SCHEME OF DELEGATION

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1. Introduction

1.1 The scheme of delegation enables the Town Council to function efficiently and effectively.

1.2 Without the Scheme of Delegation, every decision would have to be taken by Full Council. Decision making powers are delegated as appropriate to both Committees and Officers.

1.3 Powers cannot be legally delegated to individual Councillors or Working Parties.

1.4 Working Parties are ordinarily established to investigate and/or review a particular matter, to report back to the relevant Committee or Full Council with its findings, which may include a recommendation.

2. General

2.1 All Committees are delegated with the powers and duties shown below (paragraph 4) subject only to the following exceptions:

(a) Standing Orders;

(b) Any special or general directions which the Town Council may give from time to time;

(c) Matters specifically reserved for determination by full Town Council as listed in Section 3; and

(d) Any relevant statutory provisions.

3. Full Council:

3.1.1 Membership and Frequency of Meeting:

3.1.1.1 Consists of: All 24 Councillors.

3.1.1.2 Scheduled to meet: Eight times per year, with three reserve dates (meetings will only be held if necessary).

3.1.2 Matters reserved for Full Council:

(a) To set and approve the Council's budget and precept;

(b) To approve the Annual Governance and Accountability Return (AGAR);

(c) To make, amend or revoke Standing Orders; Financial Regulations and this Scheme of Delegation;

(d) To adopt or revise the Council's Code of Conduct;

(e) To confirm (by resolution) that the Council satisfies the criteria to exercise the General Power of Competence;

(f) To approve and adopt the Council's Risk Strategy and Risk Assessment;

(g) To appoint the Committees;

(h) To nominate or appoint representatives of the Council to outside bodies;

(i) To make, amend or revoke byelaws;

(j) To authorise the terms and purposes for any application for borrowing approval;

(k) To approve the purchase, acquisition by other means, lease, sale or disposal of land and property;

(l) To confirm the appointment of the Chief Executive / Town Clerk;

(m) To approve schemes involving capital expenditure. Once approved and the estimated cost agreed by the Full Council the appropriate Committee may proceed with it subject to any accepted tender does not exceed the approved estimate;

(n) To consider any matter of major policy or of sufficient interest or novelty that members would wish that it be debated by Full Council;

(o) To consider all other matters which must, by law, be reserved for the Full Council; and

(p) To consider all planning applications and planning matters affecting Yeovil Town.

4. Delegation to Committees

4.1 Executive:

4.1.1 Membership and Frequency of Meeting

4.1.1.1 Consists of: Mayor (ex-officio), Deputy Mayor (ex-officio), Chair of each Committee, representative of each Committee, proportionate representation from opposition group(s), (usually between 12 and 14 members).

4.1.1.2 Scheduled to meet: A least five times per year.

4.1.2 Matters Delegated

(a) To review policy and submit reports to Council, consulting the appropriate Committee on any revision of current policy;

(b) To determine all personnel matters (including the appointment of Chief Executive / Town Clerk), subject to any personnel matters delegated directly by Town Council to the Chief Executive / Town Clerk;

(c) To review Budget Monitoring at each meeting and the Outturn position;

(d) To settle disciplinary matters (via a Staffing Committee) in accordance with agreed Disciplinary Procedures;

(e) To control the Council's finances and insurances and review the expenditure and income budgets;

(f) To recommend to Full Council, the Risk Strategy and Risk Assessment and to ensure that the Council are adequately insured for all appropriate risks;

(g) To action recommendations from the Internal Auditor;

(h) To determine all grant applications (unless delegated elsewhere);

(i) To monitor all investments and loans;

(j) To authorise the commencement of legal proceedings;

(k) To consider the annual budget request for the Executive; and

(l) To consider the annual budget requests for all Committees.

4.2 Leisure and Environment Committee

4.2.1 Membership and Frequency of Meeting

4.2.1.1 Consists of: Mayor (ex-officio), Deputy Mayor (ex-officio), reflecting political balance (usually between 10 and 12 members).

