



Saxmundham Town Council

Scheme of Delegation incorporating Committee and Working Groups Terms of Reference

Review Body: Resources Committee
Policy Approved: Town Council
Date of Approval: May 2025
Minute Item: 18/25TC
Review Period: Annual
Next Review: May 2026

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1. Introduction

Under the Local Government Act 1972 s.101, the Town Council has the power to arrange for the discharge of its functions by a Committee, Sub-Committee, Working Groups or Officer of the Council.

This Scheme of Delegation authorises the Town Council's Committees and Working Groups and the Proper Officer to act within the delegated authority in the specific circumstances described.

The purpose of this Scheme is to clearly define the parameters within which the Town Council's Committees, Working Groups and the Proper Officer can act without reference to the Town Council.

Where consultation with others is required, it is clearly set out with whom that consultation should take place.

Any deviation from this Scheme should be reported to the Town Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

This Scheme forms part of the Town Council's Standing Orders and Financial Regulations and shall be reviewed annually by the Town Council.

2. Town Council Reserved Powers

Each Committee has delegated authority to decide matters within their Terms of Reference except for the following matters, which are to be resolved only by the Town Council:

- a) Appointing the Chair and Vice Chair of the Town Council.
- b) Amending and re-adopting the Standing Orders, Financial Regulations, Scheme of Delegation, and other Town Council adopted policies and procedures.
- c) Approving the annual budget and setting the precept.
- d) Approving the Annual Governance and Accountability Return and Annual Accounts.
- e) Considering the external auditor's report made in the public interest.
- f) Addressing recommendations in any report from the internal or external auditors.
- g) Decisions regarding an outcome of a review of the effectiveness of the internal controls.
- h) Additions to, or withdrawals from, any earmarked reserve.
- i) Determining the Town Council's strategic plan.
- j) Determining the Terms of Reference for Committees and Working Groups, and deciding on their composition and making appointments to them.
- k) Filling any casual vacancies occurring on the Town Council.
- l) Adopting the schedule of meetings for the ensuing year.
- m) Declaring the eligibility of, and adopting, the General Power of Competence.
- n) Adopting and reviewing the LGA Model Councillor Code of Conduct.
- o) Approving any grant or financial commitment exceeding £5,000 in accordance with the Financial Regulations.
- p) Appointing or nominating Council representatives to outside bodies.
- q) Approving the take on new, including devolved services, subject in all cases to a fully costed business plan, to be recommended by the relevant Committee.
- r) Determining matters involving expenditure for which budget provision is not made, or where budgets may be moved to other budget headings, or to an earmarked reserve in accordance with the Financial Regulations.
- s) Determining matters affecting, or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
- t) Determining any matters referred to it by a Committee in accordance with Standing Orders.
- u) Approving borrowing.
- v) Determining matters which do not fall within the remit of any Committee.
- w) Receiving statutory reports from the Proper Officer and Responsible Financial Officer.
- x) Considering all other matters which must, by law, be considered by the Town Council.

3. Delegation to Committees and Working Groups

- a) The following Terms of Reference set out the matters that are delegated to the Committees and Working Groups to make decisions and recommendations respectively on behalf of the Town Council.
- b) The delegated decision making by the Committees must be exercised in accordance with the law, the Town Council's Standing Orders and Financial Regulations, and any approved policy and budget.
- c) Where decision making is delegated to a Committee, so far as is legally permissible, they are deemed the acts and proceedings of the Town Council.
- d) The Town Council may, at any time, revoke any power delegated to a Committee, without prejudice to any action already taken.
- e) In accordance with the Standing Orders, the Town Council may, under specified conditions, reverse a Committee or Town Council decision within six months by special motion by four Councillors.
- f) Members will be advised by the Town Clerk, or other specified Officer, or the Chair of the Committee whether or not a particular item under discussion is within the Committee's delegated authority.
- g) In any case where the Town Clerk, or other specified Officer, or the Chair of the Committee is either unsure whether or not any matter falls within delegated authority, or whether or not any matter should be determined by them, or where any matters constitutes a change in Town Council policy, they should always refer that matter to the Town Council. The Town Clerk, or other specified Officer, will then add the recommendation to the next Town Council agenda for consideration.
- h) Committees and the Proper Officer should note that a power delegated does not always have to be exercised.
- i) The members of a Committee may include non-Councillors with the exception of the Resources Committee which controls and regulates the finances of the Town Council.
- j) The appointment of non-Councillors will be strictly on an advisory and non-voting basis.
- k) The Town Council and each Committee are authorised to establish a Sub-Committee and Working Groups and to appoint advisers as and when necessary to assist in its work.
- l) A Committee can arrange for the discharge of any of its delegated functions to a Sub-Committee. The decision-making responsibilities of the Sub-Committee are limited by Terms of Reference of the parent Committee.
- m) The appointment of members to a Sub-Committee shall comprise members appointed to the parent Committee.
- n) The Chair of the Sub-Committee may be elected by the Sub-Committee from among its members.
- o) The main purpose of a Working Group is to conduct investigation work as set out by the Town Council or Committee.
- p) Working Groups will report with recommendations to the Town Council or parent Committee.

