



ST IVES TOWN COUNCIL

**Scheme of Delegation
For Standing Committees
and Senior Managers**

21 July 2022

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21.04.17	0.1	Town Clerk	Adopted at Full Council
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Review Record

Date	Type of Review Conducted	Summary of Actions Taken or Decisions Made	Completed By
May 2020	FULL	Address rules on remote meetings, scheme of delegation and changes to committees	Town Clerk
July 2022	FULL	Address new NALC update from April 2022 on tendering thresholds and recommended amendments during 2021-22	Town Clerk / F&GP

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

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Section 1: Delegation to Committees and Sub-Committees

Council

Lead officer – Town Clerk

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations for the Council's consideration.

- a) Approval of Budget and setting the Precept
- b) Approval of the Annual Return and Audit of Accounts
- c) Authorisation of borrowing
- d) The power of incurring capital expenditure not specifically included in the Council's annual budget
- e) Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation
- f) Making of Orders under any statutory powers
- g) Making, amending or revoking by-laws
- h) Appointment of Standing Committees
- i) Filling of vacancies occurring on any Committee of the Council during the Council year
- j) 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 the Committee
- k) Appointing or nominating Council representatives to outside bodies
- l) Matters of principle or policy
- m) Agreement to take on new, including devolved services, subject in all cases to a fully costed business plan, to be recommended by the Finance and General Purposes Committee.
- n) Decision to create, approve or review the Area Neighbourhood Plan
- o) Prosecution or defence in a court of law other than an Employment Tribunal
- p) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee
- q) Dismissal of the Town Clerk ~~members of staff~~
- r) Dates of meetings of the Council
- s) All other matters which must, by law, be reserved to the full Council.

Delegation to Committees

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.

The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

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.

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. 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.

Finance & General Purposes Committee

Lead officer – Town Clerk/Responsible Financial Officer

The Finance & General Purposes Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- a) Approval of its Minutes as true and correct records
- b) Ensuring the Annual Return (Statement of Accounts) is completed in accordance with requirements and recommend to Council accordingly;
- c) All other matters relating to Finance (excluding the setting of a precept or any amount to be borrowed) (also excluding the approval of unbudgeted capital expenditure)
- d) Budget monitoring, taking action where required to vire (transfer) unspent provision to ensure that the overall budget strategy is maintained.
- e) Approval of expenditure on items within the committee's area of responsibility and included in the approved Council budget up to the amount specified in the budget
- f) All matters relating to internal and external audit. To ensure that an adequate and effective system of internal controls is in place to secure the integrity of finances and any other information, including the introduction of effective systems of risk management, and consideration of and action on all reports emanating from the internal and external auditors.
- g) To ensure the preservation of probity and good financial and other practices within the Council, including accountability for debt monitoring and recovery
- h) Insurances
- i) Approval and regular review of the Risk Management Strategy and policy
- j) Responsibility for overseeing all aspects of the Council's complaints policy and procedure, including receiving and investigating formal complaints and, where necessary, appointing a complaints panel with terms of reference.
- k) Electoral matters
- l) Grants and Donations
- m) The maintenance of a Fixed Asset Register covering all items purchased exceeding £500. The safe custody and upkeep of all assets and objects of interest or value in the ownerships or custodianship of the Council.
- n) The maintenance and safe custody of the civic regalia and ceremonial dress
- o) Corporate Services including administration and ICT

- p) To be the Council's lead Committee in relation to the Town's CCTV system, together with the contract monitoring, service standards and operational policies.
- q) Matters relating to the Council's corporate identity, communications, style, design and branding
- r) Management of the Council's property, tenancies, rent reviews and tenancy agreements
- s) To negotiate any changes to existing lease agreements, and negotiate terms for all new lease agreements
- t) To make recommendations to Council on the review of the Council's Financial Regulations, Standing Orders, Scheme of Delegation and Council policies
- u) To review the Committee's (and all other Standing Committees'), three-year forecasts of revenue and capital receipts and payments. Having regard to the forecast, to formulate and submit proposals, including any revisions, for the following financial year to the Council.
- v) To consider the Scale of Charges recommended by the Facilities Committee in the context of the income and expenditure requirements of the Council, and making recommendations to Council on the proposed Scale of Charges each year
- w) Acting as lead Committee in respect of any partnership initiative of a corporate nature with Cornwall Council or any other public bodies, making recommendations on terms of reference and constitutional matters.
- x) Acting as a lead Committee in respect of any process, system or review of performance management, best value, quality assurance or business planning.
- y) Any other matter which may be delegated to it by the Council from time to time.

