

ST IVES TOWN COUNCIL

SCHEME OF DELEGATION

This Scheme of Delegation forms part of the Council's Financial Regulations and will be reviewed at least annually or earlier, for example when there are staffing changes.

Those with delegated responsibility are referred to by job title, therefore any changes in job titles will trigger a review of this scheme.

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. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.

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.

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.

This Scheme of Delegation was adopted by the Council on 3 October 2013

Updates:

- 31 July 2014 to reflect changes in committees agreed by Council on 13 May 2014
- 18 December 2014 to align with revised Financial Regulations and reviewed delegations to officers

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COUNCIL

Membership: All Councillors

Quorum: One third of the total membership.

Matters to be resolved only by Council

- Issuing the precept and set the annual budget.
- Borrowing money.
- Approving the end of year Accounts and Annual Return.
- Incurring capital expenditure over and above the Council's approved budget.
- Incurring revenue expenditure which is over and above the Council's approved budget and is in excess of £250 per item (unless incurred already under Financial Regulations 4.5).
- The Council has ultimate responsibility to ensure financial balance and probity.
- Amending Standing Orders and Financial Regulations.
- Setting the number of Committees, and the names and number of Members appointed to each Committee.
- Determining the functions and constitution of Committees and Sub-Committees.
- Setting the dates of routine meetings of the Council and its Committees.
- Filling of Member vacancies occurring on any Committee or Council
- Appointing or nominating persons to fill vacancies on outside bodies.
- Confirming the appointment of, and dismissing the Town Clerk.
- Dismissing members of staff.

Delegation to Committees

Safeguards

1. The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.
2. Matters delegated to Committee may be referred to full Council at the request (written or verbal) of two Members of the Council prior to the resolution of the matter.
3. In accordance with Standing Order 46 the Council may, under specified conditions, reverse a Committee (or Council) decision within 6 months.

Committee Chairman

In liaison with the Town Clerk, the Committee Chairmen have the authority to cancel or postpone a meeting owing to lack of business or in an emergency.

RESOURCES COMMITTEE

Membership: 11 Councillors (including Mayor and Deputy Mayor as voting, ex-officio Members)

Quorum: 4 (one third of total membership, minimum of three)

Members

- The Chairman and Vice Chairman of the Council are ex-officio members of all Committees and have voting rights as per Standing Order 3r.
- The Committee shall entirely consist of Councillors (As per Local Government Act 1972 Section 102 (3)).
- Members of the Committee are appointed at the Annual Meeting of the Council. (As per Standing Order 5k (v & vi)).
- Committee vacancies occurring during the year may be filled by appointment by the Council
- Three Members or *one third of the Committee* shall constitute a quorum for meetings whichever is the greater (As per Standing Order 4 d (vi). **one third requirement not included in latest adopted Standing Orders*
- The Chairman and Vice-Chairman of the Committee shall be appointed at the first meeting of the Committee during the Municipal Year (As per Standing Order 4 d (v)).

Meetings

Meetings are scheduled according to the timetable approved by Council (based on a 4 to 6 weekly cycle with a recess in August).

Areas of responsibility

1. Key areas covered: *Finance, Staffing (structure and recommendations to Council), Property, Community Grants, Communications, Devolution.*
2. To exercise the delegated powers and duties of the Council with respect to the key areas listed above.
3. To regulate, manage and control the finance and resources of the Town Council, including the recommendation to Council of the annual budget and precept within the Council's Financial Regulations.
4. To receive regular monitoring reports on levels of income and expenditure in accordance with authorised budgets.
5. To provide guidance to Committees and Council on overall levels of income and expenditure.
6. To review the Council's staffing arrangements and recommend appropriate changes to the Council
7. To consider and make recommendations to Council regarding use, upkeep, leases, rents and fees for any facilities / buildings provided by the Town Council.

8. To exercise the delegated powers and duties of the Council with respect to the provision, maintenance of all buildings and properties of the Council, whether owned, leased or managed by the Council, with the exception of the public conveniences (responsibility of Facilities Committee)
9. To consider community grant applications and make recommendations on grant awards to the Council.
10. To ensure that an adequate and effective system of internal controls is in place to secure the integrity of finances and any other information.
11. To ensure the preservation of probity and good financial and other practices within the Council.
12. Debt monitoring and recovery to be the responsibility of the Resources Committee (above a de minimis level).
13. To consider and take appropriate action on all reports arising from both internal and external auditors.
14. To take steps to identify and update key risks facing the Council, and to decide upon appropriate measures to avoid, reduce or control those risks or their consequences.
15. The Committee is authorised to establish sub-committees and working groups, and to appoint advisors as and when necessary to assist in its work.
16. **Delegated financial powers within the approved budget (with regard to budget headings: Property (with C&E Committee), Communications.** Community buildings – budget to be approved by Resources Committee and Community & Environment Committee to be delegated authority to act within the budget parameters set.