- q) Working Groups shall hold informal meetings which are not open to members of the public.
- r) The Town Clerk, or other specified Officer, will draw up agendas for Working Groups and attend and take notes of the discussion and decisions at meetings.
- s) The Town Council's Standing Committees shall be:
 - Resources
 - Civic and Community
 - Amenities and Services
 - Planning and Development Control
 - Staffing
- t) The Town Council's Standing Working Groups shall be:
 - Neighbourhood Plan Working Group – Parent Town Council
 - Fromus Energy Projects Team – Parent Town Council
- u) The Town Council shall formally appoint members to Committees by formal resolution at the Annual Meeting and the names shall be recorded in the minutes.
- v) Appointment of Councillors and non-Councillors shall continue on an annual basis until the next Annual Meeting.
- w) The Chair and Vice-Chair of the Town Council will be a full member of each Standing Committee, Sub-Committee and Working Group in their capacity as Ex-Officio but only one voting right will be exercised on each Committee.

4. Delegation to the Resources Committee and Terms of Reference

Prime Objectives

The Resources Committee is responsible for the effective management of the Town Council's financial resources. It ensures that good financial practices are followed, finance is deployed effectively, and that the Council operates in a lawful, transparent, and strategic manner.

Membership and Frequency of Meetings

The Committee shall comprise up to 6 voting members of the Town Council.

The Quorum for meetings shall be 3 members.

The Chair and Vice-Chair of the Town Council are ex-officio members with voting rights.

Members of the public may be invited to report on specific items where appropriate.

The Committee will meet monthly, or as required, based on the volume and urgency of business.

Delegated Authority

The Committee is authorised to manage and make decisions on the following matters within its remit, including financial commitments within its budget. Responsibilities include:

1. Financial Management

- To consider and prepare the draft budget and precept request for the following financial year and make recommendations to Town Council.
- To monitor the Town Council's income and expenditure throughout the year, referencing the agreed budget.
- To recommend budget virements to the Town Council as required.
- To review the Council's banking arrangements and make investments in accordance with agreed policy.
- To oversee and review the Town Council's statutory financial compliance.

2. Legal, Statutory and Strategic Oversight

- To review and make recommendations to the Town Council on legal and regulatory procedures.
- To review and make recommendations to the Town Council on key financial and operational policies.
- To oversee the development and implementation of facilities and technology systems.
- To review proposals for future projects or income generation opportunities and make recommendations to the Town Council.

The Committee may also address any other appropriate matters as delegated by the Town Council.

Financial Limitations

Any proposed unbudgeted expenditure, exceeding £500, must be referred to the Town Council before action is taken.

5. Delegation to the Civic and Community Committee and Terms of Reference

Prime Objectives

The Civic and Community Committee is responsible for promoting civic pride, strengthening community engagement, and developing the identity and vitality of Saxmundham, including but not limited to:

- Town development and promotion initiatives
- An annual events programme
- Community welfare and grant schemes
- Civic services and ceremonial functions
- Proactive, two-way community engagement and consultation
- Communication with residents through all forms of media
- The promotion of Town Council activities
- Development of the Town Council's new website
- Review of relevant policies and makes recommendations to the Town Council.

Membership and Frequency of Meetings

The Committee shall comprise up to six voting members of the Town Council.

The quorum for meetings shall be three members.

The Chair and Vice-Chair of the Town Council are ex-officio members with voting rights.

Members of the public may be invited to report on specific items or participate as non-voting representatives.

The Committee will meet bi-monthly, or as required, based on the volume and urgency of business.