4.2.1.2 Scheduled to meet: At least five times per year.

4.2.2 Matters delegated for consideration and determination:

(a) To manage all allotment sites in Yeovil Town;

(b) To annually review the allotment rents subject to consideration by Executive and approval of Town Council;

(c) To arrange the Best Kept Allotments Competition;

(d) To manage all open spaces and play areas under delegated powers from Somerset Council (until such times that all open spaces and play areas are

devolved to Yeovil Town Council);

(e) To manage Yeovil in Bloom;

(f) To manage Yeovil Country Park and Ninesprings Café;

(g) To manage Yeovil Recreation Centre;

(h) To manage Ninesprings Café and the Rec Café;

(i) To consider footpath maintenance;

(j) To act as a liaison point for all non-financial matters relating to the Yeovil Cemetery and Crematorium;

(k) To oversee the Fleet matters; and

(l) To consider the annual budget request of Leisure and Environment Committee for recommendation to the Finance and Policy Executive.

4.3 Property & Community Committee

4.3.1 Membership and Frequency of Meeting

4.3.1.1 Consists of: Mayor (ex-officio), Deputy Mayor (ex-officio), reflecting political balance (usually between 10 and 12 members).

4.3.1.2 Scheduled to meet: At least five times per year.

4.3.2 Matters Delegated

(a) To manage Milford Hall;

(b) To manage, repair and maintain all Council land, buildings and its contents;

(c) To oversee facilities management;

(d) To maintain the Hospital Sub-way Mural;

(e) To provide and maintain litter bins and dog waste bins;

(f) To maintain the War Memorials and the Millennium Clock;

(g) To act as consultee on street naming and house numbering;

(h) To act as consultee on Traffic Regulation Orders;

(i) To oversee Community Safety functions (including CCTV, Community Wardens, police and other agencies, defibrillators, bleed kits and Speed Indicator Devices (SIDs);

(j) To oversee all Youth Services provisions including Youth Clubs, detached work and Youth Council

(k) To manage, repair and maintain Council public noticeboards;

(l) To manage, repair and maintain Public Toilets;

(m) To act as consultee on town centre street scene development; and

(n) To consider the annual budget request of Property & Community Committee for recommendation to the Executive.

4.4 Culture Committee

4.4.1 Membership and Frequency of Meeting

4.4.1.1 Consists of: Mayor (ex-officio), Deputy Mayor (ex-officio), reflecting the political balance of the Council (usually between 10 and 12 members).

4.4.1.2 Scheduled to meet: At least five times per year.

4.4.2 Matters Delegated

(a) To manage Westlands Entertainment Venue;

(b) To work collaboratively with Somerset Council regarding the Octagon;

(c) To develop Town Centre initiatives, activities and events (including Super Saturday);

(d) To organise ad hoc events on behalf of the Town Council;

(e) To manage, repair and maintain Christmas Lights and organise the Christmas Lights Switch on event;

(f) To arrange publication of town guide and other promotional literature;

(g) To organise the Remembrance Sunday event;

(h) To manage the Community Heritage provision (including the South Somerset Heritage Collection);

(i) To oversee the corporate marketing and communications;

(j) To oversee the Civic function (including regalia and the Mayor);

(k) To manage the Town Crier;

(l) To consider the requests for the use of the Town Crest; and

(m) To consider the annual budget request of Culture Committee for recommendation to the Executive.

