Abertillery and Llanhilleth Community Council

Scheme of Delegation to Officers

Adopted:

Note: Delegation to Committees is contained within Committee Terms of Reference.

A Scheme of Delegation is a formal document adopted by a Town Council under Section 101 of the Local Government Act 1972 that sets out which powers, duties, and decisions can be exercised by council officers (such as the Town Clerk and Responsible Finance Officer) without needing to refer to the full council or committees

The Council's Scheme of Delegation authorises the Clerk (or Deputy Clerk in their absence) and Responsible Finance Officer to act with delegated authority in the specific circumstances detailed below.

The Clerk (or Deputy Clerk) and Responsible Finance Officer may:

Act on any issue of such urgency, that it cannot wait until the next Council or relevant Committee meeting, on any matter. (An example if having to make decisions during a Council run event or if in a state of national emergency it is not possible to convene a meeting.)

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 for the expenditure, up to the value of £1,000 (see Financial Regulations 5.16 and 6.7 ii).

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

Release press statements on behalf of the Council. Respond to public consultations (excluding planning) on behalf of the Council.

Incur day-to-day operational expenditure up to the value of £1,000 (see Financial Regulations 5.13 and 6.7 i) where there is budget provision, and to include:

-expenditure on subscriptions and membership fees which are considered to be beneficial to the Council.

- authorisation of attendance at training courses/events, by staff and Councillors, which are considered to be beneficial to the Council and remedial works or maintenance works on Council property.

In consultation with the Chair of Council or the Chair of the appropriate Committee, for the purchase of any items below £2,000 excluding VAT.

Any other staff members must check with the Clerk, Responsible Finance Officer or Deputy Clerk before making any spending decisions.

All action taken using the delegation detailed in this Scheme shall adhere to the procedure set out in the Council’s Financial Regulations.