING COMMITTEE

Membership: 5 Councillors and Ex-officio (Genders Equally Represented)

Non-councillor: Non-councillors cannot be appointed onto this committee as it deals with sensitive and confidential staffing matters

Quorum: Three Town Councillors with voting rights

Meetings: One meeting per year (or as required)

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership.
- 2) To appoint a member of the committee or the Chair of the Council as the day to day contact support for the Town Clerk (Line Manager), to approve annual leave or sick leave in accordance with the Council policies and overtime in exceptional circumstances (within budget approved parameters). In the absence of the nominated member, the committee Chair (or another member of the Personnel committee) will act as the day to day contact support (Line Manager).
- 3) The Staffing Committee are responsible for the recruitment for all staff posts including the post of Town Clerk/RFO. The successful short-listed applicants to be interviewed by the Staffing Committee in line with best practice applicable at the time.
- 4) To review staffing structures and levels and make recommendations to the Council.
- 5) To receive reports from the Town Clerk for the management of other Council employees and to oversee the management of the Clerk
- 6) To appoint an appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.
- 7) To agree and review annually contracts of employment, job descriptions and person specifications for employed staff.
- 8) To consider and implement pay awards, increments and payroll management.
- 9) To review staff pension arrangements.
- 10) To ensure that appropriate training and continual professional development programmes are in place for the staff of the Council, and that these are underpinned by a robust performance appraisal scheme which is created, designed and monitored by the Personnel Committee
- 11) To review staff salaries and terms of conditions and make recommendations to Council. The committee must have some regard to recommendations to Society of Local Council Clerks (SLCC) or the National Association of Local Council Clerks (NALC), but is not obliged to implement all of its terms and conditions.
- 12) To appoint from its membership a recruitment panel when necessary. Recruitment panels will normally include three members in the case of appointment to the Town Clerk or RFO posts; and one member of the Committee plus the Clerk for all other posts.
- 13) To review health and safety at work for all Council employees.
- 14) To consider any staffing matters referred to the Committee or by the Council.
- 15) To review all Council policies that relate to staff employment on an annual basis.
- 16) To ensure the Council complies with all legislative requirements relating to the employment of staff.
- 17) To review the Employee Handbook as and when required.

Grievance, Disciplinary and Appeals Panels/Sub-Committees:

- 1) To appoint a grievance or disciplinary sub-committee comprising of no less than three members to consider grievance or disciplinary matters (not including any appeals) in accordance with the council's grievance or disciplinary policies/procedures.
- 2) To be responsible for any appeals which must be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three council members who may include members of the staffing committee to be appointed by full Council.

Financial Delegation & Responsibility:

- 1) To be responsible for any budgets delegated by Full Council
- 2) To receive the committee financial statements for monitoring purposes and to ensure that the committee does not exceed its overall budget
- 3) To assemble and submit to the General Purposes Committee, estimates of income and expenditure for each financial year in respect of services of this Committee no later than 30th October each year.

(D) CLIMATE EMERGENCY COMMITTEE

Membership:	6 Councillors and Ex-officio (Genders Equally Represented)
Non-councillor:	Non-councillors cannot be appointed onto this committee as it deals with sensitive and confidential staffing matters
Quorum:	Three Town Councillors with voting rights
Meetings:	Four meetings per year (or as required)

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership.
- 2) Non-voting participants may be invited to meetings of the Committee as and when required.
- 3) The Aim of this committee is to develop strategy and policy in all matters relating to Climate Emergency intervention **at local level** and to take decisions and commit expenditure where required but within pre-determined budget levels.
- 4) The objectives of this committee are to encourage and wherever possible deliver **local interventions** that will help assist Calderdale Council in achieving its stated Carbon Dioxide emission neutral date and to actively participate in partnership initiatives seeking to reinforce this objective.
- 5) The committee will develop an action plan to further our objectives and review this in June and November each year.
- 6) The Clerk will call Climate Emergency Committee meetings as a minimum quarterly and as and when necessary as determined by the Chair of this Committee. Members will be summoned to attend meetings which will be held in the Town Hall or Todmorden Community College and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- 7) Minutes of all meetings will be recorded by the Clerk and or nominated officer and circulated at Full Council meetings of Todmorden Town Council for information. All resolutions and recommendations to Full Council shall be recorded in the minutes of the meetings.
- 8) The Climate Emergency Committee will have delegated powers to act/make decisions on behalf of the Full Council in relation to the defined terms of reference only. Any recommendations outside the Climate Emergency Committee's terms of reference shall be made to the Full Council.

