



# Scheme of Delegation to Committees and Officers

Wellington Town Council  
Adopted at Annual Council Meeting May 2025

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## **1. Introduction**

- 1.1. The Town Council has the power to arrange for the discharge of its functions to a committee, sub-committee or officer of the Authority<sup>1</sup>.
- 1.2. The Town Council have appointed a Town Clerk/Chief Executive who acts as the Council's Proper Officer. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
- 1.3. The role of the Responsible Financial Officer (RFO) is a separate post which also acts as Deputy Town Clerk in the absence of the Town Clerk.

## **2. Discharge of the Scheme**

- 2.1. This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least annually or earlier if required; for example when there are staffing changes.
- 2.2. All items within this scheme are discharged in line with the Council's Standing Orders and Financial Regulations. There will be no exceptions.
- 2.3. One of the purposes of this document is to clearly define the parameters within which Officers of the Council are able to act without reference to either their line managers or Members.
- 2.4. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 2.5. Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 2.6. The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various committees.
- 2.7. The Council's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the Council.

## **3. Matters Reserved for Full Council**

- 3.1. Each of the Council's Committees has delegated authority to decide matters within their terms of reference as incorporated in this delegation scheme except for the following matters, which are to be resolved only by Full Council:
  - To appoint the Mayor and Deputy Mayor of the Council,

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<sup>1</sup> Local Government Act 1972 s101 (<https://www.legislation.gov.uk/ukpga/1972/70/section/101>)

- To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies,
- Approval of Budget and setting the precept,
- Approval of the Annual Return and Audit of Accounts,
- To determine the Council's Corporate Priorities,
- To agree and/or amend the terms of reference for Committees, deciding on their composition and making appointments to them,
- Filling of any vacancies occurring on any committee of the Council during the council year,
- To adopt the schedule of meetings for the ensuing year,
- Declaring the eligibility of the General Power of Competence,
- Addressing any recommendations in any report from the internal or external auditors,
- Appointment or nominating Council representatives to outside bodies,
- Agreement to take on new, including devolved, services subject in all cases to a fully costed business plan, to be recommended by the Policy & Finance Committee,
- To consider the recommendations of any Remuneration Panel (where one is in existence) and adopt the level of allowances that can be claimed by Members of the Council in respect of authorised or approved duties,
- To determine matters involving expenditure for which budget provision is not made or is exceeded,
- To determine any matters referred to it by a committee in accordance with Standing Orders,
- Approval of borrowing,
- To receive statutory reports from the Town Clerk/Responsible Financial Officer,
- To consider all other matters which must, by law be considered by Full Council

3.2. The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

3.3. In accordance with processes set out in Standing Orders<sup>2</sup> the Council may, reverse a Committee (or Council) decision within 6 months.

## **4. Delegation to Committees**

4.1. The Council has appointed the following standing Committees:

- Policy & Finance Committee
- Environment Committee
- Community Committee
- Economic Development Committee
- Planning Committee

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<sup>2</sup> Wellington Town Council Standing Orders Section 7a

- 4.2. Each Committee has specific delegated responsibilities as set out in this document. The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where authority is delegated to a Committee, so far as is legally permissible, they are deemed to be the acts and proceedings of the Council.
- 4.3. The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
- 4.4. Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.
- 4.5. At the first meeting following the Annual Meeting of the Council, a Committee shall:
- Review the Terms of Reference for each of its standing Sub-Committees, Working Groups and Advisory Boards,
  - Review the membership of its standing Sub-Committees, Working Groups and Advisory Boards, and
  - Appoint a Chairman and Vice Chairman for the forthcoming Council year.
- 4.6. Each Committee may further delegate specific authority, including spending, to Council Officers which must be in accordance with the Council's Standing Orders, Financial Regulations, this Scheme of Delegation and all other applicable Council Policies.
- 4.7. Section 14 of this Scheme details the membership and specific financial delegation to each committee.