Planning Committee

Lead officer – Town Clerk

The Planning Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- a) Approval of its Minutes as true and correct records
- b) To make observations on all planning, treeworks, highways, licensing applications and consultations, and submit those observations to the appropriate authority. When necessary, hold meetings with residents, developers or planning officers to assist with the formulation of those observations
- c) To respond to requests for pre-application comments and, where necessary hold pre-application meetings with applicants and make recommendations to Council on appropriate charges for such discussions.

- d) To identify, comment upon and refer to the relevant authorities any matters considered to be in breach of planning permission
- e) To comment upon and monitor Tree Preservation Orders and to seek approval for further TPO's if deemed necessary
- f) Street Naming
- g) To respond to all consultations and to take part in any discussions which could result in changes to the Local Development Framework, Planning Policy Statements, Town & Country Planning Act etc.
- h) The Planning Committee will consider all applications in a consistent manner, including those submitted by or on behalf of members of the council or on behalf of the council itself.
- i) Any other matter which may be delegated to it by the Council from time to time.

Facilities Committee

Lead officer – Town Clerk, Building and Maintenance Manager, with Cultural Services Manager, as appropriate

The Facilities Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- a) Approval of its Minutes as true and correct records
- b) To oversee all aspects relating to the running and operation of all properties of the Council, including recommending to Finance & General Purposes Committee the Scale of Charges
- c) All matters relating to the maintenance, operation and activities within :
 - i. The Guildhall and Concert Hall
 - ii. The Library
 - iii. To oversee the running of the Library and Information Service, including recommendation of charges to Finance & General Purposes Committee for inclusion in the Scale of Charges.
 - iv. Public Conveniences (including forward planning, maintenance, contract management, operation and recommendation to Finance & General Purposes Committee of charges for inclusion in the Scale of Charges)
 - v. Market House (maintenance and repair)
 - vi. Huers Hut
 - vii. St Nicholas Chapel and St Leonard's Chapel
 - viii. The Fishermen's Lodges
 - ix. The Malakoff
 - x. The Island Centre
 - xi. Any other property which shall be acquired from time to time.
- d) The maintenance, improvement and general upkeep of all the Councils' properties within the agreed budget and the development of annual service or management plans to support this.

- e) Approval of expenditure on items within the committee's area of responsibility and included in the approved Council budget up to the amount specified in the budget
- f) To review the Committee's three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, to formulate and submit recommendations, including any revisions, for the following financial year to the Finance & General Purposes Committee, to be taken into account when recommending the complete Budget to Council.
- g) Any other matter which may be delegated to it by the Council from time to time.

Community & Environment Committee

Lead officer – Town Clerk, with other managers as appropriate

The Community & Environment Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- a) Approval of its Minutes as true and correct records
- b) Civic and Community activities and consultation exercises organised by the Council
- c) Social media, the Council's website and communications
- d) Lead Committee in relation to the organisation and hosting of the annual meeting of electors and the development of the annual report
- e) To exercise the delegated powers and duties of the Council with respect to open spaces, recreation areas and allotment areas of the Council, whether owned, leased or managed by the Council
- f) The provision of agency services for Cornwall Council including maintenance of public footpaths
- g) To be lead committee in respect of all matters falling under the purview of the Council that impact upon the environment and its protection, including Climate emergency, St Ives in Bloom (if applicable), waste management and recycling and seagull control, authorisation to make all Council responses to consultations on environmental matters and to 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.
- h) To be lead Committee for the management and development of the following activities, services and community assets
 - i) allotment provision in the parish.
 - j) Matters relating to and taking place in the public realm including street weeding, provision of bus shelters, public benches, signage and wayfinding, Notice boards and litter bins
 - k) To be the lead Committee in relation to heritage matters, interpretation, cultural and heritage trails the promotion of plaques and art and heritage assets.
 - l) Community events
- m) To be lead Committee in the Council's involvement and management of services on behalf of charities of which the Council is a trustee.
- n) To be lead Committee in relation to climate change including the preparation of responses to third party consultations and the development of policy to be recommended to Council for adoption.