Delegated Authority

The Committee is authorised to manage and make decisions on the following matters within its remit, including financial commitments within its budget. Responsibilities include:

1. Civic Pride and Community Engagement

- Develop initiatives that foster civic pride and enhance community spirit.
- Promote the activities and initiatives of the Town Council.
- Develop two-way communication channels between the Town Council and the community.
- Manage Meet-and-Greet sessions, public engagement events, and similar initiatives.

2. Town Development and Promotion

- Develop strategies to promote Saxmundham as a thriving and prosperous town.
- Oversee the creation and maintenance of the 'Visit Saxmundham' website.
- Support branding initiatives to improve the town's identity and profile.

3. Annual Events Programme

- Plan and oversee the delivery of the Town Council's programme of community events.
- Coordinate the organisation and promotion of regular weekly and monthly markets, encouraging local traders, producers, and artisans to participate and enhance footfall in the town centre.
- Support and promote community-led events where appropriate.

4. Communications and Public Relations

- Create and oversee communication strategies using all available media, including print, online, and social media platforms.
- Ensure timely and accurate communication of Town Council news, activities, and consultations.

5. Community Welfare and Grants

- Administer the Town Council's Community Grants Scheme.

6. Policy Review

- Review Town Council policies relevant to civic matters, community engagement, events, and communications.
- Recommend new policies or amendments to existing policies for approval by Full Council.

Financial Limitations

The Committee has delegated authority to manage expenditure within its approved budget.

Any unbudgeted expenditure over £500 must be referred to the Resources Committee or the Town Council for approval.

6. Delegation to the Amenities and Services Committee and Terms of Reference

Prime Objectives

The Amenities and Services Committee is responsible for all matters relating to grounds, premises, amenities, and services with Saxmundham over which the Town Council has control or influence.

The Market Hall and the Gannon Rooms are excluded from the Committee's remit unless assistance is specifically requested by the Market Hall Trust or the Gannon Institute Trust respectively.

Membership and Frequency of Meetings

The Committee shall comprise up to 6 voting members of the Town Council.

The Quorum for meetings shall be 3 members.

The Chair and the Vice Chair of the Town Council are ex-officio members with voting rights.

Members of the public may be invited to report to the Committee on specific items or may join this Committee as non-voting representatives.

The Committee will meet bi-monthly, or as required, depending on the volume and urgency of business.

Delegated Business

The Committee is authorised to manage and make decisions on all matters within its remit, including financial commitments within its approved budget. Responsibilities include:

- Notice boards
- Benches
- Dog, grit bins and litter bins
- Christmas lights
- Memorial Field
- Grounds, hedges, and ditches
- Town House
- Skate park
- Play areas and equipment
- War Memorial
- Signage
- Street lighting
- Community gardens and allotments
- Oversight of Green Team and Blue Spaces Saxmundham initiatives
- Environment, biodiversity, and sustainability
- Traffic calming measures

The Committee may also address any other appropriate matters as delegated by the Town Council.

Representation and Advocacy

For matters relating to services and amenities not owned nor controlled by the Town Council, but which affect the public domain, the Committee has delegated authority to make proposals and representations on behalf of Town Council. These include, but are not limited to:

- Highways, footpaths, and pavements
- Parking
- Public Rights of Way
- Railway station facilities

- Public street furniture and signage

Financial Limitations

Any proposed unbudgeted expenditure, exceeding £500, must be referred to the Resources Committee or the Town Council before action is taken.

7. Delegation to the Planning and Development Control Committee and Terms of Reference

Prime Objectives

The Planning and Development Control Committee is responsible for considering all matters of planning, including:

- Planning applications
- Planning decisions
- Enforcement issues

The Committee does not have responsibility for strategic planning matters such as the Neighbourhood Plan or the Local Plan.

Membership and Frequency of Meetings

The Committee shall comprise up to 6 voting members of the Town Council.

The Quorum for meetings shall be 3 members.

The Chair and the Vice Chair of the Town Council are ex-officio members with voting rights.

Members of the public may be invited to report on specific items or may join the Committee as non-voting representatives.

The Committee will be scheduled to meet every three weeks, but meetings will only be convened where there is business to consider.

Delegated Authority

The Committee is authorised to manage and make decisions on all matters within its remit. Responsibilities include:

- To consider and submit the Town Council's views on planning applications received for consultation from the local planning authority or other authorised body.
- To consider and submit the Town Council's view on alleged infringements of the Conservation Area.
- To review and consider planning decisions made by the local planning authority
- To consider and respond to any planning appeals, appeal decisions, and enforcement cases.
- To review and respond to consultations on street naming and numbering proposals.
- To produce and publish information relating to planning matters for the public within the Town Council's legal powers.
- To liaise with the Neighbourhood Plan Steering Group as necessary.

