



Full Council

20th April 2017

15 Members of Council

Quorum = 5

Function of the Council Column 1	Delegation of Function Column 2
<p>General Governance</p> <p>1 Adoption and amendment of the Council's Corporate Strategy.</p> <p>2 Comments on the Shropshire Council's Strategic Plans or strategies</p> <p>3 Approval and amendment of Policies of the Council:</p> <ul style="list-style-type: none"> ◆ Communications and Marketing ◆ Pensions Discretion Policy ◆ Personnel Policies ◆ All other policies <p>4. Endorsement of Town Centre Plan or Place Plan</p> <p>5. Approval of Neighbourhood Plan</p>	<p>None, but to receive advice from Governance, Scrutiny & Policy Panel</p> <p>None, but to receive advice from relevant committee.</p> <ul style="list-style-type: none"> • Strategic Marketing and Events Committee. • Strategic Marketing and Events Committee • Strategic Marketing and Events Committee <p>None, reserved for Council</p> <p>None</p> <p>None</p>
<p>6. Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations</p> <p>7. Approving of annual budget, Precept, and Medium Term Financial Strategy</p> <p>8. Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules</p> <p>9. Election of the Mayor, appointment of Deputy Mayor, and appointment of Chairmen of committees, sub-committees and Working parties established by Council.</p> <p>10. Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.</p> <p>11. Appointment of Members or Officers to outside bodies</p> <p>12. Adopting an allowance scheme for Mayor or other members.</p> <p>13. Changing the name of the Town Council.</p> <p>14. Deciding on honorary titles or awards</p> <p>15. Making, amending, revoking, re-enacting or adopting Bylaws.</p> <p>16. To represent the view of the local community on matters of significance.</p> <p>17 Power to make payments or provide other benefits in cases of fault or maladministration.</p> <p>18. Appeals against any decision made on behalf of the Authority</p> <p>19. Decisions on issues relating to Data Protection, Access to</p>	<p>None</p> <p>None</p> <p>None</p> <p>None, except appointment of Chairman & Vice Chairman to Committee</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <ul style="list-style-type: none"> • Finance and Resources Committee up to £1000 <ul style="list-style-type: none"> • As set out in Personnel Policies and the Complaints Procedure <ul style="list-style-type: none"> • Strategic advice from Governance, Scrutiny &

<p>Information, Freedom of Information & Human Rights.</p> <p>20. To monitor and control the Council's Ethical Framework</p> <p>21. 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.</p> <p>22. 1. All powers of the Council in the case of a civil emergency</p> <p>2. All powers of the Council in the case of urgency</p> <p>23. Election issues and filling of vacancies</p> <p>24. Power to direct as to the Custody of town documents</p> <p>25. All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including Issue of notifications and signing documents</p> <p>26. 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</p> <p>27. Attendance at conference</p>	<p>Policy Panel.</p> <ul style="list-style-type: none"> • Town Clerk to renew Data Protection Policy and make amendments if necessary and respond to routine requests. • Proper Officer to obtain declarations, give up date reminder annually and to act as necessary for Monitoring Officer. • Mayor may obtain declarations in the absence of the Proper Officer. • Strategic advice from Governance, Scrutiny & Policy Panel. • Granting of a Dispensation is reserved to Council and only delegated to the Town Clerk where a decision is required in advance of a committee meeting when no Council meeting is to take place. <p>None generally</p> <ul style="list-style-type: none"> • In cases of urgency, the Town Clerk in consultation with two of: The Mayor, Deputy Mayor, Finance & Resources Chairman. • The Town Clerk in consultation with two of: The Mayor, Deputy Mayor, Finance & Resources Chairman . • The Town Clerk in consultation with two of: the Mayor, Deputy Mayor, Finance & Resources Chairman, subject to reporting justification to the next Council meeting <p>None</p> <p>None</p> <ul style="list-style-type: none"> • Town Clerk, or in his/her absence the Assistant Town Clerk to deputise after seeking relevant advice if necessary, if the matter cannot wait for the Town Clerks return. • Town Clerk,(or other appointed person) or in his/her absence the Assistant Town Clerk to deputise after seeking relevant advice from Accountant if necessary, if the matter cannot wait for the Town Clerks return. • None
<p>Heritage, Museum and Archives</p> <p>28. The Council forms the governing body for the Heritage Centre (Museum and Archives).</p> <p>29. The Heritage Committee operates as the management committee and also leads on other heritage matters in the Town.</p>	<p>Approval of Museum Accreditation applications-none</p> <ul style="list-style-type: none"> • Management and strategic overview to Committee within policy and budget.

Personnel Issues	
30 To direct which post holders will be designated Proper Officer and Responsible Financial Officer to the Council.	None- but on recommendation of Finance & Resources Committee
31 To determine the overall Staffing structure and approval of additional posts	None
32 Confirming the appointment of the Town clerk	<ul style="list-style-type: none"> Interviewing for, subject to confirmation by Council is delegated to a Panel and the Mayor under guidance of Finance & Resources Committee.
33 Other Personnel matters	<ul style="list-style-type: none"> As set out in Terms of Reference for Finance & Resources Committee
34 Health & Safety Policy- General Statement & Organisation	None <ul style="list-style-type: none"> Arrangements to Finance & Resources Committee
Quality & Integrated Management	
35 Matters relating to Quality and Integrated Management and the Local Council Awards Scheme.	<ul style="list-style-type: none"> None, but on advice of Governance, Scrutiny & Policy Panel.
36 Administration of the Complaints Procedure	<ul style="list-style-type: none"> As set out in Complaints Procedure
37 Customer care and equality in services delivery and access	<ul style="list-style-type: none"> None, but on advice of Governance, Scrutiny & Policy Panel.
Finance	
37 Authorisation of Payment of accounts	<ul style="list-style-type: none"> Council/ Finance & Resources Committee/ Town Clerk (or nominated deputy) in accordance with Financial Regulations
38 Approval of Annual Return & Statement of Accounts	None
39 Approval of Banking Arrangements	None
40 Approval of Orders for work, goods or services	<ul style="list-style-type: none"> Council/ Finance & Resources Committee/ Town Clerk (or nominated deputy) in accordance with Financial Regulations
41 Audit arrangements	<ul style="list-style-type: none"> Town Clerk/ RFO to manage in accordance with Financial Regulations Council to approve annual external audit report, internal audit report and agree responses. Finance & Resources Committee to consider and action interim internal audit reports and agree internal audit brief Council to approve body to appoint external auditor
42 Power to accept gifts, Local Government Act 1972, S139	None
43 Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11	None
Powers of all Committees	
44 To arrange extra meetings	<ul style="list-style-type: none"> Town Clerk (or nominated deputy) in consultation with Chairman or Vice Chairman
45 To monitor actions on minutes of the Committee.	<ul style="list-style-type: none"> Committee
46 To manage services for which they are responsible within an approved budget & policy.	<ul style="list-style-type: none"> Committee
47 To authorise spending/ issue works orders within budgets delegated to a committee	<ul style="list-style-type: none"> Committee
48 To consider and make recommendations on budget estimates.	<ul style="list-style-type: none"> Committee to Council and Finance & Resources Committee

Land	
49 Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972, S124, 126,127	None
50 Power to accept gifts of land, Local Government Act 1972, S139	None
51 Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	None for acquisition Parks and open Spaces Committee for maintenance
Delegated Services	
52 To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 & 112 or Localism Act 2011)	None
53. To undertake services for another local authority or public body	None