

## **Cwmaman Town Council – Scheme of Delegation to Officers**

To determine the scheme of delegation that will enable the Clerk, RFO, and Officers of the Council to conduct the day-to-day business of the Council.

The following delegations are subject to being implemented within the law, the Council's Standing Orders, and Financial Regulations within the accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations.

This Scheme of Delegation should be read in conjunction with the Council's Standing Orders, Financial Regulations, and Committee Terms of Reference, which together set out the full framework for decision-making and governance.

<b>Service Area</b>	<b>Function</b>	<b>Officer</b>
<b>Audit</b>	To maintain a continuous internal audit	Clerk & RFO
<b>Communications</b>	To deal with all press and public relations on behalf of the Council.	Clerk (with assistance from Mayor and/or committee chair)
<b>Documents</b>	To sign documents on behalf of the Council.	Clerk
<b>Elections</b>	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.	Clerk
<b>Emergency Planning</b>	To lead the Council's response in the case of a major emergency in consultation with the Emergency Planning team at Carmarthenshire County Council.	Clerk
<b>Finance</b>	To administer the Council's bank balances.	Clerk & RFO
	To maintain adequate insurance cover for the Council's activities and property.	Clerk & RFO
	To act as the Responsible Financial Officer.	RFO
	To authorise the payment of accounts	Clerk, RFO, Chair & Vice Chair
	To write off outstanding debts per Financial Regulations.	Clerk & RFO
	Authorisation of routine expenditure within the agreed budget.	Clerk & RFO
	Emergency expenditure up to £3000 outside of the agreed budget.	Clerk & RFO
	Authorisation of expenditure on works up to a maximum of £2000 in any one case.	Clerk & RFO
<b>Freedom of Information</b>	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Clerk

<b>Governance</b>	To receive declarations of acceptance of office.	Clerk
	To receive and record notices disclosing personal interests.	Clerk
	To receive and retain plans and documents in accordance with the approved document retention scheme.	Clerk
	Authorisation to call any extra meetings of the Council or any Committee as necessary having first consulted with the Chair of the appropriate Committee.	Clerk
	Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.	Clerk
	Risk Management & Risk Review. To maintain a proper system of risk management and to review risks on a regular basis.	Clerk
<b>Hiring of Community Assets</b>	To oversee the hiring of the Community Centre, Bunkhouse or MUGA, to have the capacity to authorise use or non use for hirers	Clerk/Deputy Clerk
<b>Information and Communication Technology</b>	To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved budget.	Clerk/RFO
<b>Land and Property</b>	To purchase necessary goods and supplies.	Clerk & RFO
	To maintain the Council's offices and property in accordance with financial regulations.	Clerk
	To arrange for grass cutting frequencies in relation to the maintenance of open areas within the Community for which the Council is responsible.	Clerk
	To devise planting schemes for the various open areas for which the Council is responsible.	Clerk
	To ensure that trees for which the Council is responsible are maintained in safe condition in accordance with good arboricultural practice.	Clerk

<b>Member support</b>	To deal with member requests for secretarial or administrative support in connection with their duties.	Clerk
<b>Motor Vehicles and Plant</b>	To maintain, repair and renew the Council's motor vehicles, plant and equipment.	Clerk
<b>Proper Officer</b>	To act as the Council's proper officer in accordance with the job description for the role.	Clerk
<b>Social Media</b>	To ensure the Councils Social Media accounts are up to date and contain correct and factual information	Clerk
<b>Staffing</b>	To undertake the duties of the Head of Paid Service and ensure that all staff effectively perform their functions as contained in their job descriptions.	Clerk
<b>Staffing</b>	To implement national pay awards and conditions of service.	Clerk
	Within the approved budget, to administer the staffing establishment and the national agreement on pay and conditions.	Clerk
	Day to day supervision and control of staff including the implementation of all personnel procedures as line manager of staff.	Clerk
	To engage temporary or seasonal workers and determine their wages and conditions.	Clerk
<b>Website</b>	To ensure the website is maintained and up-to-date. Has the authority to implement changes to the website.	Clerk

This Scheme of Delegation was approved and adopted by Cwmaman Town Council at a Full Council meeting and is reviewed periodically. MIN FULLC15/2025