

North Tawton Town Council – Scheme of Delegation 16 February 2021

This procedure is a document that sets out North Tawton Town Council's approved and agreed practices. Any deviation must be by resolution of the full Council.

DOCUMENT NO:	
APPROVED/ADOPTED/RATIFIED DATE	
APPROVED/ADOPTED/RATIFIED MINUTES REF	
REVIEW DATE	
VERSION NO:	1

VERSION CONTROL AND REVISIONS:

Version	Point	Description of Change	Date

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GENERAL

By this scheme North Tawton Town Council [“the Council”] delegates functions and where required by law cedes the same to officers of the Council.

By this scheme of delegation, the Council in pursuance of its powers under **section 101 of the LGA 1972 [Local Government Act 1972]** and in pursuance of its powers under **section 15 of the LGA 2000 [Local Government Act 2000]** to the extent of their respective powers delegate the functions referred to in this scheme to be discharged by bodies or persons and subject to the limitations hereinafter contained.

The scheme delegates powers and duties within broad functional descriptions and includes powers and duties under all legislation present and future within those descriptions and all powers and duties including those relating to the employment of staff incidental to that legislation.

The scheme operates under **sections 101, 151 and 270 of the LGA 1972 [“Local Government Act 1972”]**, **Section 15 of the LGA 2000 [“Local Government Act 2000”]** and all other powers enabling the Council and for the avoidance of doubt any reference to the Council shall be deemed to be a reference to the committee where the function falls to be discharged by the committee.

DEFINITIONS

For the purpose of this scheme a function of the Council means any activity that the Council may lawfully perform under statute or common law.

OVERALL LIMITATIONS

Any exercise of responsibility for functions or delegated powers shall comply with:

- a. Any statutory restrictions
- b. The Councils Standing Orders
- c. The Councils Policy framework and any other plans and strategies approved by the Council.
- d. The current year budgets
- e. The Councillors Code of Conduct
- f. The Code of Practice on local Authority Publicity.
- g. Agreed arrangements for recording decisions.
- h. Financial Regulations.

The scheme does not delegate any matter:

- a. Reserved by law
- b. Which by law may not be delegated to a Councillor and /or Officer.

DELEGATION OF POWERS

In an emergency and/or Council meeting suspended/inquorate, the council delegate all statutory powers and functions (except those prohibited under LGA 1972 s.101) to the Proper Officer until normal council service is resumed.

Decisions cannot be delegated to individual Councillors.

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A Court can set aside any decisions made by a body or person not having the power to make them.

Local Councils may only do what legislation requires or permits them to do. With some exceptions, the Council may delegate some functions to Committees, Officers or other Local Authorities.

The aim of this document is to clarify the way North Tawton Town Council has delegated its powers and the authority to spend.

Council

Certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate working group may make recommendations thereon for the Council's consideration:

- Setting the precept and approval of the Council's budget
- Approval of the Annual Accounts
- Completion of the Annual Return including the Governance Statement
- Consideration of an Auditor's report made in the public interest (*within one month of receipt*).
- The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation
- Adoption or revision of the Council's Code of Conduct.
- Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence
- Determination and review of the Bank Mandate
- Matters of principle or policy
- Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings)
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish
- The making, amending or revoking of bye-laws
- Agreement to write off bad debts
- Approval by resolution, before payment, of any grant or single commitment in excess of £5,000.
- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (eg hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over £1,000.
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- Approval of the virement of unspent and available amounts to other budget headings or reserves
- Approval of changes in earmarked reserves as part of the budgetary process

Proper Officer

The Town Clerk to the Council shall be the Proper Officer and carry out the functions of the Proper Officer as provided by the **Local Government Act 1972** and as set out in the job description for the post. In the absence of the Clerk, the full authority of the Proper Officer passes to the Assistant Town Clerk. Delegated actions of the Clerk or other officer shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

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The Clerks are specifically authorised to:

- Receive declarations of acceptance of office.
- Receive and publish Members' Registers of Interest
- Receive and grant Disclosable Pecuniary Interest (DPI) dispensations after consulting with the District Council's Monitoring Officer; details of all dispensations received and granted to be reported to the Council at the next available meeting.
- Sign and serve on councillors a summons with an agenda to attend Council and committee meetings
- Convene a meeting of the Council if a casual vacancy occurs in the office of the Chairman
- Sign notices or other documents on behalf of the Council
- Receive and hold copies of byelaws made by a principal local authority which affect the Council's area
- Receive and retain plans, notices and documents
- Certify copies of byelaws made by the Council
- To act as the representative of the Council

In addition, the Clerks are authorised to undertake the day-to-day administration of the Council, to include:

