

Nailsea Town Council

Scheme of Delegation

1. Introduction

- 1.1 This Scheme of Delegation authorises the Town Clerk (in their role of Proper Officer and Responsible Financial Officer), standing committees, sub-committees and working parties of the Council to act with delegated authority in the specific circumstances detailed.
- 1.2 In considering matters of authority to act, committees, sub-committees and working parties 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 or orders made and with any directions given by the Council from time to time.

2. Proper Officer

- 2.1 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 personal and prejudicial interests;
 - c) receive and retain plans and documents;
 - d) sign notices or other documents on behalf of the Council;
 - e) receive copies of by-laws made by the unitary authority;
 - f) certify copies of by-laws made by the Council;
 - g) sign summonses to attend meetings of the Council.
- 2.2 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) the calling of any extra meetings of the Council or any committee, having consulted with the relevant chairman;
 - c) day to day supervision and control of all staff employed by the Council;
 - d) authorisation of routine expenditure within the agreed budget;
 - e) urgent expenditure up to £1,000 whether or not there is any budgetary provision for the expenditure.
 - f) debit card transactions to a maximum of £500 (unless a higher sum has been authorised by Council or Finance and Policy Committee before an order is placed).
- 2.3 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.

3. Responsible Financial Officer

- 3.1 The Responsible Financial Officer (RFO) to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations and the Council's Financial Regulations in force at any given time.
- 3.2 The RFO's role will be confirmed at each Annual Town Council meeting.

4. Council

- 4.1 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) setting the Precept levied on North Somerset Council;

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- b) borrowing money;
- c) making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation;
- d) making, amending or revoking by-laws;
- e) making of orders under any statutory powers;
- f) matters of principle or policy;
- g) nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings);
- h) any proposed new undertakings;
- i) prosecution or defence in a court of law;
- j) nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee;
- k) Confirming the appointment of the Town Clerk.

5. Committee Terms of Reference

5.1 Community Engagement

“to fulfil the Community Engagement Policy.”

The Community Engagement Policy is as follows:

“Community’ is defined as ‘all the residents of Nailsea’. Those groups which work with members of the community were also highlighted as needing to be part of the Community Engagement Strategy.

The aims of the Community Engagement Strategy were defined as the Town Council:

- Engaging positively with the community and communicating what it does.
- Aiming to get more members of the community engaged as volunteers, assisting in specific projects (such as Christmas lights and Nailsea in Bloom) and community organisations (including standing for election to Town Council).
- Identifying target groups, understanding their needs and developing methods of communication appropriate to each group e.g. social media, Facebook, Twitter, Instagram, web-site, local media, printed newsletter, internet newsletter, questionnaires and surveys (printed and electronic), face to face with individuals and groups.
- Identifying accurate demographic data regarding the community.
- Facilitating the activities of community organisations through practical assistance, coordination and, if necessary, financial support.
- Supporting projects and campaigns, where practicable.
- Developing a greater community pride in Nailsea as a place to live and work.
- Creating a physical space based on the Nailsea Place concept of a Community Hub. This could be a shop or a larger building.
- The purpose of the Hub was defined as:
 - To create a community facility with multiple uses e.g. cafe, meeting/activity spaces, internet access (e.g. young people teaching older residents’ digital skills), youth facility, information on community activities and local organisations.
 - To create an identity (brand) that would make the Hub a place attractive to all the community. The Tithe Barn is a model for this, as is Barcode for young people. This may include a logo. It was agreed that a ‘council’ brand would not be appropriate.
 - To facilitate opportunities for organisations to combine resources and strengthen networks.
 - To promote the activities of organisations within the town as far as is practicable.

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- To facilitate opportunities for volunteering, both within the Hub and elsewhere.”

5.2 Environment and Leisure

“to consider the management, maintenance and coordination of the town’s interests in open spaces, public rights of way, leisure facilities, heritage and community safety; the acquisition and disposal of facilities to meet the above requirements; and incurring expenditure in carrying out these aims within the budget allocated by the Town Council annually.”

5.3 Finance and Policy Committee

“to incur expenditure within the delegated budget; to consider and make decisions on financial and other matters; to manage the financial procedures including those required by legislation and regulations; to consider and make recommendations to Council on matters relating to procedure and conduct of the Council and Council business, staffing matters, matters referred to it by the Town Council and any other Committee and to manage matters of a confidential or urgent nature; to manage the Tithe Barn together with any other premises in which the Town Council has a legal interest.”

5.4 Planning Committee

“to incur expenditure within the allocated budget including obtaining legal and professional advice where necessary to deal with planning applications and other planning matters; street naming, all highway and related matters; footpaths (statutory); and to make decisions on matters requiring urgent attention.”

6. Attendance of Councillors at Committee Meetings

- 6.1 All councillors have a right to attend and speak at any committee meeting. Non-members of a committee cannot propose or second a proposition, or vote.
- 6.2 The Chair and Vice-Chair of Council shall be ex-officio voting members of every committee, sub-committee and working party.

7. Sub-Committees and Working Parties

- 7.1 Sub-committees and working parties may be formed by resolution of the Council or a committee at any time. The group will propose terms of reference for approval by the Council or the committee that set it up. Each sub-committee or working party will make recommendations to the Council or the committee that formed it.