



# GLASTONBURY TOWN COUNCIL

## **Scheme of Delegation to Committees and Officers**

Adopted at the Full Council Council Meeting  
Held in March 2026

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## 1. Introduction

- 1.1. The Town Council has the power to arrange for the discharge of its functions to a committee, sub-committee or officer of the Authority.
- 1.2. The Town Council have appointed a Town Clerk who acts as the Council's Proper Officer. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
- 1.3. The role of the Responsible Financial Officer (RFO) is a separate post.

## 2. Discharge of the Scheme

- 2.1. This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least annually or earlier if required; for example when there are staffing changes.
- 2.2. All items within this scheme are discharged in line with the Council's Standing Orders and Financial Regulations. There will be no exceptions.
- 2.3. One of the purposes of this document is to clearly define the parameters within which Officers of the Council are able to act without reference to either their line managers or Members.
- 2.4. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 2.5. Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 2.6. The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various committees.
- 2.7. The Council's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the Full Council.

## 3. Matters Reserved for Full Council

- 3.1. Each of the Council's Committees has delegated authority to decide matters within their terms of reference as incorporated in this delegation scheme except for the following matters, which are to be resolved only by Full Council:

- To appoint the Mayor and Deputy Mayor of the Council,
- To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies,
- Approval of Budget and setting the precept,
- Monitor, review, and approve monthly expenditure,
- Approving Bank Reconciliations from January to April each year and reviewing all previous reconciliations annually,
- Approval of the Annual Return and Audit of Accounts,
- To agree and/or amend the terms of reference for Committees, deciding on their composition and making appointments to them at the Annual meeting,
- To adopt the schedule of meetings for the ensuing year,
- Declaring the eligibility of the General Power of Competence,
- Addressing any recommendations in any report from the internal or external auditors,
- Appointment or nominating Council representatives to outside bodies,
- Agreement to take on new, including devolved, services,
- To consider the recommendations of any Remuneration Panel (where one is in existence) and adopt the level of allowances that can be claimed by Members of the Council in respect of authorised or approved duties,
- To determine matters involving expenditure for which budget provision is not made or is exceeded,
- To determine any matters referred to it by a committee in accordance with Standing Orders,
- Monitor, review, and approve the Council's Risk Management Scheme,
- Approval of borrowing,
- To receive statutory reports from the Town Clerk/Responsible Financial Officer,
- To consider all other matters which must, by law be considered by Full Council

3.2. The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

3.3. In accordance with processes set out in Standing Orders the Council may, reverse a Committee (or Council) decision within 6 months.

## 4. Delegation to Committees

4.1. The Council has appointed the following standing Committees:

- Property and Assets Committee
- Finance and General Purposes Committee
- Staffing Committee
- Planning Committee
- Glastonbury in Bloom Committee
- Resilience Committee

- Frost Fayre Committee
  - Arts, Culture, and Events Committee
  - Services, Youth Provision, and Operations Committee
- 4.2. Each Committee has specific delegated responsibilities as set out in this document. The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where authority is delegated to a Committee, so far as is legally permissible, they are deemed to be the acts and proceedings of the Council.
  - 4.3. The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
  - 4.4. Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.
  - 4.5. At the first meeting following the Annual Meeting of the Council, a Committee shall:
    - Review the Terms of Reference for each of its standing Sub-Committee(s), and Working Groups,
    - Review the membership of its standing Sub-Committees, and Working Groups, and
    - Appoint a Chair and Deputy Chair for the forthcoming Council year.
  - 4.6. Each Committee may further delegate specific authority, including spending, to Council Officers which must be in accordance with the Council's Standing Orders, Financial Regulations, this Scheme of Delegation and all other applicable Council Policies.
  - 4.7. Section 14 of this Scheme details the membership and specific financial delegation to each committee.