- o) Transport matters and to make recommendations to Council on matters of a strategic nature including proposed road schemes, bus and rail provision and parking strategies.
- p) Public spaces protection orders – to be the lead Committee in preparing consultation responses in respect of any proposed Cornwall Council orders. Compiling evidence to support any review, and the making of recommendations on any changes to policy to the Council
- q) St Ives Area Neighbourhood Plan – the committee responsible for overseeing the process of implementation, monitoring and review of the Neighbourhood Plan (including public consultation), to ultimately be subject to recommendation to Council
- r) Community Infrastructure Levy – to receive updates of levy payments received and recommend to Council any proposed policy for the investment of any payments received.
- s) To review the Committee’s three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, to formulate and submit recommendations, including any revisions, for the following financial year to the Finance & General Purposes Committee, to be taken into account when recommending the complete Budget to Council.
- t) Approval of expenditure on items within the committee’s area of responsibility and included in the approved Council budget up to the amount specified in the budget
- u) Any other matter which may be delegated to it by the Council from time to time.

Staffing Committee

Lead officer – Town Clerk

Composition: Five elected members (voting)

Councillors appointed to the Staffing Committee must be willing to commit to undertake employment law training following their election to the Committee. The Council recognises that a stable membership of the committee is desirable and as such membership of the committee should be seen as a long-term commitment.

Non-members Any member of the Council is able to attend and may participate at the discretion of the Chair, but must leave the room whenever the press and public are excluded.

There will be no public participation at the meetings of the Committee

Extra Terms: A member will not be eligible for nomination to the committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.

Meetings: As required

Quorum : Three members

The Committee is delegated the following responsibilities:

Personnel and Staffing

- a) To consider such matters as may be delegated by the Council from time to time
- b) To draft and keep under review the staffing, pay and grading structure of the Council and make recommendations as appropriate
- c) To keep under review all staff contracts of employment, terms and conditions and make recommendations to full Council.
- d) To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- e) To monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.
- f) To undertake the recruitment of the Clerk, including making the appointment with any associated expenditure.
- g) To oversee the recruitment and selection process for all other staff and where required, assist the Clerk in the recruitment of new staff.
- h) To maintain confidentiality over all staffing matters as required under Data Protection legislation and the Code of Conduct

Performance

- i) To oversee the staff appraisal process and participate in the process as set out in the Council's appraisal policy and model documents
- j) To make recommendations on personnel related expenditure to the Finance and General Purposes Committee of the Council
- k) To identify training requirements through appraisal and agree staff and member training programmes
- l) To consider any matters raised under the Council's Capability Policy with delegated approval (including financial if necessary) to manage the performance issue.
- m) To be responsible for implementing the Council's Grievance, Disciplinary and Absence Management Policies with the aim of reaching satisfactory resolution, including, where necessary the dismissal of staff, excepting the Town Clerk which is reserved for full Council

Complaints

- m) To receive and consider any matters raised under the Council's *Resolution Procedure*
- n) To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure
- o) To investigate and, where appropriate, appoint a panel to hear complaints made under the Council's Resolution, Grievance and Disciplinary Procedures with full delegated responsibility to take whatever action necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter.

Health and Safety

To maintain oversight in relation to all matters relating to health and safety, including

- a) To formulate, review and update health and safety policy, for recommendation to Finance and General Purposes Committee and Council for adoption
- b) To receive regular reports on health and safety matters, which should include claims, accidents, incidents and insurance issues, along with reports on scheduled health and safety checks and procedures
- c) Oversee the commission of external audits, reviews and guidance
- d) Liaise with partners and organisations including to consult upon service improvement and best practice
- e) To ensure that all works carried out on the Council's properties have due regard to Health and Safety, Equalities Act and comply with all legislation in terms of public safety
- f) To ensure the co-ordination of an effective culture of health and safety throughout the Council in order to ensure compliance with the HASAW Act 1974 and other legislation, liaising as appropriate with other Committees.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy. In such cases the Committee will make recommendations for approval by Full Council.

