



Scheme of Delegation September 2025

Purpose	Guidance to both Councillors and employees in the management of council committees and delegated powers. This document should be read in conjunction with the FTC Standing Orders and Financial Regulations. This document also forms a key part of FTC's commitment to transparent governance showing residents how and where decision making happens.
Approved and Adopted	September 2025
Review date	January 2026
Committee	Finance and Scrutiny. Approval required from Full Council.

Standing Committees

Name of Committee	Finance & Scrutiny Includes finance, budget management, S137 grants, Unitary matters, devolution, audit recommendations, contract management, communications, and non-personnel related policies.
Number of members (Councillors)	No more than 9
Non-voting members	Only Cllrs are permitted to be elected to the Finance & Scrutiny Committee. All Councillors are invited to each meeting and can contribute (but not vote) if not a member (or substitute).
Quorum	3
Frequency of meetings	Monthly (<i>excl. August</i>)

Delegated Powers	To exercise the powers of the Town Council in regard to: - Consideration and determination of all financial matters of the Council unless otherwise delegated, with the exception of those reserved by statute. (Finance Committee shall not have authority over the use of budgets assigned to other committees). - Management and Scrutiny of the Council's expenditure and budgetary controls and budget. - Awarding grants within budget (Budgets assigned to other committees shall not be used to award grants). - Consideration of costs involving Local Government re-organisation and devolution. - Appointing an Internal Auditor and implementing recommendations for their report. - Recommending to Full Council the Annual Governance Audit Return (AGAR) and implementing recommendations from the External Auditor. - Managing contracts and leases, including payments to the Council. - Recommending to Full Council the awarding of contracts and any significant variances in payment terms or other contractual matters. - Maintenance of the Council Risk Register.
To Make Recommendations to Full Council	To make recommendations to the Town Council regarding: - The annual Budget and Precept, including a 3 year projected budget. - Procedures and policies: Annual reviews required by Standing Orders - Governance documents; data protection procedures; key policies - All matters arising from the Local Government Reorganisation and devolution. - To consider cost implications of any major Council civic/ceremonial event, project or initiative proposed by Full Council. - Make recommendations to Full Council as to the conduct of civic matters pertaining to the Code of Conduct, Civic Review, Mayoral function and the Town Council (and other similar legal requirements). - Actions from the Council Risk Register.

Name of Committee	Planning & Climate
Membership	9 members
Quorum	3
Frequency of meetings	21-day rotation
Delegated powers	To exercise the powers of the Town Council in regard to: - Responses to consultations from Development Control and Licensing Authorities, and all related matters. - Monitoring of the Town climate - Manage and implement the development of a Neighbourhood Plan, and other similar plans which may be announced by other public authorities.

Name of Committee	Assets & Open Spaces Includes Outside Spaces, Elm Park, Millennium Green, Ecology matters, Leisure Centre Building, Highstreets, Street care, Tenancy matters, Allotments, Archives, Civic assets, Acquisitions and Disposal, Management, Event management, and General asset management.
Membership	9
Quorum	3
Frequency of meetings	Monthly (<i>excl. August</i>)
To Make Recommendations to Full Council	To make recommendations to the Town Council in regard to: - Policies and expenditure on Outside Spaces. - Strategic management of Outside Spaces. - Council's participation in major Town events; making recommendations to Council; and managing Council's participation in such events, as requested by Council. - Management of the Town Archives and Civic Assets, and Council Assets (including the Asset Register). - All matters arising regarding Properties - All matters regarding tenancy (non-financial).

Delegated powers	To exercise the powers of the Town Council in regard to: - Budgeted expenditure allocated to the Committee; all budgets pertaining to: Outside spaces and asset management. - To approve the allotment rents set annually, other charges for sports or leisure activities, or Council Services. - Strategic management of property (buildings, noticeboards, equipment etc). - Use of assets and routine management of property. - Deliver, support and manage projects and initiatives within the Committee remit. - Monitor and maintain legally required inspections, assessments, and Registers. - Manage strategies relating to ecology and horticulture within the Town. - Manage and implement the development of a Local Nature Plan, and other similar plans which may be announced by other public authorities (if necessary working with the Planning and Climate Committee).
Powers delegated to the Head Ranger by the Open Spaces & Assets Committee	To delegate to the Head Ranger/Open Spaces Manager: - Day-to-day management and routine administration of all the Outside Spaces under the responsibility of the Council.

Name of Committee	Staffing
Membership	6 members
Quorum	3
Frequency of meetings	Bi-monthly (<i>excl. August</i>)
To Make Recommendations to Full Council	To make recommendations to the Town Council in regard to: - Policies and expenditure on Personnel matters. - Pay scale increases outside of budget. - Appointment of a Town Clerk (or locum). - Appointment of a Proper Officer - Appointment of a Responsible Finance Officer.
Delegated powers	To exercise the powers of the Town Council in regard to - Assisting the Town Clerk with Staffing matters - Personnel Policies - Staff structure, requirements, training and vacancies Appraisals, contractual matters, pay scale increases, NALC pay scale increases (within employment contract), and welfare.

Sub-Committees of Standing Committees:

Finance & Scrutiny Sub-Committees

Name of Sub-committee	Budget Sub-Committee
Membership	Mayor and Chairs of committees
Delegated powers	To meet ahead of budget setting to review and make recommendations
Quorum	3
Frequency of meetings	Meets prior to budget setting (if required)

Name of Sub-committee	Expenditure Approval sub-committee
Membership	Mayor, Deputy Mayor, and Chair of Finance and Scrutiny Committee
Delegated powers	- To meet virtually, or by email, to authorise urgent expenditure (where appropriate) which is required before any suitable meeting. All expenditure authorised by the sub-committee is to be reported at the first suitable meeting and Minuted. The sub-committee does not replace the powers within Standing Orders or Financial Regulations given to the Town Clerk/RFO/Proper Officer to take such action as is necessary for the management of Council property, buildings and staff.
Quorum	3
Frequency of meetings	As required

Staffing Sub-Committee

Name of Sub-Committee	Management Committee of the Town Clerk
Membership	The Mayor; Chair of Staffing Committee; Chair of Finance Committee (or another Chair of a Committee if any of the above in the same person).
Delegated powers	To exercise the powers of the Town Council, in respect of the Town Clerk only, in regard to: - Power to take action within policy and budget (confirmation of appointments being referred to Full Council). - Staffing/management related matters, in accordance with Standing Orders - Line management of the Town Clerk will normally be carried out by the Chair of Staffing Committee (or The Mayor in their absence).
Quorum	3
Frequency of meetings	Meets as required

Powers delegated to the Town Clerk / RFO

Town Clerk - The Town Clerk is the Council's Proper Officer in relation to all legal and administrative functions of the Council.	The Town Clerk has delegated authority to:- - Exercise the powers of the Town Council in regard to the normal functioning of the Town Council including any matters where powers have been delegated to the Town Council by the responsible principle authority. - Take such action as is necessary for the management of Council property, buildings and staff, in accordance with Standing Orders and Financial Regulations.
Responsible Financial Officer (RFO) The RFO is the Council's Proper Officer in relation to all financial functions of the Council.	The RFO has delegated authority to: - Incur expenditure by the Council in accordance with Standing Orders and Financial Regulations.
Proper Officer	In the absence the Town Clerk/ RFO, delegated authority automatically transfers to the Deputy Clerk in-so-far as is necessary for the continuous functioning of the Council.

