

SCHEME OF DELEGATIONS

TOWN CLERK

1. Authority to apply the Council's disciplinary procedures.
2. Authority to appoint temporary staff in liaison with the Chair and Vice-Chair of the Finance and Audit Committee.
3. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Member to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act 1972.
4. To determine applications for the hiring of the Civic Offices under the control of the Council as well as the levels of fees involved in accordance with Council policy.
5. To deal with all aspects of the Council's insurances and to negotiate and accept terms for the renewal as and when required.
6. To let contracts for works, supply of goods or services as required subject to S. 72 of the Standing Orders.
7. To sign and publish the annual public notice that the Audit of Accounts is to take place.
8. To Prepare and maintain the documents and registers pertaining to local Authority Meetings in accordance with Section 100(c) (1) and (2) of the Local Government Act 1972.
9. To receive and retain members Declarations of Acceptance of Office and acceptance of the Code of Conduct.
To assist the Monitoring Officer in the collection of data regarding the register of members interests.
10. To register pecuniary interests of members and officers at Council Meetings.
11. Under the provisions of the Public Bodies (Admissions to Meetings) Act 1961 and the Local Government (Access to Information) Act 1958 to determine which items are likely to be discussed in private and whether to exclude the matter from circulation to the press and public under section 100(b)(2).
12. Under section 225 of the Local Government Act 1972 to deal with the deposit of documents on behalf of the Council.
13. Under section 229 of the Local Government Act 1972 to deal with the certification of copies of true records.
14. Under section 234 of the Local Government Act 1972 to deal with the authentication of documents on behalf of the Council.
15. To receive and hold in safe custody Tenders and to invite the relevant Members in for the opening of Tenders in the presence of the Town Clerk or his representative.

Created	Version	Adopted	Reviewed
5 th April 2017	1	5 th April 2017	10 th June 2026

16. Authority to submit draft grant applications for external funding sources for Council activities subject to reporting any arrangements being made retrospectively to the appropriate Committee.
17. To negotiate and to recommend banking terms with the Authority's preferred Banker which for the time being is Lloyds Bank
18. To make proper arrangements for the payment of all sums owing to the Council and for the receipt of all sums due to the Council.
19. To institute recovery of debt procedures where circumstances warrant such actions
20. Authority to operate rechargeable fax, photocopying and civic office lettings in accordance with the scale of charges agreed by the council.
21. In respect of Planning Applications after conferring with the appropriate sub-Committee to take whatever action is considered appropriate in making such comments, observations, objections or otherwise as the case may be on any Planning Applications which will be reported back to the District Council.
22. In respect of Twinning programmes and such other arrangements relating to visitors from outside the Parish, after conferring with the Chair and Vice-Chair to settle such programmes and make appropriate arrangements for the visits by parties both to Ollerton and Boughton and those visiting other areas.
23. In liaison and after conferring with the Mayor, to make such Civic and other Mayoral arrangements as are necessary.
24. Authority to deal with all matters relating to Conferences.
25. Authority to authorise staff to use private cars and to pay casual user mileage allowance on essential Civic duties.
26. Authority to appoint Youth Training trainees and deal with all school work experience placement.
27. Authority to publish Press Releases and articles for Roundabout after conferring with the Chair (*where appropriate*)
28. Authority to let sites for allotments
29. Authority to issue, after consultation with the Environment Committee, notice to quit allotments in respect of any non-payment of rents or non-compliance with terms and conditions of tenancy
30. Authority to deal with the allocation of all routine sports lettings including football, cricket, etc. subject to reporting any arrangements being made to the appropriate Committee.