The Committee may also address any other appropriate matters as delegated by the Town Council.

Financial Limitations

The Committee has no delegated authority to incur expenditure. Any expenditure proposals must be referred to the Resources Committee or the Town Council for approval prior to any commitment being made.

8. Delegation to the Staffing Committee and Terms of Reference

Prime Objectives

The Staffing Committee is responsible for the strategic oversight and effective management of the Town Council's staffing matters. Its principal objectives are:

- To support the delivery of high-quality public services by ensuring the Council has the necessary staffing structure, skills, and leadership in place.
- To manage all aspects of the employment of the Town Clerk, including recruitment, supervision, appraisal, and contractual matters.
- To oversee the recruitment, terms and conditions, development, and welfare of all other Town Council staff.
- To ensure that appropriate policies and procedures are in place for staff performance, conduct, grievance, and discipline, and that these are applied fairly and lawfully.
- To foster a positive, supportive, and legally compliant working environment that enables Town Council staff to thrive and deliver their best work.

Membership and Frequency of Meetings

The Committee shall comprise up to 4 voting members of the Town Council.

The quorum for meetings shall be 3 members.

The Chair and the Vice-Chair of the Town Council shall be ex-officio members with voting rights.

The Committee will meet quarterly, or as required, based on the volume and urgency of business.

Delegated Authority

The Committee is authorised to manage and make decisions on the following matters within its remit. Responsibilities include:

- To determine and review the Town Council's staffing structure.
- To oversee the recruitment of staff, including the appointment process for the Town Clerk
- To review and monitor staff contracts, salary scales and conditions of employment.
- To approve and oversee programmes of training, development and wellbeing programmes.
- To approve and oversee staff training, development, and wellbeing programmes.
- To consider grievance or disciplinary matters for all staff in accordance with the Town Council's grievance and disciplinary policies (excluding any appeal process).
- To manage the performance supervision and appraisal of the Town Clerk, including monitoring leave and absence.
- To make recommendations to the Town Council regarding the performance, salary and conditions of employment of the Town Clerk.

The Committee may also address any other appropriate matters as delegated by the Town Council.

Financial Limitations

Any proposed unbudgeted expenditure, exceeding £500, must be referred to the Resources Committee or the Town Council before action is taken.

9. Terms of Reference of the Neighbourhood Plan Steering Group

Prime Objectives

The Neighbourhood Plan Steering Group is responsible for supporting the Town Council in overseeing the delivery, monitoring, and review of the Saxmundham Neighbourhood Plan, including modification of the Plan following the recent parish boundary change.

The Group will work collaboratively with consultants, the local planning authority, and the local community to ensure that Saxmundham's Neighbourhood Plan remains an up-to-date, robust, and a community-led planning document.

Membership and Frequency of Meetings

The Group shall comprise Town Councillors and an unlimited number of community representatives.

Membership of Town Councillors shall be agreed by the Town Council and reviewed annually.

The Group shall appoint a Chair and Vice-Chair from among its members.

The Group will meet as required depending on the stage and progress of the Plan review.

Responsibilities

The Steering Group is authorised to undertake the following on behalf of the Town Council:

- Lead the preparation, consultation, and drafting of modifications to the existing Plan.
- Recommend commission and work with consultants to the Town Council.
- Develop and review the evidence base required to support the Plan.
- Design and oversee community consultation activities, ensuring compliance with statutory requirements.
- Prepare documentation required for Regulation 14 (pre-submission) consultation.
- Review responses to Regulation 14 consultation and advise the Council on revisions to the draft Plan.
- Draft the submission version of the Plan and supporting documents (Basic Conditions Statement and Consultation Statement).
- Liaise with East Suffolk Council throughout the submission and examination stages.
- Recommend final adoption of the Plan to the Town Council following a successful referendum.
- Ensure the Town Council is regularly informed of progress, decisions, and issues arising.
- Ensure timely communication and engagement with the community through a variety of inclusive methods.

Financial Limitations

The Steering Group has no delegated authority to incur expenditure or enter into contracts. All expenditure proposals must be approved by the Resources Committee or the Town Council prior to any commitment being made.