- Arranging extra meetings of the Council, having consulted with the appropriate chairman, except those called by the Chairman or members in accordance with Standing Order 4.
- Issuing press releases and statements to the press on the Council's known policies, subject to the provisions of the Council's Press and Media Policy.
- Updating and managing the content on the Council's website and Facebook Page
- Making arrangements for the maintenance of the office IT system.
- Disposal of Council records according to legal restrictions and an agreed retention and disposal policy
- Handling requests for information under **the Freedom of Information Act 2000 and the Data Protection Act 1998 and 2018**
- in the first instance, acknowledging and handling all complaints regarding the council (except where the complaint relates to the clerk)
- Making arrangements for the routine maintenance of the Parish Office equipment
- Purchasing basic office equipment and supplies
- Arranging emergency repairs to the Parish Office equipment or other Council premises (subject to the council's standing orders and financial regulations.)
- Taking appropriate action arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council as appropriate to the circumstances)
- Making arrangements to pay salaries/wages and expenses to all employees of the Council (subject to the Council's financial regulations).
- Dealing with day to day matters in relation to the Management and function of Winkleigh Cemetery, in accordance with the Cemetery Management policy
- Authorising routine recurring expenditure within the agreed budget
- Emergency expenditure up to £200 whether or not there is budgetary provision for the expenditure (subject to Standing Orders and Financial Regulations)
- Day to day management of Council property and assets
- To monitor all of the implemented policies of the Council to ensure they are achieving the desired results and where appropriate suggest modifications.
- The Town Clerk acts as line manager of all employees/contractors/volunteers of the Council.
- To act as the designated person on behalf of NTTC Data Protection – Data Controller in accordance with NTTC Data Protection Policy

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When the Council delegates a specific task or function to the Proper Officer, the action taken must be reported to the next Council meeting

Responsible Financial Officer (RFO)

The Responsible Financial Officer (RFO) to the Council is responsible for the Parish Council's accounting procedures and financial records and is accountable for the proper administration of its finances, in line with the current **Account and Audit Regulations** and the Council's adopted Financial Regulations. The functions and duties of the RFO are set out in the job description for the post.

- Proposing a budget to the Parish Council for the forthcoming year.
- Monitoring financial progress of the Parish Council's expenditure and payments made on behalf of the Parish Council, subject to submitting position statements to all ordinary Parish Council meetings.

Finance committee

The responsibilities of the Committee shall be as follows:

The Committee will have overall responsibility for the management of the Council's financial affairs in accordance with legislative requirements, regulations and guidelines and will have the ability to establish working groups to review any of these responsibilities as required. These responsibilities include:

- a) The reviewing of the Council's banking arrangements in liaison with the RFO/Town Clerk.
- b) The reviewing of the Council's accounting practices and systems in liaison with the RFO/Town Clerk.
- c) Preparation and review of the Council's budget and making a recommendation to the Council at the December meeting each year of the level of precept required.
- d) To consider forward planning and provide earmarked reserves for the replacement of equipment and property and to report to the full council accordingly.
- e) To ensure the Council is adequately insured, that this is reviewed annually and recommend accordingly, in liaison with the RFO/Town Clerk.
- f) To review annually and update the Financial Regulations, ensuring they are observed and make appropriate recommendations to Full Council.
- g) To liaise with the RFO/Town Clerk as to all legal matters pertaining to leases, insurance claims, easements, tenancies, contracts, loans, insurance cover, damage to property, debt recovery and make recommendations to Full Council as necessary.

To consider any other relevant matters as directed by the Council.

Planning Committee

The business of the meeting shall be:

- a) to consider planning applications and other consultations in accordance with the list published by West Devon Borough Council on its website and/or as advised by West Devon Borough Council.
- b) to consider such applications and consultations with reference to the appropriate sections of the North Tawton Neighbourhood Plan.
- c) To formulate proposed responses to applications and consultations

The Planning Committee can make decisions on responses to planning application consultations, but sometimes it will research planning applications and make recommendations as to a decision to the full council, when time allows.

Estates Committee

The business of the meeting shall be:

- a) The business of the Estates Committee is to consider policy issues in relation to, and to scrutinise the operation of, the physical building and infrastructure assets that the Town Council owns or for which it is responsible and to make recommendations to the Council accordingly.
- b) This remit covers a broad spectrum, from time to time the Council may have specific issues for the Committee to consider, and other relevant issues may arise.
- c) From time to time the Council may devolve decision making on certain issues to the Estates Committee. Reference should also be made to the NTTC Standing Orders and NTTC Finance Regulations for any other delegated authority items.
- d) From time to time the Council may agree the setting up of advisory committees or working groups who will have their own remit but will normally report initially to the Estates Committee.
- e) The list of assets referred to in a) above may change from time to time, but as at May 2020 consists of the following:
 - i. North Tawton Town Council Office, 14a The Square, North Tawton
 - ii. North Tawton Town Centre Car Park, entrance adjacent to the Council Office.
 - iii. North Tawton Clock Tower, The Square, North Tawton
 - iv. Public Toilets, Market Street, North Tawton.
 - v. NTTC Cemetery, Exeter Street, North Tawton.
 - vi. NT Memorial Park, main entrance High Street, North Tawton, including all installations of any kind within the park, and including some boundary walls.
 - vii. NT Memorial Park Car Park, off High Street, North Tawton
 - viii. Sculpture, land adjacent to Mini Roundabout at Moorview/Strawberry Fields.
 - ix. Areas of land in the Council's ownership or for which the Council is responsible at Strawberry Fields, North Tawton
 - x. SUDS pond below Strawberry Fields, North Tawton
 - xi. St Peter's Churchyard, North Tawton – NTTC has responsibility for upkeep and maintenance, including trees, shrubs and boundary walls/fences.
 - xii. Bus shelters in Fore Street, North Tawton.
 - xiii. Various benches and picnic benches situated in and around the town – it should be noted that there are some benches for which the council is not responsible.
 - xiv. Various dog bins and litter bins situated in and around the town – it should be noted that there are litter bins for which WDBC is responsible.
 - xv. Planters and wooden flower troughs situated outside the Council Office, and also on land adjacent to the pavement near the Post Office.