Devolution and Place Shaping Panel

Lead officer – Town Clerk

The Devolution and Place Shaping Panel has no delegated powers. The Panel makes recommendations to the Council or to the Finance & General Purposes Committee as appropriate, on matters relating to services being devolved to the Town Council and to be the lead body in relation to the development of wider and strategic plans for the parish of St Ives. The Panel may:

- a) Approve its Minutes as true and correct records
- b) Lead on discussions and negotiations with Cornwall Council for devolved services, facilities and functions
- c) Liaise with partners and organisations to consult, and where a joint approach is appropriate, to work in partnership to devolve, develop and manage devolved services
- d) To work with local partners on the development of spatial plans and strategies for the Town to promote and support place shaping
- e) To support a recommendation to Council to accept a devolved service, preparation of business plans and supporting documents.

Section 2: Delegation to Officers

Town Clerk (Proper Officer)

The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- a) Receive declarations of acceptance of office
- b) Retain a copy of every Councillor's register of interests
- c) Receive and retain plans and documents
- d) Sign Notices or other documents on behalf of the Council
- e) Receive and retain copies of by-laws made by Cornwall Council
- f) Certify copies of by-laws made by the Council and other such Orders as adopted by the Council
- g) Sign summonses to attend meetings of the Council
- h) Keep proper records for all meetings; and
- i) Receive from Cornwall Council's Monitoring Officer any documents in relation to complaints received under the Members' Code of Conduct and report this at the next convenient meeting of the Council.

In addition, the Town Clerk, has the delegated authority to undertake the following matters on behalf of the Council:

- a) The day to day administration of services, together with routine inspection and control
- b) Manage all Council staff, either directly or indirectly
- c) Authorisation of routine expenditure within the agreed budget
- d) Emergency expenditure up to £10,000 outside the agreed budget (sums greater than £5,000 only in consultation with the Mayor and the Chair of the Finance & General Purposes Committee, with full report to the next meeting of the Council).
- e) Act on behalf of the Council in an urgent situation and report back to the Council as soon as practicable
- f) Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Mayor and/or the Chair of the appropriate Committee.
- g) Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.
- h) Manage the provision of Council services, buildings, land and resources (indirectly where service managers have delegated responsibility)
- i) Hold the Council's Seal and apply it to documents as approved
- j) Deal with dispensation requests from Members under the Code of Conduct
- k) Deal with matters specifically delegated by Council or Committee
- l) Oversee the appointment of all employees in accordance with the Council's staff structure and the provisions set out below:
 - a. Town Clerk to be appointed by the Staffing Committee (the Staffing Committee may delegate this task to a recruitment panel of specific Councillors)

- b. Service Managers to be appointed by a recruitment panel of the Town Clerk, Town Mayor and Chair of the relevant Committee (the Council or Staffing Committee may delegate this task to a recruitment panel of specific Councillors).
- c. All other staff to be appointed by the Town Clerk, relevant Service Manager and Chair or Vice-Chair of the relevant Committee
- m) Deal with all disciplinary and grievance matters in accordance with the Council's Disciplinary and Grievance Policies
- n) Responsible for the overall management of all budgets in accordance with Council policies
- o) Authorised to issue press releases and give media comment on any Council activity exercised in accordance with Council policy

Delegated actions of the Town Clerk 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.

Responsible Finance Officer

It will be for Council, considering recommendations of the Finance & General Purposes Committee and the Staffing Committee at any time, to determine whether the Town Clerk shall be the Responsible Financial Officer to the Council and as such accountable for the accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time, or whether the post should be filled by some other more qualified person.

