STILTON PARISH COUNCIL

Stilton Pavilion, High Street, Stilton PE7 3RA
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Scheme of Delegation

Introduction:

This scheme of delegation is established to clarify the distribution of powers, functions and responsibilities within Stilton Parish Council.

It aims to promote transparency, accountability and efficient decision-making, especially regarding emergency situations.

Delegation of powers must be formally agreed by Full Council and is enabled by Section 101 of the Local Government Act 1972 which allows a Council to delegate the power to make decisions to an Officer of the Council, a Committee, Sub-Committee or another authority.

Full Council Powers and Responsibilities

The Full Council retains the following powers and responsibilities:

- Approval of the annual budget and financial statements
- Adoption of policies and strategic plans
- Setting of the precept
- Approval of contracts and agreements
- Election of the Chairman and Vice-Chairman of the Council
- Setting up Committees and Working Groups, their Terms of Reference or objectives and
- determining who will become their members
- Responses to planning applications
- Approval of grant applications
- Taking loans
- Employing or dismissing staff
- Any other matter that the Full Council deems necessary to retain control.

Committees and Sub-committees

The Council has established the following committees and sub-committee:

<u>Finance, General Purpose and Communication Committee</u>

- Budget management and financial oversight
- Review and recommend financial policies
- Monitoring of expenditure against budget
- Communication strategy

<u>Staffing Sub-Committee (to above FGPC)</u>

- Staffing matters – appointment, recruitment, retention and disciplinary, appraisals
- Councillor training
- Review policies relative to staff employment

Amenities Management Committee:

- Support management of Parish Council amenities to assist smooth running
- Promote village amenities
- Put forward proposals for improvements or development of amenities to the Parish Council
- Recommend charges for the use of village amenities
- Oversee maintenance of Parish Council assets
- Authorise payments within the set AMC budget (reporting to full council at the next available meeting)

Pavilion Committee

- Shall support the Parish Council in the day-to-day running of the Stilton Pavilion
- Promote the use of the facility to the people of the village and wider community with a view to it becoming self-financing
- Provide Parish Council with proposals for improvements
- Oversee Pavilion Maintenance
- Increase community use and engagement
- Make recommendations to FGPC regarding level of fees

Individual Member Responsibilities

Individual Council Member

- Attend and represent the council at external meetings
- Engage with local residents and report concerns to the appropriate committee or full council
- Attend training sessions to enhance skills and knowledge.

Parish Clerk

- Order goods and services as set out in the Parish Council's Financial Regulations
- Use the Parish Council credit card to purchase routine products for the efficient running of the Pavilion (as requested by the Pavilion Administrator/Cleaner).
- Use the Parish Council credit card to purchase necessary tools and products for the Amenities Caretakers to enable tasks to be completed efficiently as described on their job descriptions
- **Credit card limit - £1,000, full balance paid monthly and all expenditure reported to full council with receipts supplied for checking**
- Authorise overtime for weekend cleaning duties at the Pavilion following events (within set budgets)
- Authorise annual leave for the Pavilion Administrator, Cleaner and Amenities Caretakers prior to reporting to full council
- Book councillors and staff onto training courses, within budget, prior to reporting to full council
- Vire money between costs centres within a budget heading approved by the Council
- Commission emergency works or repairs to maintain the integrity of the Council's facilities or assets up to £2,000 as detailed in Financial Regulations
- Resolve any Health and Safety issues that are deemed potentially harmful or dangerous
- Arrange annual play area/skate park inspections
- Respond to Freedom of Information Requests and Data Protection requests
- Close part or all of Parish Council assets to allow for essential maintenance works
- Commission fire and other safety checks on Parish Council assets
- Implement the terms of the Parish Council's Burial Ground Rules and Regulations
- Arrange interments/monuments in the Parish Council's burial grounds
- Grant Exclusive Rights of Burial and Exclusive Rights of Memorial

Pavilion Administrator

- Place Pavilion bookings for both regular and non-regular Pavilion hire alongside football pitch hire
- Cancel provisional bookings if the deposit invoice has not been paid within 14 days
- Book security for large events/parties as determined by the Pavilion Hire risk assessment
- Make recommendations to the Clerk (line manager) regarding the purchase of items necessary for the effective and time efficient running of the Pavilion & Community Field

Pavilion Cleaner

- Request purchase of routine products for the efficient cleaning of Stilton Pavilion

Amenities Caretakers

- Request purchase of necessary tools and products to enable tasks to be completed efficiently and within budgets

Communication and Reporting

All committees, sub-committees, individual members and the Clerk shall provide regular information/reports to Full Council on their activities.

Document Review

Reviewed: 12 May 2026 (agenda item PC108/26)
Next review date: May 2027