10. Terms of Reference of the Fromus Energy Projects Team

Prime Objectives

The Fromus Energy Projects Team is responsible for considering all matters relating to energy projects.

Membership and Frequency of Meetings

The Team will comprise five voting members of the Town Council and an unlimited number of non-Town Councillors with voting rights within the Team.

The quorum for meetings shall be two Town Councillors and two non-Councillors.

The Chair and the Vice Chair of the Town Council are ex-officio members with voting rights..

The Team will meet as required depending on the volume and urgency of business.

Delegated Authority

1. To deal with all matters concerning Nationally Significant Energy Infrastructure projects in or around Saxmundham.
2. To make reports and recommendations to the Town Council.
3. To take a lead role in the pre-examination stage by:
 - responding in an appropriate and timely manner to Non-Statutory and Statutory Consultations issued by the infrastructure developers
 - responding in an appropriate and timely manner to Scoping Opinions from the Planning Inspectorate
 - engaging with the Statements of Community Consultation and Local Impact Reports issued by the District Council.
 - providing Town Council responses to any other interested parties, as appropriate.
4. To take a lead role in the Examining Authority's stage by:
 - registering the Town Council as an Interested Party by submitting a Relevant Representation
 - appropriately qualified and experienced Working Group members attendance at the Preliminary Meetings
 - submitting Statements of Common Ground and Written Representations in an appropriate and timely manner
 - appropriately qualified and experienced Working Group members engagement with relevant Issue Specific Hearings
 - attending Accompanied Site Visits
 - answering relevant Examining Authority questions and requests for further information
 - providing Town Council responses to any other interested parties, as appropriate.
5. To take a lead role in the post-decision stage by responding to notifications of non-material and material change applications issued by the infrastructure developers.
6. To consider making arrangements for joint working with other affected town and parish councils to exchange views, share knowledge, and where required, to enable expert advice to be made more affordable (and noting that any formal decision including funding needs to be made or approved by the Town Council). A formal joint committee may be formed under s.102 of the Local Government Act 1972.
7. To monitor all Nationally Significant Energy Infrastructure projects for development in or around Saxmundham, and/or likely to have a significant economic, social or environmental impact on the town or parish, and to report to the Town Council as appropriate on issues arising.

8. To ensure effective information to and consultation and engagement with the local community, in its diversity, in developing significant policies, proposals or responses to nationally significant energy infrastructure projects.
9. To attend briefings, webinars and forums led by infrastructure developers, local authorities and non-government organisations.
10. To coordinate and share information with such other Town Council Committees or bodies as may be relevant, with a view to efficient and coherent decision-making on nationally significant energy infrastructure project matters.

Financial Limitations

The Team has no delegated authority to incur expenditure. Any expenditure proposals must be referred to the Resources Committee or the Town Council for approval prior to any commitment being made.

11. Delegation to the Proper Officer

Ordinary Delegations

That the Town Clerk, as Proper Officer, be authorised to conduct the business affairs of the Town Council subject to the actions taken being lawful, achieving value for money, and complying with the policies, procedures and budget approved by the elected members of the Town Council.

The Town Clerk is authorised to act with delegated authority in the specific circumstances detailed below:

- a) Exercise the delegations of the Proper Officer contained within the Town Council's Standing Orders.
- b) Receive declarations of acceptance of office.
- c) Receive and record notices disclosing personal and prejudicial interests.
- d) Receive and retain plans and documents.
- e) Sign notices or other documents on behalf of the Town Council.
- f) Sign summonses to attend meetings of the Town Council.
- g) Sign on behalf of the Town Council any document to give effect to any decision of the Town Council.
- h) Undertake the day-to-day administration of the Town Council.

The Town Clerk may authorise another Officer to exercise the powers of the Town Clerk in her absence without removing the overall responsibility of the Town Clerk for any such decisions.

Specific Delegations

The Town Council or Committees acting with delegation, may at any time do one of the following:

- a) Authorise the Town Clerk, or other specified Officer, to implement a particular course of action or determine a specific matter as a temporary authorisation; and
- b) Delegate to the Town Clerk, or other specified Officer, to exercise certain powers or functions on behalf of the Town Council as a permanent authorisation unless modified or removed by the Town Council or appropriate Committee.