## **5. Sub-Committees, Working Groups & Advisory Boards**

- 5.1. The Council and each Committee is authorised to establish Sub-Committees, Working Groups and Advisory Boards as and when necessary to assist in its work.
- 5.2. A Committee can arrange for the discharge of any of their delegated powers to a sub-committee. The delegated powers will be decided by the Committee at the time it is formed detailing the delegated powers.
- 5.3. The work of a working group will be decided upon at the time it is formed by means of a Minute detailing the terms of reference.
- 5.4. Sub-Committees may have delegated spending authority which must be detailed in any approved Terms of Reference. Spending authority must be in line with its parent Committee's delegation.
- 5.5. Working Groups and Advisory Boards have no delegated spending authority.

5.6. Working parties have no delegated powers.

## **6. Policy & Finance Committee**

6.1. Purpose: To review, report on, make decisions, and recommendations to the Council on all matters relating to corporate governance, policies, procedures, finance, staffing and health and safety.

6.2. The Committee shall have delegated authority to:

- 6.2.1. Monitor, review, and approve monthly expenditure and accounts for payment.
- 6.2.2. Monitor, review, and approve monthly bank reconciliations.
- 6.2.3. Monitor, review, and approve the Council's expenditure against the budget.
- 6.2.4. Monitor, review, and approve the Council's asset register.
- 6.2.5. Monitor, review and action matters arising from the Council's Internal Audit.
- 6.2.6. Receive, assess, and decide Grant applications within the Council's policy.
- 6.2.7. Review and approve contracts for goods and services.
- 6.2.8. Review and approve the Council's bank mandate and banking arrangements.
- 6.2.9. Development, monitoring, and implementation of the Council's Strategic Plan.
- 6.2.10. Review and approve matters relating to Staffing including HR policy management and staffing structure.
- 6.2.11. Monitor matters relating to the Council's Health and Safety Policy.
- 6.2.12. Monitor, review, and approve the Council's Risk Management Scheme.
- 6.2.13. Monitor, review, and approve the Council's Leases and Licences.

6.3. The following are reserved for Full Council, but the Committee may review and make recommendations on:

- 6.3.1. The Council's reserves.
- 6.3.2. The Council's annual budget and precept demand.
- 6.3.3. Approval of the Council's Year End Accounts and Annual Return (AGAR).
- 6.3.4. Authorisation of terms and purpose for any approval of borrowing.
- 6.3.5. Approval of the Council's Service Level Agreements.
- 6.3.6. Any policies and procedures.
- 6.3.7. The Council's Code of Conduct
- 6.3.8. The review of the Council's Standing Orders and Financial Regulations.

6.4. The Committee will appoint the following Sub-Committee and Working Groups and shall determine their membership and Terms of Reference.

- 6.4.1. HR Sub-Committee
- 6.4.2. External Funding Working Group

#### 6.4.3. Audit Working Group

### **7. Environment Committee**

- 7.1. Purpose: to review, report on, make decisions, and recommendations to the Council on matters relating to green spaces, highways, street cleaning and the Council's climate, tree and planting strategies.
- 7.2. The Committee shall have delegated authority to:
  - 7.2.1. Have oversight of any parks, play areas and open spaces owned, leased, or otherwise managed by the Council.
  - 7.2.2. To review, develop and implement maintenance plans for the abovementioned property.
  - 7.2.3. Review and deliver the Council's Climate Change and Tree Planting Strategies.
  - 7.2.4. Have full oversight of the management of the Council's allotments.
  - 7.2.5. Review, develop and implement the Council's Strategy for planting in and around the Town Centre.
  - 7.2.6. Receive reports on and monitor Public Rights of Way.
  - 7.2.7. Receive information on and monitor minor highways works activities.
  - 7.2.8. Review, develop and implement the Council's Strategy for the provision of street cleaning, litter bins and dog bins.
- 7.3. The Committee will appoint the following Sub-Committee and Working Groups and shall determine their membership and Terms of Reference.
  - 7.3.1. Green Corridor Advisory Board
  - 7.3.2. Basins Allotments Advisory Board
  - 7.3.3. Longforth Allotments Advisory Board
  - 7.3.4. Playing Field Joint Working Group

### **8. Community Committee**

- 8.1. Purpose: To review, report on, make decisions, and recommendations to the Council on matters relating to community plans and engagement.
- 8.2. The Committee shall have delegated authority to:
  - 8.2.1. Review, develop and implement the Council's Community Development Plan.
  - 8.2.2. To oversee engagement with the Community.
  - 8.2.3. Have oversight of the Council's involvement with the Kings Arms Community Hub.
  - 8.2.4. To appoint a Council representative for the Wellington One Team.
  - 8.2.5. To receive and review information from the Wellington One Team.
  - 8.2.6. Have oversight of any emergency planning.

