

COUNCIL

22 Members of the Authority

Quorum = 8

Function of Council Column 1	Delegation of Functions Column 2
General Governance	
1 Adoption and amendment of the Business Plan	None
2 Observations on policy or strategy documents by any public body at local, national, regional or sub regional level	Reserved for Council, unless specifically delegated within the Terms of Reference of a particular committee
3 Approval and amendment of:- <ul style="list-style-type: none"> ◆ Environment policy ◆ Quality Policy ◆ Equality and Inclusion Policy ◆ Communities & Social Policy ◆ Data Privacy Policy ◆ Information & Data Protection Policy ◆ Grants & Funding Policy ◆ Child & Vulnerable Adult Protection Policy ◆ Investment Policy ◆ ICT Policy ◆ Pensions Discretion Policy ◆ Complaints Policy ◆ Customer Care Policy ◆ Communications & Marketing Policy ◆ Procurement Policy ◆ Town Hall Lettings Policy ◆ Volunteers Policy ◆ Community & Social Policy ◆ Flag Flying Policy ◆ Other Policies not specifically delegated to a particular Committee) 	None
5 Approval of Neighbourhood Plan	<ul style="list-style-type: none"> • Council following observations from Planning Committee
6 Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None
7 Approving of annual budget, Precept, and Medium Term Financial Strategy	None
8 Any delegated decision which may mean a breach of Council Policy or Budget	None
9 Election of the Mayor, appointment of Deputy Mayor, and appointment of Chair of committees, sub-committees and Working parties.	None
10 Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
11 Appointment of Members or Officers to outside bodies	None
11 Adopting an allowance scheme for Members.	None
12 Changing the name of the Town Council.	None
13 Conferring the title of Honorary Burgess or Certificates of Recognition of Outstanding Service	None

13	Making, amending, revoking, re-enacting or adopting Bylaws.	None
14	To represent the view of the local community on matters of significance.	None
15	Power to make payments or provide other benefits in cases of fault or maladministration.	<ul style="list-style-type: none"> Finance and Policy Committee up to £1000
16	Appeals against any decision made on behalf of the Authority	<ul style="list-style-type: none"> As set out in Personnel Policies and the Complaints Procedure
17	Decisions on issues relating to Data Protection, Access to Information. Freedom of Information & Human Rights	<ul style="list-style-type: none"> Chief Officer to renew Data Protection Policy and make amendments if necessary
18	To monitor and control the Council's Ethical Framework	<ul style="list-style-type: none"> Chief Officer to obtain declarations and complaints and to act as necessary for Monitoring Officer
19	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	None <ul style="list-style-type: none"> In cases of urgency, the Chief Officer in consultation with The Mayor, Deputy Mayor.
20	1. All powers of the Council in the case of a civil emergency 2. All powers of the Council in the case of urgency	<ul style="list-style-type: none"> The Chief Officer in consultation with The Mayor, Deputy Mayor. The Chief Officer in consultation with The Mayor, Deputy Mayor, subject to reporting justification to the next Council meeting.
21	Election issues and filling of vacancies	None
22.	Power to direct as to the Custody of town documents	None
23.	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> Chief Officer, or in his/her absence the Marketing and Communities Manager and Deputy Chief Officer/RFO to deputise after seeking relevant consultancy advice, if the matter cannot wait for the Chief Officers return.
24.	All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> RFO or in his/her absence the Chief Officer to assume duties.
Personnel Issues		
25.	To direct which post holders will be designated Proper Officer to the Council and Responsible Financial Officer.	None- but on recommendation of Personnel Committee
26.	To determine the overall Staffing structure and approval of additional posts	<ul style="list-style-type: none"> As set out in Terms of Reference for Personnel Committee
27.	Confirming the appointment of the Chief Officer	<ul style="list-style-type: none"> The appointment, subject to confirmation by Council is delegated to Personnel Committee
28.	Other Personnel matters	<ul style="list-style-type: none"> As set out in Terms of Reference for Personnel Committee

29. Health & Safety Policy- General Statement & Organisation	None <ul style="list-style-type: none"> • Arrangements to Personnel Committee
Quality & Integrated Management	
30. Conducting Best Value reviews if appropriate	<ul style="list-style-type: none"> • Finance & Policy Committee
31. Matters relating to Quality and Integrated Management	<ul style="list-style-type: none"> • Finance & Policy Committee
32. Administration of the Complaints Procedure	<ul style="list-style-type: none"> • As set out in Complaints Procedure
Finance	
33. Approval of Annual Return & Statement of Accounts	None
34. Approval of Banking Arrangements	None
35. Approval of Orders for work, goods or services	<ul style="list-style-type: none"> • Council/ Finance & Policy Committee/ Chief Officer /RFO (or nominated deputy) in accordance with Financial regulations
36. Audit arrangements	<ul style="list-style-type: none"> • Chief Officer/ RFO to manage in accordance with Financial Regulations • Council to approve annual internal and external audit report • Finance & Policy Committee to consider interim audit report
37. Power to accept gifts, Local Government Act 1972, S139	None
38. Power to participate in schemes of collective investment, Trustees Investments Act 1962,S11	None
Powers of all Committees	
39. To arrange extra meetings	<ul style="list-style-type: none"> • Chief Officer (or nominated deputy) in consultation with Chair
40. To monitor actions on minutes of the Committee.	<ul style="list-style-type: none"> • Committee
41. To manage services for which they are responsible within an approved budget & Policy.	<ul style="list-style-type: none"> • Committee
42. To authorise spending/ issue works orders within budgets delegated to a committee	<ul style="list-style-type: none"> • Committee
Land	
43. Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972,S124, 126,127	None
44. Power to accept gifts of land, Local Government Act 1972,S139	None
45. Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	None for acquisition
Delegated Services	
46. To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 & 112)	None
47. To undertake services for another local authority or public body	None