



## **Axbridge Town Council**

### **Delegation Scheme** **Proper Officer/Clerk** **to the Town Council**

**(Appendix F of Standing Orders)**

**Areas of Business:**

- Administration**
- Allotments**
- Car Parks**
- Cemetery**
- Community Stall**
- Electricity Contracts**
- Emergency Repairs**
- Furlong**
- Licensing**
- Oyez**
- PAT testing**
- Planning**

**Last Update: August 2024**

August 2024

## Delegation Scheme – Proper Officer/Clerk to the Council.

### Introduction.

This document will form part of the job description of Clerk to the Council. It is expected that the clerk will liaise with the Mayor and/or relevant councillors on a regular basis about duties but will perform the following routine tasks without reference to council.

The Town council has agreed that the following tasks are delegated to the clerk. The decisions are minuted and the relevant minute numbers are recorded by each entry.

### Scheme.

<b>Task</b>	<b>Minute</b>
<b>Administration</b>	
Arrange for the Mayoral and Honours Boards to be updated	215(g)/14
Purchase necessary office consumables	36(f)/16
<b>Allotments</b>	
Preparation and issue of rental invoices and reminders for payment.	32(f)/12
Give written permission for the erection of sheds and glass houses if they comply with the regulations.	32(f)/12
Give written permission for the keeping of livestock if the request complies with the regulations.	32(f)/12
Issue warning letters when none compliance with tenancy agreement or regulations occurs.	32(f)/12
Allocate allotment plots when straightforward and report back to the subsequent meeting.	37(c)/15
Arrange for hedging works at the Allotments having consulted with the relevant Chairman/members.	84(c)/15
<b>Car Parks</b>	
Issue orders for repair of car park lighting.	53(f)/15
<b>Cemetery</b>	
Allocation of plots for graves and keeping the relevant records	32(f)/12
Approve headstone design if in accordance with regulations.	32(f)/12
Preparation and issue of invoices for interments.	32(f)/12
Arrange for hedging works at the Cemetery having consulted with the relevant Chairmen/members.	84(c)/15
<b>Community Stall</b>	
Control of use of the community stall at the Farmers' Market	53(f)/15
<b>Electricity Contracts</b>	
Agree electricity supply contracts for all facilities (car parks, changing rooms and public conveniences) with changes to be reported to Council via the A&F group	132/16(e)
<b>Emergency Repairs</b>	
Respond to safety issues reported by members, council officers, or the public by, if necessary, authorising emergency repairs and/or works to rend the reported item safe in relation to the recreation area.	69(b)/12

<b>Financial Regulations</b> Deal with matters as set out in the Financial Regulations	66.24(f)
<b>Furlong</b> Arrange for hedging works at the Furlong having consulted with the relevant Chairman/members.	84(c)/15
<b>Licensing</b> Respond to Somerset Council on road closure licence applications as long as there is no change from the previous application for the same event	106(d)/12
<b>PAT testing</b> Arrange PAT testing as per the Risk Assessment document. The results to be checked by the A&F group	132/16(e)
<b>Planning</b> Respond to the planning authority on applications for works on trees that are in domestic gardens. The application and response will be reported at the following planning committee.	292.20(c)

**Adopted by Council: 12 August 2024 (minute 66.24(f))**

**Last Review Date: 12 August 2024 (minute 66.24(f))**