**Scheme of Delegations**

Approved by Council 10 September 2013

Amended February 2018

Reviewed & amended by Town Council 22 May 2018

**General Information**

1. Delegated Authority / Power is the formal approval by Council to an Officer or a Committee to act on the Council’s behalf.
2. Council and each of its Committees have particular areas of responsibility on which they can make decisions; these are detailed in the separate document “Terms Of Reference”.
3. Delegated Authority to the Town Clerk and Responsible Financial Officer (RFO) on financial and matters relating to Proper Officer responsibilities e.g summons to attend meetings are given in Financial Regulations and Standing Orders
4. From time to time Council or a Committee may delegate a specific action to the Town Clerk for reasons of efficiency, effectiveness or timeliness.
5. In the absence of the Town Clerk the delegated authority passes to the Deputy Town Clerk.
6. It is not legal to give delegated authority / power to an individual Town Councillor.

**Delegations to Committees**

Delegations to Committees are detailed in the Terms of Reference for each Committee

**Delegations to the Town Clerk**

In addition to the Delegated Authority given in Financial Regulations and Standing Orders Delegated Authority is given to the Town Clerk as follows:

1. The Clerk is the Proper Officer and carries out the functions of that role as provided by the Local Government Act 1972 and as such is specifically authorised to:

(1) To receive declarations of acceptance of office.

(2) To receive and record notices disclosing personal and prejudicial interests.

(3) To receive and retain plans and documents.

(4) To sign notices or other documents on behalf of the Council.

(5) To receive copies of by-laws made by Somerset County Council or South Somerset District Council.

(6) To certify copies of by-laws made by the Council.

(7) To sign summonses to attend meetings of the Council.

(8) All duties and authority granted to the role of Responsible Financial Officer

1. The day to day administration of services, facilities and assets, including routine inspection and control
2. To deal with all incoming and outgoing correspondence (but not correspondence requiring an opinion to be taken by the Council or its Committees)
3. to sign on behalf of the Town Council any document necessary to give effect to any decision of the Town Council
4. To manage all employees including taking action in accordance with the Town Council’s agreed Human Resources Policies e.g. Recruitment Policy, Discipline Policy
5. To appoint members of staff following consultation with the interview panel / Chair of Resources (as stated in the Recruitment Policy) (with the exception of the Town Clerk
6. To confirm employment at the end of a probationary period – following consultation with the relevant Line Manager
7. to extend a probationary period following consultation with the relevant Line Manager and the Chair of the Resources Committee
8. Following consultation with the relevant Line Manager and Chair of the Resources Committee to advise a person that their appointment will not be confirmed either during or at the end of a probationary period
9. Authorise staff training within the agreed training budget.
10. Authorise other staff overtime and expenses.
11. To make arrangements to pay salaries and wages to all Town Council employees
12. Implement national pay awards and conditions of service in line with the National Joint Council Scheme of Conditions of Service
13. To take appropriate action on all issues for which the Town Council has established a general policy either directly or by virtue of precedence of action e.g. Market House lettings, Cemetery Lodge lettings, permission for vehicle on the Town Council’s Open Spaces, use of the Town Council’s Open Spaces
14. To take appropriate action as described in any Town Council approved policy e.g., Media and Publicity Policy, Health and Safety Policy
15. To administer the work clothing allowance for the Open Spaces Team
16. To authorise expenditure and virements in accordance with the limits set out in Financial Regulations
17. To authorise payments in accordance with Financial Regulations
18. To sell or dispose of surplus materials, equipment and goods, salvage scrap and other waste provided that the value does not exceed £250.00 (see Financial Regulation 14.2)
19. To call and arrange meetings of the Town Council, its Committees and any working groups, in consultation with the relevant Chair
20. to alter the date or time of a Council/committee meeting but, before doing so, shall consult with the relevant Chair about the need for the change and about convenient alternative dates and times
21. To handle all request for information made under the Freedom of Information Act 2000
22. To be the Data Controller for the purposes of the Data Protection Act 1998
23. Editorial control of the Council’s website and social media
24. Allocation of grave spaces
25. Actions and decisions relating to the efficient operation of the Council’s cemetery and duties as a Burial Authority
26. To grant Exclusive Rights of Burial and Memorial Grants in Ilminster Cemetery
27. To approve memorials (including the wording) subject to the Town Council’s Cemetery Rules and Regulations
28. To buy back unused plots in the cemetery, the maximum expenditure per plot to be the Exclusive Right of Burial fee at the time of the buy -back (Town Council 13 December 2016 Minute 153 (vii) )
29. To agree future dates for visits of John Lawson Circus. (Open Spaces Committee Meeting 24 October 2017 Minute OS125 (ii) )
30. To approve future requests for Party on the Park to use the Recreation Ground. (Open Spaces Committee Meeting 24 October 2017 Minute OS126 (ii) )
31. To approve requests from the Ilminster Midsummer Experience Committee for requests to hold the Midsummer Experience events on the Wharf Lane Recreation Ground. (Open Spaces Committee Meeting 28 November 2017 Minute OS134 (ii)
32. To approve requests from Ilminster Sports Club Limited to hold the annual bonfire / firework event on Britten’s Field. (Open Spaces Committee Meeting 28 November 2017 Minute OS135 (ii) )
33. To institute, defend and appear in any legal proceedings authorised by the Town Council
34. 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 residents of Ilminster
35. initiating legal action or proceedings against unauthorised encampments on Council land.
36. Act on behalf of the Council in an urgent situation and report back to the Council as soon as practicable