## **9. Economic Development Committee**

- 9.1. Purpose: To review, report on, make decisions, and recommendations to the Council on matters relating to events, promotion, tourism and heritage.
- 9.2. The Committee shall have delegated authority to:
  - 9.2.1. Review, develop and implement any event the Council wishes to organise.
  - 9.2.2. Review, develop and implement the Council's festive lighting scheme.
  - 9.2.3. Consider matters relating to the promotion of Wellington.
  - 9.2.4. Consider matters relating to Tourism.
  - 9.2.5. Consider matters relating to Heritage.
  - 9.2.6. Consider all other matters relating to economic development activities.
  - 9.2.1. Have oversight of the Council's involvement with the Twinning Association.
  - 9.2.2. Have oversight of the Council's Public Toilets.
- 9.3. The Committee will appoint the following Sub-Committee and Working Groups and shall determine their membership and Terms of Reference.
  - 9.3.1. Event Working Group

## **10. Planning**

- 10.1. Purpose: To review, report on, make decisions, and recommendations to the Council on all matters relating to planning.
- 10.2. The Committee shall have delegated authority to:
  - 10.2.1. Review and make comments on Planning Applications as consultees to Somerset Council.
  - 10.2.2. Receive information of Planning Decisions made by Somerset Council.
  - 10.2.3. Consider correspondence from and to meet with developers in relation to planned developments.

## **11. Reporting**

- 11.1. Appointed Committees shall, by way of presentation of draft minutes, report to the next Full Council meeting after each meeting.
- 11.2. Sub-Committees and Working Groups shall, by way of presentation of draft minutes, report to the next meeting of its parent Committee. They may also make recommendations directly to Full Council if required.

## **12. Delegation to Officers**

12.1. Specific delegations to officers are set out below. Delegated actions for officers 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.

12.2. The Town Clerk, as Proper Officer, has the delegated authority to carry out the following activities on behalf of the Council;

- To sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings,
- To be responsible for signing all the Council's Official Notices and for sealing Council documents as set out in the Standing Orders,
- To receive declarations of acceptance of office,
- To retain a copy of every Councillors' Register of Interests,
- To deal with dispensation requests from Members of the Council,

12.3. The Deputy Town Clerk will have the delegated powers to act as the Town Clerk, in the absence of the Town Clerk.

12.4. The Clerk may authorise another Officer or Officers of the Council to exercise the powers of the Clerk in their absence, without removing the overall responsibility of the Clerk for any such decisions.

12.5. The Clerk, and RFO, will have delegated authority as detailed for items relating the following categories

12.5.1. Day to day to day administration of the Council:

- The day to day administration and management of services, together with routine inspection and control,
- The Clerk may incur expenditure on revenue items within budgets as detailed in item 7 on behalf of the Council up to the amounts included in those approved budgets,
- The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage Council staff in accordance with the Council's policies, procedures and budget. They have further authority to delegate line management responsibilities to other senior Officers,
- The authority to sanction and authorise payment of overtime subject to advance notice given to the committee members and within approved budget parameters,
- Power to release press statements on any activities of the Council subject to prior consultation with either the Chair of the relevant committee, or the Mayor, in accordance with the Media Communications Policy,
- The power to manage, promote and co-ordinate the events agreed by the Council in consultation with the appropriate committee,



- To retain overall editorial control of the Town Council websites and social media accounts,
- Power to act on own initiative to implement the Councils policies and objectives,

#### 12.5.2. Council Assets & Emergency Expenditure

- 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 £5,000. The Clerk shall report such action to the appropriate chairman as soon as possible and to the Finance Committee as soon as practicable thereafter,
- In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Mayor (if practicable in the circumstances),
- Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the Council,
- The Clerk will have the authority to dispose of redundant or unrepairable Council equipment (excluding land and building assets),
- The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register which shall be reported to the Policy & Finance Committee.

