

# **SELBY TOWN COUNCIL**

## **Scheme of Delegation**

### **Land and Property Committee**

There are no delegated powers given to the Land and Property Committee  
The Committee makes recommendations to the Town Council.  
The committee must abide by their Terms of Reference.

### **Finance and Staffing Committee**

There are no delegated powers given to the Finance and Staffing Committee other than the appointment of a Disciplinary Hearing Panel and Appeals Panel and the powers of those Panels. The Committee makes recommendations to the Town Council. The committee must abide by their Terms of Reference.

### **Disciplinary Hearing Panel and Appeals Panel (sub-committee of the Finance and Staffing Committee).**

Delegated decision making powers are given to the Disciplinary Hearing Panel and Appeals Panel. Both Panels would be made up of members from the Finance and Staffing Committee and appointed by the Chair of the Finance and Staffing Committee (or, in their absence, by the Chair of the Council). The Panels must abide by their Terms of Reference.

### **Markets Working Group**

There are no delegated powers given to the Markets Working Group.  
To meet with the Market Manager, quarterly, to review procedures and practice around the running of the Selby markets. To make recommendations to the Town Council.

### **Digital Working Group (Website Committee)**

Delegated decision making powers are given to the Website Committee to spend up to £500.00. Any amount over £500.00 must be considered by the Town Council.

### **Town Hall Management Committee**

There are no delegated powers given to the Town Hall Management Committee. The committee is appointed to oversee the operation and improvement of the Town Hall Arts Centre.

## **Fun Day Group**

There are no delegated powers given to the Fun Day Group.

To meet with the Clerk at regular intervals to agree details regarding the organisation of the annual Family Fun Day event. To organise and approve all aspects of the event, within a budget allocation set by the Town Council.

## **Selby in Bloom Group**

There are no delegated powers given to Selby in Bloom Group.

To meet with the Clerk at regular intervals to agree details regarding the organisation of Selby in Bloom, including hanging baskets, floral planters and the annual best kept garden and allotment competitions. To organise and approve all aspects of the event, within a budget allocation set by the Town Council.

## **Powers delegated to the Clerk**

*Where delegation is granted to the Clerk, that delegation extends to the Relevant Manager in the extended absence of the Clerk. Financial delegated powers shall be exercised in accordance with Selby Town Council's Financial Regulations.*

Power to incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision, subject to a limit as stated in Selby Town Council Financial Regulations (Para 3.2).

Power to make day to day purchases for the Council to exercise its functions up to the value stated in Selby Town Council Financial Regulations (Para 3.3), providing the expenditure is within the remit, power and budget of the Council.

Power to respond to consultation on planning applications on behalf of the Council, in accordance with the Planning Consultation Policy. The Clerk will use discretion to refer any applications for consideration to the Council as appropriate.

Power to authorise use of Council facilities and equipment in accordance with any charging schemes which may exist at the time.

Power to seek and obtain any available grants for the Town Council.

Power to authorise any remedial works or maintenance works on Council property.

Power to determine the level of Public Liability Cover required by any contractor by way of risk assessment.

Power to release press statements on any activity of the Council, after consulting with the Council Leader.

Power to undertake all personnel functions with regard to staffing and their welfare within National guidelines.

Power to place staff on training courses and to authorise attendance at conferences, after consulting the Chair of Finance and Staffing Committee.

Power to act on own initiative to implement the Council's policies and objectives.

Power to take appropriate steps to ensure the Council does not exceed its powers.

Power to ensure the Council complies with all Health and Safety legislation and Employers and Landowners occupiers liability legislation.

Power to manage the Cemetery and to take all appropriate action to ensure the Cemetery is correctly run.

Power to manage the allotments and to let allotments in accordance with the Council's agreed policy.

The Clerk shall report all actions carried out under delegated powers to the next available meeting of the Town Council.

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| Date of Approval             | 29.9.14  |
| Latest date of formal Review | 1.9.18   |
| Cross Reference Documents    | Town Council Financial Regulations;<br>Standing Orders |