1. Contracts

That the Town Clerk be granted delegated authority to enter into the following contracts, subject to periodic value for money reviews, on behalf of the Town Council:

- a) Contracts for standard business services. Examples of such services shall include IT support, photocopier, telephone, refuse and sanitary disposal, financial software, payroll service, and website support.
- b) Contracts for utilities. Examples of such services shall include electricity, water and gas.

2. Banking

That the Town Clerk be granted delegated authority on behalf of the Town Council to:

- a) If necessary, renew the banking arrangements under the terms of agreement with the existing providers.
- b) Enter into new banking arrangements subject to approval by the Resources Committee.

3. Insurance

That the Town Clerk be granted delegated authority on behalf of the Town Council to renew arrangements for insurance cover subject to approval by the Resources Committee.

4. Payments

That the Town Clerk be granted delegated authority on behalf of the Town Council to make payments detailed on the annual lists of Approved Payments and Direct Debits.

Resources Committee Minute References 166/23RC, 167/23RC and 168/23RC

5. Savings

That the Town Clerk be granted delegated authority on behalf of the Town Council to transfer, in conjunction with two authorised signatories, funds to and from the current and savings accounts held with Unity Trust Bank.

Resources Committee Minute Reference 15/24RC

6. Fees and Charges

That the Town Clerk be granted delegated authority to vary the Town Council's schedule of fees and charges with regard to a long-term agreement with a customer or a trial period with a new customer. Examples include stallage fees at the weekly and monthly markets.

This delegation shall not permit the revision of fees and charges for all customers. Any modifications to, or during an annual review of, fees and charges will be subject to approval by the respective Committees. Examples include charges for markets and open spaces.

7. Capital Works

In accordance with the budgetary authorities to spend, set out in the Town Council's Financial Regulations, capital expenditure of a value higher than £5,000, shall be approved in full, or in principle, by the Town Council, prior to the commencement of a project.

For capital expenditure of a value lower than £5,000, that the Town Clerk be granted delegated authority to seek approval from a relevant Committee in order to expedite the delivery of a capital project.

8. Consultations

That the Town Clerk be granted delegated authority to determine, in consultation with the Chair of the Town Council, which consultations the Town Council will prioritise and respond to and whether the Town Council will be determined through:

- a) Full Council;
- b) A relevant Committee;
- c) The Town Clerk, in consultation with members;
- d) A Working Group constituted for the purpose.

Or whether the Town Council will rely upon, or support, the representations made by another body. Examples of such include the National Association of Local Councils, the Suffolk Association of Local Councils, and the East Suffolk Communities Energy Partnership

9. Land and Property

That the Town Clerk be authorised to enter into a lease or licence on behalf of the Town Council in consultation with the Town Council or a relevant Committee.

10. Press and Social Media

- a) That the Town Clerk be authorised to release press statements on any activities of the Town Council in consultation with the Town Council Chair and in accordance with the Town Council's policies.
- b) That the Town Clerk be authorised to retain responsibility for the editorial control of the Town Council website and social media accounts in accordance with the Town Council's policies.

- c) That the Town Clerk be authorised to retain responsibility for the editorial content of the Town Council's articles to regular newsletters.

11. Staffing

- a) That the Town Clerk be authorised to undertake the line management of all Officers employed by the Town Council.
- b) That the Town Clerk be authorised to identify and implement training and development for all Officers within the approved budget.

12. Responsible Financial Officer

- a) That the Town Clerk, as Responsible Financial Officer, be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.
- b) That the Town Clerk, as Responsible Financial Officer, be responsible for ensuring that the approved precept request is issued to the billing authority and shall supply each member with a copy of the approved annual budget for the Town Council.

13. Notices of Intent

That the Town Clerk be authorised, in consultation with the Chair of the Planning and Development Control Committee, to use their discretion not to call meetings to consider and respond to notices of intent for proposed works to trees subject to a Tree Preservation Order or trees in the Conservation Area.

Town Council Minute 83/24TC

14. Anglian Energy Planning Alliance

That the Town Clerk be authorised to endorse correspondence and proposals, on behalf of the Town Council, from the East Suffolk Communities Energy Partnership following email consultation and approval from all members of the Town Council.

Town Council Minute 83/24TC

Urgent Actions

That the Town Clerk and the Deputy Town Clerk be granted delegated authority to take urgent action and revenue expenditure on behalf of the Town Council in cases of serious risk to the delivery of council services or to public safety on council premises.

The Town Clerk, or Deputy Town Clerk, may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure.

The Town Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

Town Council Minute 150/23TC