Scope

- The Climate Emergency Committee will have delegated powers to scope and decide upon the content of the Action Plan.
- The Climate Emergency Committee will be ambitious to achieve change but in a realistic manner relative to its sphere of influence and resources available to it to deliver such initiatives.
- The Climate Emergency Committee will engage with and aspire to share our plans and collaborate with nearby parishes and similar towns to achieve the aims and objectives of our plan.

Financial Delegation & Responsibility:

- 1) To be responsible for any budgets delegated by Full Council.
- 2) To receive the committee financial statements for monitoring purposes and to ensure that the committee does not exceed its overall budget.
- 3) To assemble and submit to the General Purposes Committee, estimates of income and

expenditure for each financial year in respect of services of this Committee no later than 30th October each year.

6 DELEGATION TO OFFICERS

The Town Clerk shall be the Responsible Financial Officer to the Council. Specific delegations to officers are set out below. Delegated actions for officers shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

a. Town Clerk

Proper Officer

1. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
3. The Clerk may authorise another officer or officers of the Council to exercise the powers of the Clerk in his/her absence, without removing the overall responsibility of the Clerk for any such decisions,.
4. In the extended absence of the Proper Officer the Assistant Town Clerk may assume this role and responsibility under agreement and in consultation with the Chair of Resources Committee and will have the delegated powers to act as the Town Clerk, in the absence of the Town Clerk. The powers exercised by the Assistant Town Clerk in such circumstances shall be recorded in a delegation register.
5. The Proper Officer shall be responsible for signing all the Council's Official Notices and for sealing Council documents as set out in the Standing Orders
6. To receive declarations of acceptance of office
7. To retain a copy of every Councillors Register of Interests
8. To deal with dispensation requests from Members of the Council
9. Power to take appropriate steps to ensure the Council does not exceed its powers.
10. The power to delegate any delegated powers and other powers to any member of staff as appropriate.

Day to Day Administration

11. The day to day administration of services, together with routine inspection and control
12. The Clerk may place orders and incur expenditure on revenue items in accordance with the approved scheme of delegation on behalf of the Council up to the amounts included in the approved budget in consultation with the Chair or Vice-Chair of the relevant committee
13. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget
14. Power to release press statements on any activities of the Council in accordance with the Council's Press and Publicity policy in consultation with the relevant committee Chair or the Town Mayor or in his/her absence the Deputy Town Mayor.
15. To retain overall editorial control of the Town Council websites and social media accounts
16. Power to act on own initiative to implement the Councils policies and objectives.
17. The Proper Officer shall have authority to issue written authorisation to individual officers to

act as the Council's authorised officers in the performance of their statutory or other duties.

Council Assets & Emergency Expenditure

18. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether there is any budgetary provision for the expenditure, in accordance with the approved scheme of delegation and shall report to the Mayor as soon as possible and to the Council as soon as practicable thereafter.
19. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Mayor (if practicable in the circumstances).
20. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council
21. Delegations to The Proper Officer in relation to the letting of contracts are set out in the Standing Orders.
22. Delegations to The Proper Officer in respect of land and premises are set out in the Standing Orders.
23. The Clerk will have the authority to dispose of the Councils assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £250.00.
24. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.

Training for Officers & Members

25. The Town Clerk has the power to identify own training needs and in consultation with the Chair of Staffing agree these.
26. The Town Clerk is authorised to book training courses for themselves and council staff within the budget as approved by Full Council.
27. The Town Clerk is authorised to book training courses for members of the Council and in consultation with the Chair of Staffing agree these.

Financial Delegation

28. The Town Clerk is afforded delegated powers, as defined in the Financial Regulations, to be able to practically deal with the need to place orders and make payments from the Bank Account(s) as required and to transfer between Bank Accounts and Investment accounts in order to optimise cash flow and interest income generation.
29. Subject to agreement in consultation with the Chair of Resources, to place Term Deposits of varying periods.

