



Scheme of Delegation

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

This scheme of delegation should be read in conjunction with Church Stretton Town Council's Standing Orders.

1. Responsible Financial Officer

The Responsible Financial Officer to the Council shall be responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations, Financial Regulations and other approved policies and instructions in force at any given time.

2. 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) Receive and record notices disclosing pecuniary interests;
- c) Receive and retain plans and documents;
- d) Sign notices or other documents on behalf of the Council;
- e) Sign summonses to attend meetings of the Council.

In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council (see also Standing Orders section 15)

- a) The day to day administration of services, together with routine inspection and control.
- b) Day to day supervision and control of all staff employed by the Council.
- c) Authorise routine expenditure within the agreed budget up to a limit of £1,500
- d) And in cases of risk to council services, even where no budget is identified, authorise revenue expenditure on behalf of the council subject to a limit of £1,500.
- e) Authorise payments using the Debit Card issued for use specifically restricted to the named card holder and restricted to a single transaction maximum value of £500.
- f) Authorise expenditure in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items between £1,500 and £3,000.
- g) 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.

- h) Any actions undertaken under delegated powers should be reported to the Council as soon as practical.
- i) In the absence of the Town Clerk, all the responsibilities of that post will be delegated to the Responsible Finance Officer.

3. Council

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

- a) Setting the Precept;
- b) Borrowing money;
- c) Approving expenditure over £5,000
- d) Approving Community Grants over £1,000
- e) Making, amending or revoking Standing Orders, Financial Regulations, Committee Terms of Reference or this Scheme of Delegation.
- f) Making of Orders under any Statutory powers;
- g) Matters of principle or policy.
- h) Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings);
- i) Any proposed new undertakings;
- j) Prosecution or defence in a court of law;
- k) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee.
- l) Approval of the Annual Return (Statement of Accounts)
- m) Approval of the year end accounts.

4. Committees

4.1 The Finance Committee

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

- a) All matters relating to Finance, except J) and k) above.
- b) Financial management including the annual Budget
- c) To oversee the legal relationship with the Town's associated charities and make recommendations to Council
- d) Awarding of Grants to community groups up to a value of £1,000. Grant requests in excess of this may be received by Finance Committee and recommendations made but the final decision to make the award should be referred to Full Council for resolution.

4.2 The Personnel Committee

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

- a) All matters relating to Human Resources including Staff and Councillor well-being and Training matters
- b) Review of the effectiveness and recommendation to Council of Personnel policies and strategies

- c) Health and Safety Policies and Procedures as relating to staff and councillors
- d) Determine and review staff structure and salaries
- e) Staff performance management and annual appraisal
- f) Appointment of Staff
- g) Line manage the Town Clerk on behalf of Council, undertaking performance reviews and the annual appraisal.
- h) Authorise expenditure restricted to a single transaction maximum value of up to £5,000 for the contracting of temporary staff, equipment, services or resources as business requires within the agreed budget.

This Committee may decide that it wishes to refer such matters to the Council for final decision, subject to the matters reserved for final decision for legal reasons.

4.3 The Public Realm Committee

The Public Realm Committee shall be delegated to make decisions on behalf of the Council in the following matters.

- a) Maintenance and repair of all buildings, facilities and equipment owned by the Council
- b) Review of the effectiveness and recommendation to Council of Health and Safety Policies and Procedures as relating to the public use of Council owned and maintained assets and services:
 - Silvester Horne Institute & Cottage
 - Parks Pavilions
 - Public toilets
 - Car parks
 - Market Square
 - Cemeteries
 - Allotments
 - Nature Reserves
 - Parks, sports and play facilities
 - Community events
 - Community activities
 - Footpaths and Bridle Ways
 - Bus Shelters, war memorials and street furniture
 - Street Lights
- c) Authorise expenditure restricted to a single transaction maximum value of up to £5,000 for the purchase of equipment, services or resources as business requires within the agreed budget.

4.4 The Planning Committee

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

- a) Responses to Shropshire Council on Planning Applications
- b) Licensing Matters

4.5 The Strategy Committee

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

- a) Provide responses to requests for consultation, most typically from Shropshire Council
- b) Review planning applications deemed to involve major developments
- c) Develop submissions for planning strategy and responses to the Local Plan for approval by council
- d) Set up Task and Finish groups when appropriate to inform the development of particular strategies relating to, e.g. economic development, housing, conservation, the environment.
- e) Consider & take regard of any Neighbourhood or Community Led Plan for Church Stretton Civil Parish to inform the work of the council.
- f) Address any other matters which have strategic implications for Church Stretton or the wider Place Plan Area by reason of their scale, nature, location or impact.
- g) Street Naming
- h) Any other matter which may be delegated to it by the Council from time to time

The following matters are reserved to the Council for decision but the Committee may make recommendations:

- a) Recommendation of the Committee's budget each financial year.
- b) Any funding required by the Strategic Committee outside of the set budget in any given financial year.
- c) Any other matter which may be delegated to it by the Council from time to time.

5. Working Groups

Working groups may be delegated to undertake specific tasks on behalf of the Council and to make recommendations to Council.

6. Delegation – Limitations

Committees and sub committees shall, at all times act in accordance with the Council's standing orders, financial regulations and this scheme of delegation, and where applicable, any other rules, regulations, schemes, statutes, by-laws made any with any directions given by the Council from time to time. Matters may not be delegated to individual Councillors¹.

Approved May 2023

Review May 2024

¹ NALC LTN1