5. Delegation to Chief Executive / Town Clerk

5.1 The Chief Executive / Town Clerk is the Proper Officer of the Town Council as defined in law.

5.2 Responsibilities are set out in statute and Council policy.

5.3 Delegated powers include (but are not limited to):

(a) Issuing all statutory notifications;

(b) Receiving Declarations of Acceptance of Office;

(c) Receiving and recording notices disclosing pecuniary interests;

(d) Holding the Council's seal and affixing it to documents (in accordance with Standing Orders);

(e) Signing notices and other documents on behalf of the Council;

(f) Signing the summons to attend meetings;

(g) Having responsibility for all Council staff, either directly or indirectly;

(h) Ensuring compliance with Standing Orders and Financial Regulations;

(i) Determining accounting policies, records and control systems;

(j) Managing the provision of Council services, buildings, land and resources;

(k) Acting on behalf of the Council in urgent situations and report back to the Council as soon as practicably possible;

(l) Dealing dispensation requests from Members under the Code of Conduct;

(m) Dealing with matters specifically delegated by Council; Committee or within policies;

(n) Appointing all employees in accordance with the Council's staff structure;

(o) Authorising additional hours of work for existing staff on a temporary basis to support the business needs of the Council;

(p) Maintaining the register of casual workers and volunteers;

(q) Managing all budgets in accordance with policy;

(r) Issuing press releases in accordance with policy;

(s) Detrmining the outcome of employee probationary periods, following probationary reviews;

(t) Ensuring proper administration of the Council's affairs;

(u) Agreeing up to five days special leave with pay in any one year for

compassionate or other grounds i.e. bereavement and family illness. (Compassionate leave more than five days up to ten days is subject to approval of the Mayor, Chair and Vice Chair of the Executive);

(v) Agreeing the use of Council Chamber and related facilities:

(i) by outside organisations or groups associated with public service (excluding any political organisation) for meetings only, subject to any use being restricted to Town Council Office hours and to such use being also restricted to local or identifiable organisations;

(ii) free of charge for meetings of groups of Town Councillors, whether political or not, provided that such meetings are directly related to Town Council business; and

(iii) free of charge for meetings organised by the Town Council, or any other local authority, involving Members and/or Officers of the Town Council;

(w) Chief Executive/Town Clerk granted reasonable discretion to refuse to accept items for inclusion through the Council post where they are:

(i) Political, or

(ii) Deal with opposing or supporting decisions on items not directly the concern of the Town Council and/or where the Town Council has not reached a view.

(x) Responding to urgent planning or street naming matters (after consultation as required).

6. Responsibilities of Councillors

6.1 Attendance at meetings:

(a) To attend both Council meetings and Committee meetings (to which they have been appointed); and should attendance not be possible, apologies and reasons should be given to the Clerk of the Committee.

(b) To read agendas and documents before the meeting

6.2 To undertake casework (specific council-related issues) within the ward they represent and to signpost to the appropriate Councillor if any request falls outside of ward; or the appropriate level of Council if the requests fall outside the remit of the Town Council.

6.3 To not give any promises that the Council will undertake to carry out any actions; or that the Council accept or assume any responsibility for a situation. Issues must be raised through the correct channels.

6.4 Unless duly authorised:

(a) Councillors shall not approach Officers (other than the Chief Executive / Town Clerk; Director of Leisure and Environment; Director of Culture; Director of Property & Community; Deputy Town Clerk; or Deputy Responsible Finance Officer;

(b) Councillors shall not approach contractors and customers;

(c) Councillors shall not visit any Council property to undertake evaluation, assessments or carry out any work;

(d) Councillors attending outside meetings (including Council meetings other than Yeovil Town Council) in their capacity as a Councillor do not represent the Council; and

(e) Councillors shall not issue orders, instructions or directions to Officers or volunteers.

6.5 To adhere to the Standing Orders, the Code of Conduct and all other policies of the Town Council

6.6 To ensure that the Council's Register of Members' Interest are always kept up to date and to declare any personal, prejudicial or pecuniary interests at Council and Committee meetings.

7. Urgent Business

The Chief Executive / Town Clerk may, after appropriate consultation with the relevant Chair, Mayor and opposition representative(s), take necessary action to protect or advance the interests of the Council.

Any action taken must be reported to the next appropriate meeting in accordance with Standing Orders.

Adopted: April 2026
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