(b) Responsible Financial Officer

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law
2. The Responsible Financial Officer shall ensure the approved precept is issued to the billing authority and shall supply each member with a copy of the approved annual budget.
3. The Responsible Financial Officer will have the power to release any financial related report or document to the Council or it's committees in discharge of the Responsible Financial Officer responsibilities
4. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

(c) Assistant Town Clerk

1. The Assistant Town Clerk has the power to issue the meeting summons agenda for the Development committee.
2. The Assistant Town Clerk has the power to issue the meeting summons agenda for any Council or committee meetings under the direction of the Town Clerk or in the absence of the Town Clerk.
3. The Assistant Town Clerk will assist the Administrative Officer,(who is responsible for Mayoral matters) as required, for dealing with all civic and ceremonial matters relating to the office of Town Mayor.
4. The Assistant Clerk, in consultation with the Chair of the Development Committee, is given delegated authority to submit a comment on any such application which is not considered by the Development Committee in circumstances where the Development committee meeting does not take place. Comments submitted must be reported to the next ordinary Development committee meeting.
5. The Assistant Town Clerk shall have the delegated powers of the Proper Officer in the Absence of the Proper Officer. The powers exercised by the Assistant Town Clerk in such circumstances shall be recorded in the delegations register.

(d) Consultants / Self-Employed Contractors

1. Consultants or self-employed contractors engaged by the Council do not have any delegation to make decisions or financial commitments on behalf of the Council.

7. Financial Regulations Scheme of Delegation

Proposed	Comments	Delegations
Payments	To provide control over authorising payments	Town Clerk/Responsible Financial Officer - limit £5000 Town clerk with Chair of Resources £5001 to £10000 (for pre-approved budget by Council) Assistant Town Clerk – limit £1000 Administrative Officer - limit £500
Debit Card	Debit card so all transactions come straight out of bank account.	Town Clerk/Responsible Financial Officer - limit £5000 Assistant Town Clerk – limit £1000 Administrative Officer - limit £500
Purchase orders	Enables works to be ordered Improves budget control	Town Clerk/Responsible Financial Officer – up to £5000. Above £5,000 to £10,000 with Chair of Resources Assistant Town Clerk – limit £1000 Administrative Officer - limit £500
Petty Cash Expenditure	To provide controls over cash held with the Council	Town Clerk/Responsible Financial Officer – up to £250 Assistant Town Clerk – limit £100 Administrative Officer - limit £50
Transfer between bank accounts	Flexibility to move monies to maximise interest	Town Clerk/Responsible Financial Officer Up to £15,000 per transaction. Above £15,001 with Chair of Resources
Quotation for works	Specialist providers of services – single quotation	Town Clerk/Responsible Financial Officer with Chair of Resources £5001 to £10,000
	3 quotations £5001- £10,000	Town Clerk/Responsible Financial Officer in consultation with Chair Resources £5001 to £10,000
	2 quotations £1001- £5,000 1 quotation up to £1,000	Town Clerk/Responsible Financial Officer
Virements of budgets with no increase in overall budget requirement	From one Cost Centre to another Cost Centre except movement from Employee.	Town Clerk/Responsible Financial Officer up to £2,500 movement between budget headings except employee costs.
	Employee Cost Centre	Town Clerk with agreement of Chair of Resources for movement from .
	Within any cost Code Centre	Town Clerk/Responsible Financial Officer up to £2,500 – and above £2501 with Chair of Resources approval.
Increase from Revenue Reserve for Emergency	To meet additional requirements as approved by Council	Town Clerk/Responsible Financial Officer with Chair of Resources to authorise up to £25,000 to be taken from Reserves with report to next Council Meeting
Bank account signatories- cheques	To provide control over authorising regular payments	One member and Town Clerk/Responsible Financial Officer or Two Members
Sign standing orders and Direct debits	To provide control over authorising regular payments	One member and Town Clerk/Responsible Financial Officer or Two Members
Internet payments for bank account(s)	To authorise single authority payments to	All payments to be authorised before payment made and to be made under segregation of duties wherever

	include payments made by external accountants.	possible. Payments can only be authorised by Town Clerk/Responsible Financial Officer.
“Write off” of bad debts	Miscellaneous debt but excluding Property Rental payments due	Resources Committee up to £100 Council £100 plus

DRAFT