



Tiverton Town Council

Delegated Powers

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1. Introduction

Tiverton Town Council delegates its powers and duties in order to support efficient management of operations and ensures appropriate accountability and reporting.

2. Purpose

The purpose of this procedure is to provide details of the various levels of delegated authority and responsibilities within the organisation. The procedure should be read in conjunction with the Financial Regulations of the Town Council.

The following items can only be dealt with by Full Council and cannot therefore be delegated to officers or committees.

- The final agreement of the budget for the forthcoming financial year
- The Precept Demand from the District Council for the forthcoming year
- Approval of the Annual Governance Statement
- Borrowing of funds
- Writing off bad debts
- Addressing recommendations from the internal or external auditor
- The employment of the Town Clerk and Responsible Financial Officer
- The resolution to re-instate the Power of Competence
- Changes to banking arrangement and authorised signatures

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3. Process

3.1 Delegation of Payment of Accounts

Providing the account has been budgeted for within the yearly budget payments can be authorised either by two elected members with the authority to do so, or by one elected member and the town clerk. Payments can be made by direct debit, cheque or Bacs. Details of all payments made to be presented to the next meeting of the Finance and General Purposes Committee

For small items that require a quick payment the town clerk can use the impress cheque account. Details of all payments to be presented to the next meeting of the Finance and General Purposes Committee.

A small petty cash account of £50 is maintained for items that are required to be paid for by cash. A record of Petty Cash transactions is kept on Rialtus.

3.2 Town Clerk’s Delegated Powers

The town clerk shall have power to instigate any repairs or renewals to property or assets that need attention as a matter of urgency, either because of the health and safety implications, general security or to ensure the general continuation of the council’s operations. Such commitments should not exceed £2,000 and should be made wherever possible in conjunction with the chairman of either the Council or the appropriate committee. Where, for whatever reason, this is not possible, that chairman must be informed of the circumstances that required such a decision as soon as possible after agreeing the expenditure.

The town clerk may be given delegated powers to deal with planning applications that are of a non-controversial nature having circulated details to the relevant members of the planning committee beforehand.

3.3 Finance and General Purposes Committee (F&GP)

The Finance and General Purposes Committee will have a duty to ensure that all cost centres remain within their budget. In special circumstances, where there is a need for funding for a cost centre to be provided outside of the agreed budget limits of the cost centre, the F&GP Committee have the power to authorise that expenditure providing sufficient reserves are available. It also has the authority to deal with any earmarked reserves allocated to this.

The F&GP Committee are responsible for the following cost centres

- Administration
- New Hall
- Grants
- Outdoor Activities
- Projects
- Public Toilets

Under the Financial Regulations any expenditure over £20,000 must be referred to Full Council for final sanction.

3.4 Civic and Ceremonial Committee

This cost centre has its own budget and has delegated authority to deal with expenditure within that cost centre. It also have the delegated authority to vire amounts within its cost centre providing in doing so it does not exceed its budget allocation. Any requests to extend its budget needs to be made via the F&GP Committee. It also has the authority to deal with any earmarked reserves allocated to this committee. In addition, this committee shall have the delegated power to make decisions regarding civic and ceremonial events without the need to gain the sanction of the full council.

Under the Financial Regulations any expenditure over £20,000 must be referred to Full Council for final sanction.

3.5 Allotments

Tiverton in Bloom is administered by the Amenities Committee. This cost centre has its own budget and has delegated authority to deal with expenditure within that cost centre. It also have the delegated authority to vire amounts within its cost centre providing in doing so it does not exceed its budget allocation. Any requests to extend its budget needs to be made via the F&GP Committee. It also has the delegated authority to deal with any earmarked reserves allocated to this committee. It shall also have the power to make decisions regarding the general operation and polices of the operation of allotments without the need to gain sanction of the full council.

Under the Financial Regulations any expenditure over £20,000 must be referred to Full Council for final sanction.

3.6 Staffing Committee

This committee does not have a cost centre, and therefore must pass any recommendations regarding expenditure to the F&GP Committee. It shall however have the delegated authority to decide staff salary increases in line with national agreements, to agree recommendations for training, assist with the recruitment and selection of staff, and make recommendations to full council for the employment of the town clerk. It shall, as required, review and make recommendations regarding staff grading levels and other employment issues. It shall also assist the town clerk with training and development opportunities for elected members.

3.6 Staffing Committee

This committee has its own budget and is delagetd to authorise expenditure up to its budget limit.

3.7 Planning Committee

The Planning Committee has delegated power to make recommendations to the planning authority in relation to planning applications and the Local Plan. The Planning Committee will also deal with highway notices received by either Devon Council, utility providers or developers. It will deal with street naming for new developments. It will deal with issues appertaining to the Neighbourhood Plan. Whilst not having a direct cost centre it does have some funds set aside for dealing with expenditure relating to the Neighbourhood Plan; for which it has delegated authority. The committee shall also deal with any licensing notifications passed on by the Licensing department of Mid Devon District Council.

3.8 Christmas Lights

Tiverton in Bloom is administered by the Amenities Committee. This cost centre has its own budget and has delegated authority to deal with expenditure within that cost centre. It also have the delegated authority to vire amounts within its cost centre providing in doing so it does not exceed its budget allocation. Any requests to extend its budget needs to be made via the F&GP Committee. It also has the delegated authority to deal with any earmarked reserves allocated to this committee.

Under the Financial Regulations any expenditure over £20,000 must be referred to Full Council for final sanction.

3.9 Tiverton in Bloom

Tiverton in Bloom is administered by the Amenities Committee. This cost centre has its own budget and has delegated authority to deal with expenditure within that cost centre. It also have the delegated authority to vire amounts within its cost centre providing in doing so it does not exceed its budget allocation. Any requests to extend its budget needs to be made via the F&GP Committee. It also has the delegated authority to deal with any earmarked reserves allocated to this committee. Under the Financial Regulations any expenditure over £20,000 must be referred to Full Council for final sanction.

3.10 Town Centre Partnership (TCP)

The Council act as a banker for this organisation with the Responsible Financial Officer acting as Treasure. It has the delegated power to authorise expenditure of its own funds.

3.11 Review of Policy

This policy shall be reviewed on an annual basis following the new council civic year.