PLANNING COMMITTEE

Membership: Minimum of 10 Councillors, maximum of 16.

Quorum: One third of Membership (Minimum of 3)

Members

- The Chairman and Vice Chairman of the Council are ex-officio members of all Committees and have voting rights as per Standing Order 3r.
- The Committee shall entirely consist of Councillors
- Members of the Committee are appointed at the Annual Meeting of the Council. (As per Standing Order 5 k (v & vi)).
- Committee vacancies occurring during the year may be filled by appointment by the Council
- Three Members or *one third of the Committee* shall constitute a quorum for meetings whichever is the greater (As per Standing Order 4 d (vi). **one third requirement not included in latest adopted Standing Orders*

- The Chairman and Vice Chairman of the Committee shall be appointed at the first meeting of the Committee during the Municipal Year (As per Standing Order 4 d (v)).

Meetings

Meetings are held on a 4 weekly cycle.

Areas of responsibility

1. Key areas covered: *Planning Applications, Licensing applications and related matters.*
2. The Committee has delegated powers to consider and respond to all applications for planning permission and planning appeals referred to the Town Council by the Local Planning Authority.
3. The Committee has delegated powers to consider and respond to all Licensing Applications referred to the Town Council by the Local Licensing Authority.
4. To consider all matters relating to Listed Building Consents, the Conservation Area and the Area of Outstanding Natural Beauty.
5. To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission.
6. To comment upon and monitor Tree Preservation Orders and to seek approval for further TPOs if deemed necessary.
7. To respond to all relevant consultation documents relating to planning and associated matters.
8. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
9. **No delegated financial powers.**

COMMUNITY AND ENVIRONMENT COMMITTEE

Membership: 10 Councillors (including Mayor and Deputy Mayor as voting, ex-officio Members)

Quorum: 4 (one third of total membership, minimum of three)

Members

- The Chairman and Vice Chairman of the Council are ex-officio members of all Committees and have voting rights as per Standing Order 3 r
- The Committee shall entirely consist of Councillors.
- Members of the Committee are appointed at the Annual Meeting of the Council. (As per Standing Order 5 k (v & vi)).

- Committee vacancies occurring during the year may be filled by appointment by the Council
- Three Members or *one third of the Committee* shall constitute a quorum for meetings whichever is the greater (As per Standing Order 4 d (vi). **one third requirement not included in latest adopted Standing Orders*)
- The Chairman and Vice Chairman of the Committee shall be appointed at the first meeting of the Committee during the Municipal Year (As per Standing Order 4 d (v)).

Meetings

Meetings are scheduled according to the timetable approved by Council (based on a 4 to 6 weekly cycle with a recess in August).

Areas of responsibility

1. Key areas covered: *Traffic, Parking, Footpaths, Open Spaces, Allotments, Community Safety & Emergency Planning, Waste / Recycling, St Ives in Bloom, Seagulls, bus shelters, Neighbourhood Development Plan (liaison with the Steering Group on the development and adoption of the plan, then monitoring and review role)*
2. To exercise the delegated powers and duties of the Council with respect to sporting, cultural and recreational events organised by the Council.
3. To exercise the delegated powers and duties of the Council with respect to open spaces and allotment areas of the Council, whether owned, leased or managed by the Council.
4. The Committee will endeavour to ensure that the Council and its Committees make decisions, take actions and carry out projects with full regard to the protection of the environment.
5. The Committee has delegated powers to deal with day to day matters (eg calls for parking enforcement, notification of need for highway repairs)
6. The Committee may make recommendations to Council on matters of a more strategic nature (eg proposed road schemes, parking strategy).
7. To formulate budget recommendations for the next financial year, for consideration by the Resources Committee and recommendation to Council.
8. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- 17. Delegated financial powers within the approved budget (with regard to budget headings: Property (with Resources), Footpaths, Allotments, St Ives in Bloom, Seagulls).**

FACILITIES COMMITTEE

Membership: 9 Councillors (including Mayor and Deputy Mayor as voting, ex-officio Members)