#### 12.5.3. Training for Officers & Members

- To authorise staff to attend relevant training courses provided the expense can be met from approved budgets having considered the training needs of the employees,
- The power to identify own training needs and book onto relevant training courses provided that the expense can be met from approved budgets,
- The Town Clerk is authorised to book training courses for members of the Council in accordance with the Training and Development Policy

#### 12.6. The RFO shall:

- Be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law,
- Be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law,
- Have the power to release any financial related report or document to the Council or its committees in discharge of the Responsible Financial Officer responsibilities,

12.7. Consultants or self-employed contractors engaged by the Council do not have any delegation to make decisions or financial commitments on behalf of the Council.

### **13. Officers Conflicts of Interest**

13.1. Officers must make a formal declaration about Council contracts where the employee has a financial interest<sup>3</sup>. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Town Clerk.

13.2. Where an employee is unsure whether an interest should be declared, they should speak to Town Clerk in the first instance. If the employee is advised not to declare their interest, a record of the discussion should be kept by both parties. Failure to disclose such an interest, may result in disciplinary action being taken which could lead to dismissal.

13.3. Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council.

13.4. All employees must identify and disclose any actual or potential personal, financial, business, or other interest or close personal relationship which might reasonably be perceived as a conflict of interest.

13.5. Where an Officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an Officer except with the prior approval of the Town Clerk. Any approval granted by the Town Clerk shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers.

### **14. Financial Delegation**

#### **14.1. Financial Delegation to Officers**

<b>Authority</b>	<b>Limit</b>	<b>Officer</b>
To incur day to day expenditure	Within the following Cost Centre/Code budgets as set:  Administration Fore Street IT, Website & Administration OS Depot OS Overheads	Town Clerk and/or RFO

<sup>3</sup> Local Government Act 1972, s117 (<https://www.legislation.gov.uk/ukpga/1972/70/section/117>)

	Staffing	
To incur emergency expenditure	< £5,000	Town Clerk and/or RFO
To incur expenditure for Training of Officers & Members	Within budgets as above	Town Clerk and/or RFO

## 14.2. Financial Delegation to Committees

<b>Committee Name</b>	<b>Membership &amp; Operation</b>	<b>Delegated Budgets</b>	<b>Delegated Spending Authority</b>
Policy & Finance Committee	<p>9 Councillors</p> <p>Quorum of 5 Councillors</p> <p>Meeting Frequency: Once per month</p>	All	<p>May not cause a budget line to become overspent without prior approval from or by way of recommendation to Full Council.</p> <p>May prepare and review documents required for items that must be procured through the tender process. i.e. more than £25,000 excl. VAT. But the award of contract is a reserved matter for Full Council.</p>
Environment Committee	<p>7 Councillors</p> <p>Quorum of 4 Councillors</p> <p>Meeting Frequency: Once per month</p>	Allotments Environment OS Projects	<p>May not cause a budget line to become overspent without prior approval from or by way of recommendation to Full Council.</p> <p>May prepare and review documents required for items that must be procured through the tender process. i.e. more than £25,000 excl. VAT. But the award of contract is a reserved matter for Full Council.</p>
Community Committee	<p>7 Councillors</p> <p>Quorum of 4 Councillors</p> <p>Meeting Frequency: Every other month, alternating with Economic Development</p>	Community Services	<p>May not cause a budget line to become overspent without prior approval from or by way of recommendation to Full Council.</p> <p>May prepare and review documents required for items that must be procured through the tender process. i.e. more than £25,000 excl.</p>

			VAT. But the award of contract is a reserved matter for Full Council.
Economic Development Committee	<p>7 Councillors</p> <p>Quorum of 4 Councillors</p> <p>Meeting Frequency: Every other month, alternating with Community</p>	<p>Christmas Economic Development Events</p> <p>Pop Up Shop</p> <p>Public Toilets</p>	<p>May not cause a budget line to become overspent without prior approval from or by way of recommendation to Full Council.</p> <p>May prepare and review documents required for items that must be procured through the tender process. i.e. more than £25,000 excl. VAT. But the award of contract is a reserved matter for Full Council.</p>
Planning Committee	<p>9 Councillors</p> <p>Quorum of 5 Councillors</p> <p>Meeting Frequency: Once per month</p>	None	No spending authority.