## 5. Sub-Committees & Working Groups

- 5.1. The Council and each Committee is authorised to establish Sub-Committees and Working Groups as and when necessary to assist in its work.
- 5.2. A Committee can arrange for the discharge of any of their delegated powers to a sub-committee. The delegated powers will be decided by the Committee at the time it is formed detailing the delegated powers.
- 5.3. The work of a working group will be decided upon at the time it is formed by means of a Minute.
- 5.4. Sub-Committees may have delegated spending authority which must be detailed in any approved Terms of Reference. Spending authority must be in line with its

parent Committee's delegation.

- 5.5. Working Groups and Advisory Boards have no delegated spending authority.
- 5.6. Working parties have no delegated powers.

## 6. Property & Assets Committee

- 6.1. Purpose: To review, report on, make decisions, and recommendations to the Council on all matters relating to The maintenance, repair, replacement, enhancement, acquisition, and disposal of all Town Council-owned or managed property and assets, including land, footpaths, rights of way and play areas / parks.
- 6.2. The Committee shall have delegated authority to:
  - 6.2.1. Monitor the Council's expenditure against the budget in relevant areas.
  - 6.2.2. Monitor, review, and update the Council's asset register.
  - 6.2.3. Review and approve contracts for goods and services in relation to its remit.
  - 6.2.4. Monitor, review, and approve the Council's Leases and Licences.
  - 6.2.5. Review and approve contracts for goods and services in relation to its remit.
  - 6.2.6. Grant Market Rights to third party operators under the Market Charter for Glastonbury.
  - 6.2.7. Maintain, repair, replace, enhance, acquire, and dispose of assets.
- 6.3. The following are reserved for Full Council, but the Committee may review and make recommendations on:
  - 6.3.1. The Council's annual budget and precept demand.

## 7. Finance & General Purposes Committee

- 7.1. Purpose: To review, report on, make decisions, and recommendations to the Council on all matters relating to corporate governance, policies, procedures, finance, and health and safety.
- 7.2. The Committee shall have delegated authority to:
  - 7.2.1. Monitor, review, and approve bank reconciliations to July and December each year with Full Council approving those from January to April and reviewing all reconciliations annually.
  - 7.2.2. Monitor and review the Council's expenditure against the budget.
  - 7.2.3. Approve the Council's asset register.
  - 7.2.4. Monitor, review and action matters arising from the Council's Internal Audit.
  - 7.2.5. Receive, assess, and decide Grant applications within the Council's policy.
  - 7.2.6. Review and approve contracts for goods and services in relation to its remit.

- 7.2.7. Review and approve the Council's bank mandate and banking arrangements.
  - 7.2.8. Monitor matters relating to the Council's Health and Safety Policy.
- 7.3. The following are reserved for Full Council, but the Committee may review and make recommendations on:
- 7.3.1. The Council's reserves.
  - 7.3.2. The Council's annual budget and precept demand.
  - 7.3.3. Authorisation of terms and purpose for any approval of borrowing.
  - 7.3.4. Approval of the Council's Service Level Agreements.
  - 7.3.5. Any policies and procedures.
  - 7.3.6. The Council's Code of Conduct
  - 7.3.7. Revisions of the Council's Standing Orders and Financial Regulations.

## 8. Staffing Committee

- 8.1. Purpose: To review, report on, make decisions, and recommendations to the Council on all matters relating to staffing.
- 8.2. The Committee shall have delegated authority to:
- 8.2.1. Review and approve all matters relating to Staffing including recruitment, HR policy, management, and staffing structure.
  - 8.2.2. Monitor the Council's expenditure against the budget in relevant areas.
- 8.3. The following are reserved for Full Council, but the Committee may review and make recommendations on:
- 8.3.1. The Council's annual budget and precept demand.

## 9. Planning Committee

- 9.1. Purpose: To review, report on, make decisions, and recommendations to the Council on all matters relating to planning.
- 9.2. The Committee shall have delegated authority to:
- 9.2.1. Review and make comments on Planning Applications as consultees to Somerset Council.
  - 9.2.2. Receive information of Planning Decisions made by Somerset Council.
  - 9.2.3. Consider correspondence from and to meet with developers in relation to planned developments.