Quorum: 3 (one third of total membership, minimum of three)

Members

- The Chairman and Vice Chairman of the Council are ex-officio members of all Committees and have voting rights as per Standing Order 3r.
- The Committee shall entirely consist of Councillors.
- Members of the Committee are appointed at the Annual Meeting of the Council. (As per Standing Order 5 k (v & vi).
- Committee vacancies occurring during the year may be filled by appointment by the Council
- Three Members or *one third of the Committee* shall constitute a quorum for meetings whichever is the greater (As per Standing Order 4 d (vi). **one third requirement not included in latest adopted Standing Orders*
- The Chairman and Vice Chairman of the Committee shall be appointed at the first meeting of the Committee during the Municipal Year (As per Standing Order 4 d (v)).

Meetings

Meetings are scheduled according to the timetable approved by Council and then additional meetings able to be called by the Clerk when required by the Committee Chairman or V&IC Manager (with a recess scheduled in August).

Areas of responsibility

1. Key areas covered: *Community Buildings (including Guildhall and Public Conveniences), Operation of the Visitor & Information Centre, also wider Tourism remit across St Ives and surrounding area.*
2. To oversee the running of the Guildhall and public conveniences, including recommending the Guildhall's Scale of Charges to Council.
3. To oversee the running of the Visitor & Information Centre (V&IC), including recommending the V&IC Scale of Charges to Council.
4. To exercise the delegated powers and duties of the Council with respect to the running of the V&IC, respecting the powers delegated to the V&IC Management Team.
5. To formulate budget recommendations for the next financial year, for consideration by the Resources Committee and recommendation to Council.
6. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
18. **Delegated financial powers within the approved budget (with regard to budget heading: Visitor & Information Centre).** Community buildings – budget to be

approved by Resources Committee and Facilities Committee to be delegated authority to act within the budget parameters set.

STAFFING COMMITTEE

Membership: 8 Councillors (including Mayor and Deputy Mayor as voting, ex-officio Members)

Quorum: (one third of total membership, minimum of three)

Members

- The Chairman and Vice Chairman of the Council are ex-officio members of all Committees and have voting rights as per Standing Order 3r.
- The committee shall entirely consist of Councillors.
- Members of the Committee are appointed at the Annual Meeting of the Council. (As per Standing Order 5 k (v & vi).
- Committee vacancies occurring during the year may be filled by appointment by the Council
- Three Members or *one third of the Committee* shall constitute a quorum for meetings whichever is the greater (As per Standing Order 4 d (vi). **one third requirement not included in latest adopted Standing Orders*
- The Chairman and Vice Chairman of the Committee shall be appointed at the first meeting of the Committee during the Municipal Year (As per Standing Order 4 d (v)).

Meetings

Meetings are scheduled according to the timetable approved by Council (based on a 4 to 6 weekly cycle with a recess in August).

Areas of responsibility

1. Key areas covered: *Staffing (recruitment, appraisals, terms and conditions).*
2. To ensure the Council complies with all legislative requirements relating to the employment of staff.
3. a) in respect of the Proper Officer & Responsible Finance Officer, to:
 - i. recommend to the Town Council appropriate staffing arrangements for this post and relevant salary scales and conditions;
 - ii. provide the Town Council with related Job Description and Person Specification; and
 - iii. propose to the Town Council such recruitment and selection processes as are required for appointment of the post

- b) in respect of all other staff, to:
 - i. determine terms and conditions for posts established by the Town Council;
 - ii. agree and implement appropriate recruitment and selections processes for each post; and
 - iii. formally confirm appointments
- c) To consult with the Town Clerk in connection with all staffing related matters.
- 4. To oversee the Council's appraisal process, including annual update report to Council.
- 5. To review salary scales, terms and conditions and to make recommendations to Council on salary scale reviews.
- 6. To review and address staff training and development needs
- 7. To address issues involving conduct, performance, competence of the Councils staff
- 8. To review employment and recruitment policies for recommendation to Council
- 9. Termination of employment of staff reserved to be a Council decision
- 10. To review and make recommendations to the Council with regard to the appointed Legal / Personnel consultancy service
- 11. To review the Council's staffing budget throughout the year
- 12. To formulate budget recommendations for the next financial year, for consideration by the Resources Committee and recommendation to Council.
- 13. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- 14. Delegated financial powers within the approved budget (with regard to budget headings: Advertising; and Professional Services)**

Grievance and Disciplinary Panel

Council has granted the necessary delegated decision making powers to the Grievance and Disciplinary Panel in relation to staff grievance and disciplinary issues.