The RFO shall be authorised to

- a) Prepare of the Town Council's annual Financial Statements in accordance with applicable legislation and guidelines and the completion of the material to support the submission to the Council's auditors
- b) Prepare the annual Statement of Internal Control and to seek the Council's approval of such statement every year.
- c) Prepare monthly management accounts for presentation to Council and relevant committees, together with explanations of major variances.
- d) Prepare revenue and capital estimates for the council and to make recommendations to the Council for the amount to be precepted in the following year. To prepare forecasts for subsequent years on a three year rolling basis.
- e) Review and monitor the Town Council's systems and ensure that proper checks and controls are in place.
- f) Review the Council's approach to risk management and carry out an annual review of the Council's risk management strategy and make recommendations for any revisions.
- g) Monitor the LGPS, liaising with Cornwall Council as necessary and review annual pension returns and any submissions to the pensions regulator as appropriate.
- h) Review the Council's VAT exemption status and, if necessary, to prepare annual schedule of exempt inputs. Deal with HM Customs and Excise as require
- i) Be lead officer with responsibility for the regular completion of payroll and to ensure that all amendments are made as necessary to the establishment.

Office Manager

- a) Day to day administration of support services and the management of all employees within the team
- b) Overall responsibility for the ordering of goods and services and specific responsibility for contracts and quotations for IT, utilities and professional services
- c) Proper administration of all necessary arrangements for the management of Council meetings, including but not limited to the dissemination of agendas, reports and written material, managing attendance and the preparation of minutes.
- d) Manage the general ad hoc bookings functions of the Guildhall, Concert Hall and Island Centre including maintaining a calendar of bookings and events and ensuring staff support arrangements are in place.
- e) Overall responsibility for the operational management of civic and community events
- f) Overall responsibility for the carrying out a range of administrative and operational processes to support service delivery including but not limited to allotments, memorial benches, the public spaces protection order licensing arrangements.
- g) Overall responsibility in supporting members to carry out their duties effectively
- h) Overall responsibility for the management of front offices and receptions including receiving complaints and reports of damage.
- i) Be responsible for ensuring that the decisions of the Council are acted upon and preparing regular progress reports to Council and relevant committees
- j) Matters specifically delegated by Council or Committee
- k) Responsible for the management of the administration budget and relevant cost centres in Facilities and Community & Environment budget in accordance with Council Policy
- l) Editorial control of the Council's website and social media

Property and Amenities Manager

- a) Day to day management of land, buildings and other resources
- b) Management of maintenance contracts
- c) Day to day management of all employees within service
- d) Matters specifically delegated by Council or Committee
- e) Responsible for the management of the Facilities budget in accordance with Council Policy

Cultural Services Manager

- a) Day to day management of the LIS and its associated activities
- b) Day to day management of all employees within service
- c) Matters specifically delegated by Council or relevant Service Committee
- d) Responsible for the management of the LIS budget in accordance with Council Policy
- e) Overall responsibility for the day operation of the Guildhall and the management of its budget within Council policy

- f) Overall responsibility for cultural and community liaison, leading on marketing, digital media, promotion and events.
- g) Overall responsibility for discretionary revenue generating services, such as weddings events, and activities.

Where a senior officer authorisation is required this should always be approved in writing			
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.
	Within budget	Cultural Services Manager	As service manager responsible for committing expenditure within the agreed areas of relevant service budgets.
	Within budget	Building and Maintenance Manager	As service manager responsible for committing expenditure within the agreed areas of relevant service budgets.
	Less than £1,000 and within budget headings for administration.	Office Manager	Items above this amount to be counter-signed by the Town Clerk.
	Less than £1,000 and within budget	Finance Officer	Placing of regular orders and placing of other orders with the authorisation of the Town Clerk and Service Managers
	Less than £1,000 and within budget	Bar Manager	Items of stock to be counter-signed by a manager.
	Less than £100	Volunteers (Guildhall / LIS)	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 Support Services Manager

2. Emergency Expenditure (Financial Regulation 3.4)	Less than £10,000	Town Clerk	Report to next Council meeting
	Less than £2,500	Other managers	In the absence of the Clerk, or acting on behalf of the Clerk, managers (as appropriate) are authorised to also action emergency measures when necessary.
3. Certification of Invoices (Financial Regulation 6.2 & 6.3)	All invoices	Relevant Manager	As the Finance 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.	Less than £50	All Staff, provided authorised by the RFO 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)	Less than £100	RFO	Decision to be made in consultation with the Chair and Vice-Chair of the Finance & General Purposes Committee and reported to Council.
	Greater than £100, less than £1,000	Decision needed by Finance & General Purposes Committee	
	Greater than £1,000	Decision needed by Council	