## 10. Glastonbury in Bloom Committee

10.1. Purpose: To review, report on, make decisions, and recommendations to the Council on all matters relating to floral displays and entry into the RHS South West in Bloom, RHS Britain in Bloom, and any related competitions.

10.2. The Committee shall have delegated authority to:

- 10.2.1. Organise the Town's floral displays
- 10.2.2. Organise town-wide litter picks and other volunteer activity
- 10.2.3. Enter the RHS' South West in Bloom and Britain in Bloom competitions
- 10.2.4. Monitor the Council's expenditure against the budget in relevant areas.

10.3. The following are reserved for Full Council, but the Committee may review and make recommendations on:

- 10.3.1. The Council's annual budget and precept demand.

## 11. Resilience Committee

11.1. Purpose: To review, report on, make decisions, and recommendations to the Council on all matters relating to the Town Council's commitment to be carbon neutral by 2023, its emergency declarations in relation to climate and ecology, its organisational resilience, and the Town's resilience in the face of climate change and or an emergency.

11.2. The Committee shall have delegated authority to:

- 11.2.1. Devise, implement, and refine the Town Council's emergency plan including work with stakeholders.
- 11.2.2. Undertake actions and make recommendations in relation to the Town Council's commitment to be carbon neutral by 2030.
- 1.1.1. Monitor the Council's expenditure against the budget in relevant areas.

1.2. The following are reserved for Full Council, but the Committee may review and make recommendations on:

- 1.2.1. The Council's annual budget and precept demand.

## 2. Frost Fayre Committee

2.1. Purpose: To review, report on, make decisions, and recommendations to the Council on all matters relating to the annual Frost Fayre event.

2.2. The Committee shall have delegated authority to:

- 2.2.1. Organise the annual Frost Fayre event.
  - 2.2.2. Liaise with relevant stakeholders.
  - 2.2.3. Monitor the Council's expenditure against the budget in relevant areas.
- 2.3. The following are reserved for Full Council, but the Committee may review and make recommendations on:
- 2.3.1. The Council's annual budget and precept demand.

### 3. Arts, Culture, and Events Committee

- 3.1. Purpose: To review, report on, make decisions, and recommendations to the Council on all matters relating to local Arts, Culture, and Events.
- 3.2. The Committee shall have delegated authority to:
- 3.2.1. Submit an annual road closure order to Somerset Council after liaising with stakeholders.
  - 3.2.2. Organise and or support local events which relate to arts and culture.
  - 3.2.3. Liaise with relevant local stakeholders.
  - 3.2.4. Monitor the Council's expenditure against the budget in relevant areas.
- 3.3. The following are reserved for Full Council, but the Committee may review and make recommendations on:
- 3.3.1. The Council's annual budget and precept demand.

### 4. Services, Youth Provision, and Operations Committee

- 4.1. Purpose: To review, report on, make decisions, and recommendations to the Council on all matters relating to the town Council's services to residents, its operations, and Youth Provision.
- 4.2. The Committee shall have delegated authority to:
- 4.2.1. Agree and review the Town Council's operations in relation to:
    - Glastonbury Information Centre
    - Glastonbury Tribunal Museum and Events Venue
    - St. Dunstan's House Community Health and Wellbeing Centre
    - Glastonbury Charter Market
    - Festive Illuminations
  - 4.2.2. Award and monitor the Town Council's Youth Provision contract.
  - 4.2.3. Award grants to youth-focussed organisations or for youth-focussed

events.

4.2.4. Monitor the Council's expenditure against the budget in relevant areas.

4.3. The following are reserved for Full Council, but the Committee may review and make recommendations on:

4.3.1. The Council's annual budget and precept demand.

## 5. Reporting

5.1. Appointed Committees shall, by way of presentation of resolutions, report to the next Full Council meeting after each meeting.

5.2. Sub-Committees and Working Groups shall report to the next meeting of its parent Committee. They may also make recommendations directly to Full Council if required.

