

# Atherstone Town Council



## SCHEME OF DELEGATION 2021-23

Resolved July 21<sup>st</sup> 2021 and amended 16<sup>th</sup> August 2021



## **Atherstone Town Council scheme of delegation**

Resolved and Adopted at the Town Council meeting of the 21<sup>st</sup> July 2021

The Council's Scheme of Delegation authorises the Clerk/Responsible Financial Officer (or in his/her absence the Deputy Clerk) to act with delegated authority in the specific circumstances detailed.

### **Proper Officer and Responsible Financial Officer;**

In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £350. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter. For items over £350 the Clerk shall obtain agreement from the Chairman and one Councillor, or in the Chairman's non-availability, two Councillors. The Clerk shall report the action to the Council as soon as practicable thereafter.

If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council;

Fund transfers within the councils banking arrangements (between council's accounts only) up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£100].

The Clerk/Deputy Clerk are authorised approve or cancel allotment tenancies within regulations periodically reviewed by the Council.

The Clerk/Deputy Clerk are authorised to approve interments, in the Sheepy Road Cemetery, within regulations periodically reviewed by the Council.

The Clerk/Deputy Clerk are authorised to approve memorial applications, in the Sheepy Road Cemetery, within the regulations and guidelines periodically reviewed by the Council.

## Market Square Bookings – P16 06/18

The Clerk / Deputy Clerk are authorized to approve bookings for the market square, in particular for last minute bookings that come in after a meeting that need a quick decision. The booking process does not change and the same requirements to book the square would remain.

### **Committees;**

The Council's Scheme of Delegation authorises the General Purpose Committee to act with delegated authority to determine a list of required working groups, and initiate the said groups.

### **Staffing matters;**

The Council's Scheme of Delegation authorises the chairman or in his absence, the vice-chairman, and the immediate past-chairman or in his absence immediate past vice-chairman, to conduct a review of the performance and annual appraisal of the work of the town clerk. The reviews and appraisal shall be recorded in writing, and reported to the council.

Annual appraisals for the deputy clerk, and other employees will be carried out by the chairman, or in his absence the vice-chairman and the town clerk.

### **Additional \*Resolved at the 16<sup>th</sup> August 2021 Full Council**

\*The Employment Committee has delegated authority outside a Full Council meeting to seek HR advice when necessary and initiate any emergency staffing cover required in the event of the sickness or absence of either Clerk. Actions taken to be reported to the first available Full Council Meeting.

**Resolved and adopted at the Town Council Meeting on 21<sup>ST</sup> July 2021 and amended 16.8.21.**

Signed 

Date

**Chairman of Council Cllr Mark Jordan**

**Document Review Date: no later than July 2023**