The Panel shall entirely consist of Councillors.

Members are appointed to the Grievance and Disciplinary Panel at the Annual Meeting of the Council, with a pool of deputies also appointed in event of conflict of interests.

Meetings will be called on an ad hoc basis as required, called by the Town Clerk and with notice given to the relevant employee.

A minute taker will be present throughout the proceedings.

The Panel will follow the procedure set out in the Town Council's Grievance and Disciplinary Procedures.

No delegated financial powers.

Appeals Panel

Council has granted the necessary delegated decision making powers to the Appeals Panel in relation any appeal against the decision of the Disciplinary Panel or the outcome of a Grievance.

Members are appointed to the Appeals Panel at the Annual Meeting of the Council, with a pool of deputies also appointed in event of conflict of interests. Any Member who has been involved in the original Grievance or Disciplinary Panel shall not form part of the Appeals Panel.

The Appeals Panel will be appointed when any appeals against dismissal, grading, disciplinary proceedings and grievances by employees of the Council are made.

The Town Clerk will call the meeting and notice will be given to the employee.

A minute taker will be present throughout the proceedings.

The Panel will follow the procedure set out in the Town Council's Disciplinary Procedure.

No delegated financial powers.

HEALTH AND SAFETY ADVISORY COMMITTEE

Membership: 3 Councillors (plus Mayor and Deputy Mayor as voting, ex-officio Members) and three appointed members of staff.

Quorum: (one third of total membership, minimum of three, with at least one staff rep and one Councillor rep)

Members

- The Chairman and Vice Chairman of the Council are ex-officio members of all Committees and have voting rights as per Standing Order 3r.
- The Committee shall consist of three Councillors and three appointed members of staff.
- Members of the Committee are appointed at the Annual Meeting of the Council. (As per Standing Order 5 k (v & vi).
- Committee vacancies occurring during the year may be filled by appointment by the Council

- Three Members or *one third of the Committee* shall constitute a quorum for meetings whichever is the greater (As per Standing Order 4 d (vi). **one third requirement not included in latest adopted Standing Orders*
- The Chairman and Vice Chairman of the Committee shall be appointed at the first meeting of the Committee during the Municipal Year (As per Standing Order 4 d (v)).

Meetings

Meetings are scheduled according to the timetable approved by Council (based on a 4 to 6 weekly cycle with a recess in August).

Areas of responsibility

1. Key areas covered: ***Health and Safety – policies, implementation and review.***
2. To exercise delegated powers in relation to Health and Safety and Work and the wider Health and Safety responsibilities of the Council with regard to management of its properties and with regard to community events and projects.
3. To take immediate action where appropriate but primarily to make recommendations to the relevant Committee / Council / senior staff members.
4. To ensure that the Council is compliant with relevant Health and Safety legislation.
5. To review and make recommendations to the Council with regard to the appointed Health and Safety consultancy service.
6. **Delegated financial powers within the approved budget (with regard to budget headings listed: Property (repairs and maintenance); and Training)**

Neighbourhood Plan Steering Group

1. Purpose of the Steering Group

1.1 St Ives Town Council is the qualifying body for the preparation of a Neighbourhood Plan for their civil parish area. The Town Council has invited the Neighbourhood Plan Steering Group to facilitate the creation of the plan. The Steering Group sits as the Project Board for project management and decision making purposes and will lead the preparation of the St Ives Area Neighbourhood Plan. The Group will guide and agree the content of the Plan and all associated evidence and analysis up to Preferred Option Consultation Draft stage.

1.2 The Group will:

- provide a locally accountable and representative lead for creating the neighbourhood plan;
- agree a project timetable and endeavour to secure compliance;
- agree a project communication, consultation and engagement strategy;
- agree a project budget and seek confirmation from St Ives Town Council;
- agree the initial scope of the Plan prior to early public engagement;
- confirm, subject to consultation with the Town Council, the scope of the Plan following analysis of early and subsequent community engagement;

- approve all background and evidence based reports prior to publication;
- agree all consultation documents prior to publication;
- agree a final submission version of the St Ives Area Neighbourhood Plan, for ratification by the Town Council;
- actively support and promote the preparation of the St Ives Area Neighbourhood Plan throughout the duration of the project; and
- Ensure all activities comply with the Data Protection Act, including the storing of confidential information.

