

Ringwood Town Council - Delegation Scheme

Subject	Committee	Minute	Date	Delegation
Policy of Indemnity for Members and Officers	Policy & Finance	F/3917	19 th April 2006	The Town Clerk, in consultation with the Chairman and Vice-Chairman of the Committee, has delegated power to grant indemnities within the terms of the approved policy.
Town Council Website	Policy & Finance	F/3916	19 th April 2006	The Deputy Town Clerk, in consultation with the Website Working Party, is authorised to liaise with TLC Online to ensure that the Town Council's requirements are met.
Delegation Scheme	Policy & Finance	F/3915	19 th April 2006	Where any power or function is delegated to any member of staff other than the Town Clerk, then that function may be exercised by either the Town Clerk or the Deputy Town Clerk. That the Deputy Town Clerk be authorised to act on delegations to the Town Clerk, in the event of his/her absence.
Town Crest	Policy & Finance	F/3799	15 th June 2005	The Town Clerk has delegated powers to deal with the issuing of Licences to reproduce the Town Crest, on completion of the appropriate application form.
Leases and Tenancies	Recreation, Leisure & Open Spaces	OS/4549	8 th September 2004	The Town Clerk, in consultation with the Chairman and Vice Chairman, is authorised to take such action as is necessary, including termination of

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				leases/tenancies, where users of the facilities are in breach of their tenancy conditions
Payment of Travel & Subsistence to Councillors	Finance & Select Emergency	F/3542	15 th October 2003	The Town Clerk has the authority to pay travel and subsistence at the appropriate rate to Councillors appointed to attend meetings outside the town.
Fees for one-day events at Carvers Recreation Ground	Open Spaces & Amenities	OS/4412	1 st October 2003	The Town Clerk has the authority to set fees for one-day events at Carvers Recreation Ground.
Allotment Tenancies	Open Spaces & Amenities	OS/4391	3 rd September 2003	The Town Clerk has the authority to terminate allotment tenancies as required.
Closure of Kick Park for Poulner Junior School Firework Display (and other similar decisions)	Open Spaces & Amenities	OS/4400	3 rd September 2003	The Town Clerk, in consultation with the Chairman and Vice Chairman of the Committee, has the authority to close off the Kick Park for Poulner Junior School Fireworks Display and make other similar decisions in future.
Firework Displays	Open Spaces & Amenities	OS/4401	3 rd September 2003	The Town Clerk, in consultation with the Chairman and Vice Chairman of the Committee, has the authority to determine applications for setting off fireworks, taking account of their effect on neighbours and statutory provisions relating to such activities.

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Cemetery Regulations - Kerbstones	Open Spaces & Amenities	OS/4365	4 th June 2003	The Town Clerk is authorised to take appropriate action to apply the Cemetery Regulations for all burials since the adoption of the policy on no kerbstones (17/7/02).
Justices, Public Entertainment and Theatre Licences and road closure proposals	General Purposes	GP/3679	11 th June 2003	The Town Clerk is authorised to respond to notification of applications for Justices, Public Entertainment and Theatre Licences and road closure proposals on behalf of the Council, provided that the delegation shall be of no effect where any member requests submission of an item to Committee.
Illegal occupation of Council land and property	Finance & Select Emergency	F/3491	21 st May 2003	The Town Clerk, or Deputy Town Clerk in his absence, has the authority to take decisions (having consulted with the Gypsy Liaison Officer, the Mayor, Deputy Mayor and Chairman of the appropriate Committee) on behalf of the Council as to whether possession proceedings or other legal proceedings be instigated to secure possession of the land. Refer to the Council's Policy on Unauthorised Encampments.
Low key events on Council owned land	Open Spaces & Amenities	OS/4179	6 th March 2002	The Town Clerk has the authority to give permission for one-off low-key events on Council owned land (e.g. sponsored toddle on Carvers)

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Christmas and New Year office closures	Full Council	C/3833	28 th November 2001	The Town Clerk has the authority to decide Christmas and New Year office closures.
Planning applications	Planning, Town & Environment	P/4894	22 nd July 2011	In the event that the statutory deadline for submission of an observation on a planning application falls before the date of the next scheduled meeting of the Planning, Town & Environment Committee, the Town Clerk, in consultation with the Chairman and Vice-Chairman of the Committee, is authorised to make an observation and all Committee Members are to be circulated with details.
Provision of IT services – Gateway Building	Policy & Finance	F/4773	16 th November 2011	That final arrangements for provision of IT services for the Council be delegated to the Town Clerk, in consultation with the Chairman and Vice-Chairman of the Committee
Standards and Code of Conduct	Policy & Finance	F/4872	18 th July 2012	That the following power be delegated to the Town Clerk: “To be the proper officer for the purpose of requests for dispensations under section 31(4) of the Localism Act 2011, and, in consultation with the Town Mayor (or Deputy Town Mayor in the event of a conflict of interest), to decide whether to grant a dispensation to enable the member concerned to participate in the discussion, or to vote, or both”. <i>NOTE: SEE AMENDMENT BELOW</i>

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Standards And Code Of Conduct	Full Council	C/5385	27 th March 2013	<p>That the Town Clerk's delegated power relating to Standards and Code of Conduct be amended to include Section 33 of the Localism Act 2011; the full text to read:</p> <p>“To be the proper officer for the purpose of requests for dispensations under section 31(4) and section 33 of the Localism Act 2011, and, in consultation with the Town Mayor (or Deputy Mayor in the event of a conflict of interest), to decide whether to grant a dispensation to enable the member concerned to participate in the discussion, or to vote, or both.”</p>
Control on Expenditure by Officers	Policy & Finance	F/4984	17 th April 2013	<p>That the Town Clerk be delegated power to incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000.</p> <p>That power be delegated to the Town Clerk or Deputy Town Clerk to sign cheques with a value up to £999.99</p>
Allotments	Recreation, Leisure & Open Spaces	OS/5431	4 th September 2013	Town Clerk is authorised to sub-divide vacated allotments where appropriate to ensure that appropriate size plots are available for applicants on the waiting list.

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Booking Fees and Conditions for The Place	Recreation, Leisure and Open Spaces	OS/5672	3 rd May 2017	<p>It was agreed that a 50% discount should be applied for voluntary and charitable groups (2a) and use by other bodies, commercial ventures and hiring out for parties would be charged the full rate. In respect of non-charitable groups, simply looking for a meeting place, it was agreed that the Town Clerk would have discretion, in discussion with the Chairman and Vice-Chairman, to waiver the fee, where appropriate. RESOLVED:</p> <p>1) That the scale of charges be approved and the differential rates be applied to different categories of user, according to the outline above;</p> <p>2) That the Town Clerk be granted discretion, in agreement with the Chairman and Vice-Chairman, to waiver the booking fee; and</p> <p>3) That the scale and scope of charges be kept under review.</p> <p><i>(see Annex C to minutes)</i></p>
Local Government Pension Scheme Employer Discretions Policy	Policy and Finance	F/5444	17 th May 2017	<p>1) That the Employer Discretions Policy be adopted, as set out in <i>Annex D</i> to the minutes;</p> <p>2) That any decision in respect of the Employer Discretions Policy be taken by the policy and Finance Committee, on submission of a written report by the Town Clerk; and</p> <p>3) That no decision in respect of the Policy be delegated to an Officer.</p>

Updated: 9.8.17