

Delegated Authority

Members are asked to consider the Town Clerk and in the absence, the Assistant Town Clerk, the appropriate delegated authority to enable the Town Clerk to carry out the role in a more smooth, efficient, and timely manner, to avoid some items needing to be received at the next appropriate Town Council Committee / Sub Committee meeting or even an Extraordinary meeting.

There are multiple areas where Members may wish to consider this to take place to assist with the day-to-day operations of the Town Council, but due to insufficient time to review the relevant Town Council Policies/Procedures and put forward further suggested amendments, the following two areas of importance / recently presented the most problems are:

1. Delegated authority to determine free or discounted hire of all Town Council premises;
2. Delegated authority to determine the use of the Town Seals.

Decisions regarding both points 1 and 2 may be determined in conjunction with an appropriate committee Chairman and in the absence the Vice Chairman, or Chairman of the Town Council and in the absence the Deputy Chairman, reporting at a future Town Council meeting.

The importance of getting this in place now, is demonstrated by the fact that whilst delegated authority has been given to provide free use of Isambard House without seeking Committee approval, use of the Guildhall would require Committee approval, as does the use of the Tow Seals.

End of Report
Town Clerk