1.3 The Steering Group will be established for a time-limited period. The project is intended to run until a Plan has been presented for independent examination. The Steering Group will remain active until the independent examiners report is published.

2. Steering Group Objective

2.1 The objective of the Steering Group is to produce a sound Neighbourhood Plan for the Civil Parish of St Ives that defines the spatial planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

3. Steering Group Membership

3.1 The Steering Group will comprise chairmen of the Topic Groups plus Town Councillors, Cornwall Councillors and the Mayor.

Topic Groups:

1. Housing
2. Built Environment
3. Open Spaces
4. Transport
5. Cultural Heritage
6. Inclusivity
7. Economic Development
8. Amenities and Facilities

For information, meeting papers to: (Community Network Manager, Cornwall Council)

4. Reporting and Communication

4.1 The Steering Group chairman will report regularly to the Town Council setting out progress on its work.

4.2 The process will be supported by the Town Council as local authority and qualifying body. The Town Council will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.

4.3 All communications, publications, consultation and community engagement exercises will be endorsed directly by the Steering Group.

5. Meetings

5.1 Steering Group meetings will take place regularly, by agreement. All meetings should take place in St Ives Parish. The Town Council will arrange appropriate venues for the meetings.

5.2 The Steering Group will elect a chair and vice-chair from its membership, both of whom will be town councillors. The chair will be reviewed as part of the Town Council's annual committee review.

5.3 Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of five members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chair, or in their absence the Vice-Chair shall have one casting vote.

5.4 Steering Group members shall declare Interests at meetings where appropriate.

6. Support

6.1 The Town Council will provide all secretarial services required by the Steering Group.

7. Conduct

7.1 The Steering Group will follow the code of conduct set out by St Ives Town Council. The Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The Steering Group will achieve this through applying the following principles:

- Work with mutual trust and respect, and combine their expertise;
- Be clear when their individual roles or interests are in conflict;
- Provide feedback from Steering Group meetings to their Topic Groups;
- Assist their Topic Groups to bring appropriate ideas and concerns to the attention of the Steering Group;
- Inform the Steering Group when they are unable to deliver agreed actions;
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
- Actively promote equality of access and opportunity.

Delegated financial powers within the approved budget (with regard to budget headings listed: Neighbourhood Plan)

Devolution Panel

Membership: 8 Councillors (including Mayor and Deputy Mayor as voting, ex-officio Members)

Quorum: 3 (one third of total membership, minimum of three)

Members

- The Chairman and Vice Chairman of the Council are ex-officio members of all Committees and have voting rights as per Standing Order 3r.
- The Panel shall consist entirely of Councillors.

- Members of the Panel are appointed at the Annual Meeting of the Council. (As per Standing Order 5 k (v & vi).
- Panel vacancies occurring during the year may be filled by appointment by the Council
- Three Members or *one third of the Committee* shall constitute a quorum for meetings whichever is the greater (As per Standing Order 4 d (vi). **one third requirement not included in latest adopted Standing Orders*
- The Chairman and Vice Chairman of the Panel shall be appointed at the first meeting of the Committee during the Municipal Year (As per Standing Order 4 d (v).

Meetings

Meetings are scheduled according to the timetable approved by Council and may be on a broadly ad hoc basis.

Areas of responsibility

1. Key areas covered: *Devolution of services, facilities and assets from Cornwall Council to St Ives Town Council*
2. To make recommendations to Council on potential Devolution opportunities
3. To lead on negotiations for services etc to be devolved to the town council
4. To develop the business case for devolution in each instance
5. **No delegated financial powers**

Delegation to Officers

Town Clerk / Responsible Finance Officer (Proper Officer)

The Town Clerk is designated and authorised to act as 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.

1. General Matters

The Town Clerk is authorised:-

1. to sign on behalf of the Council any document necessary to give effect to any decision of the Council,
2. to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council,
3. to institute, defend and appear in any legal proceedings authorised by the Council,
4. to appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of St Ives),

5. The Chairman will instruct the Proper officer to alter the date or time of a Council / committee meeting,
6. **to decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Mayor,**
7. to manage the Council's facilities and assets, including allotments, open spaces, amenity areas, Guildhall, Market House, and other buildings and assets.
8. to act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
9. to act as the Council's Proper Officer as per section 281 Local Government Act 1972.