## 6. Delegation to Officers

6.1. Specific delegations to officers are set out below. Delegated actions for officers shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

6.2. The Town Clerk, as Proper Officer, has the delegated authority to carry out the following activities on behalf of the Council;

- To sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings,
- To be responsible for signing all the Council's Official Notices and for sealing Council documents as set out in the Standing Orders,
- To receive declarations of acceptance of office,
- To retain a copy of every Councillors' Register of Interests,
- To deal with dispensation requests from Members of the Council,

6.3. The Assistant Town Clerk will have the delegated powers to act as the Town Clerk, in the absence of the Town Clerk.

6.4. The Clerk may authorise another Officer or Officers of the Council to exercise the powers of the Clerk in their absence, without removing the overall responsibility of the Clerk for any such decisions.

6.5. The Clerk, and RFO, will have delegated authority as detailed for items relating the following categories

6.5.1. Day to day to day administration of the Council:

- The day to day administration and management of services, together with routine inspection and control,

- The Clerk may incur expenditure on revenue items within budgets on behalf of the Council up to the amounts included in those approved budgets, within the scope of Financial Regulations,
- The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage Council staff in accordance with the Council's policies, procedures and budget. They have further authority to delegate line management responsibilities to other senior officers,
- The authority to sanction and authorise payment of overtime within approved budget parameters,
- Power to release press statements on any activities of the Council subject to prior consultation with either the Chair of the relevant committee, or the Mayor,
- The power to manage, promote and co-ordinate the events agreed by the Council in consultation with the appropriate committee
- To retain overall editorial control of the Town Council websites and social media accounts,
- Power to act on own initiative to implement the Councils policies and objectives,

#### 6.5.2. Council Assets & Emergency Expenditure

- In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the appropriate Chair as soon as possible and to the Full Council as soon as practicable thereafter,
- In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Mayor (if practicable in the circumstances),
- Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the Council,
- The Clerk will have the authority to dispose of redundant or unrepairable Council equipment (excluding land and building assets) and shall report it to the Property and Assets Committee,
- The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register which shall be reported to the Property and Assets Committee.

#### 6.5.3. Training for Officers & Members

- To authorise staff to attend relevant training courses provided the expense can be met from approved budgets having considered the training needs of the employees,
- The power to identify own training needs and book onto relevant training courses provided that the expense can be met from approved budgets,

- The Town Clerk is authorised to book training courses for members of the Council provided that the expense can be met from approved budgets.

6.6. The RFO shall:

- Be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law,
- Have the power to release any financial related report or document to the Council or it's committees in discharge of the Responsible Financial Officer responsibilities,

6.7. Consultants or self-employed contractors engaged by the Council do not have any delegation to make decisions or financial commitments on behalf of the Council.

## 7. Officers Conflicts of Interest

- 7.1. Officers must make a formal declaration about Council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Town Clerk.
- 7.2. Where an employee is unsure whether an interest should be declared, they should speak to Town Clerk in the first instance. If the employee is advised not to declare their interest, a record of the discussion should be kept by both parties. Failure to disclose such an interest, may result in disciplinary action being taken which could lead to dismissal.
- 7.3. Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council.
- 7.4. All employees must identify and disclose any actual or potential personal, financial, business, or other interest or close personal relationship which might reasonably be perceived as a conflict of interest.
- 7.5. Where an Officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an Officer except with the prior approval of the Town Clerk. Any approval granted by the Town Clerk shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers.

## 8. Financial Delegation

### 8.1. Financial Delegation to Officers

- 8.1.1. The Town Clerk can incur expenditure on behalf of the Council under delegated authority for all items of expenditure under £5,000 excluding VAT.

### 8.2. Financial Delegation to Committees

- 8.2.1. A delegated committee of the Council must authorise expenditure within their delegated budgets for all items between £5,000 and £25,000 excluding VAT.

### 8.3. Financial Delegation to Full Council

- 8.3.1. The Council must authorise expenditure for all items over £25,000.