2. Financial Matters

The Town Clerk is authorised as follows:-

1. To incur expenditure up to a maximum of £2000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution.
2. To use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing property or equipment.
3. To recommend to the relevant Council / committee quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:-
 - 1) the cost not exceeding the amount of the approved budget;
 - 2) the tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation;
 - 3) all the requirements of the Council's Financial Regulations being complied with.
4. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
5. To recommend to the relevant Council / committee on investing monies held by the Council with a view to obtaining the optimum financial return.
6. Debt monitoring and recovery to be the responsibility of the Resources Committee (above a de minimis level).

3. Staffing Matters

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:-

- 1) The appointment of the Assistant Town Clerk and senior officer interviews will be carried out by a panel of two members from the personnel (or other relevant) committee and the Town Clerk
- 2) All other appointments to be recruited by the Town Clerk or relevant senior manager, with the Chairman of Staffing Committee.
- 3) the employment of temporary employees;

- 3) control of staff performance and discipline and performance, including the power of suspension and dismissal, in accordance with the policies set by the Staffing Committee and approved by Council.
- 4) payment of expenses and allowances in accordance with the Council's scheme;
- 5) to present to the Staffing Committee guidance on recommendations for employees' salary reviews, in accordance with the Council's staff appraisal system.

4. Property Matters

The Town Clerk is given authority to manage the land and property of the Council including:-

- 1) agreeing the terms of any lease, licence, conveyance or transfer approved by Council.
- 2) the granting or refusal of the Council's consent under the terms of any lease;
- 3) variations of restrictive covenants of a routine nature;
- 4) recommending to Council on the granting of easements, wayleaves and licenses over Council land;
- 5) initiating legal action or proceedings against unauthorised encampments on Council land.

5. Urgency

The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant committee. The Mayor and the Chairman of any relevant committee are to be consulted before such action is taken.

Assistant Town Clerk

Authorised to:

- Day to day operational running of the Guildhall, managing and approving bookings and licences in accordance with Council policy.

Visitor & Information Centre Manager and Assistant Manager

Authorised to:

- Be responsible for the running of the V&IC
- make purchases
- approve membership applications
- approve advertising applications
- negotiate hire of shelf space etc
- maintain suitable website and dms system, recommending changes / upgrades to the V&IC Committee

AUTHORITY	LIMIT	OFFICER	COMMENTS
1. To Incur expenditure (Financial Regulation 3.1 & 10.1) i.e. raising of official orders.	Within budget	Town Clerk	As Proper Officer for the Council, the Clerk is tasked with enacting the decisions of the Council and does this within approved budget parameters.
	<£1,000 and within budget	Assistant Clerk	In capacity as Assistant Clerk and in view of responsibilities for hall maintenance and day to day operations.
	<£1,000 and within budget	Clerical Officer	Placing of regular stationery orders and placing of other orders with the authorisation of the Town Clerk / Assistant Clerk
	Within V&IC budget	V&IC Manager	
	Within V&IC budget	V&IC Assistant Manager	And with the agreement of the V&IC Manager.
	Within NP budget	Neighbourhood Plan Project Officer	And with the agreement of the Town Clerk
	<£300	Caretaker	And with the agreement of the Town Clerk / Assistant Clerk
	<£100	Volunteers (Guildhall / V&IC)	For materials linked to their volunteering duties at town council property, but essential that the expenditure is first approved by the Town Clerk or in their absence the Assistant Clerk.
2. Emergency Expenditure (Financial Regulation 3.4)	<£2,500	Town Clerk	Report to next Council meeting
	<£2,500	Assistant Clerk	In the absence of the Clerk, or acting on behalf of the Clerk, the Assistant Clerk is authorised to also action emergency measures when necessary.

3. Certification of Invoices (Financial Regulation 6.2 & 6.3)	All except V&IC invoices	Town Clerk / Assistant Town Clerk	As the Clerical Officer carries out the majority of the data input into the accounts system, they carry out another level of checks whilst analysing and coding.
	V&IC invoices	V&IC Manager / Assistant Manager	As the Clerical Officer carries out the majority of the data input into the accounts system, they carry out another level of checks whilst analysing and coding.
4. Petty Cash (Financial Regulation 6.5), the following may incur petty cash expenditure up to the values set out.	<£50	All Staff, provided authorised by the Town Clerk on each occasion.	Ordinarily petty cash will be used for postage, small office purchases and supplies and will rarely be above £20.
5. Bad debts (Financial Regulation 9.4)	<£100	Town Clerk	Decision to be made in consultation with the Chairman and Vice-Chairman of the Resources Committee and reported to Council.
	> £100	Decision needed by Council	