



Wells City Council

SCHEME OF DELEGATION Document No.3

Purpose	Guidance to both Councillors and Staff in the management of Council committees
Additional Papers	This document should be read in conjunction with: Document 1 Standing Orders
Monitoring Committee	Senior Leadership Team / Finance Committee
Adopted	January 2026
Review Date	January 2027

Local Government Act Section 101
SCHEME OF DELEGATION 2026

Committees are appointed at the annual meeting of the Council in accordance with Council Standing Order 4.

The quorum for each committee is 3.

Meetings are not normally held during August, (except Planning Committee). Committee business is conducted in accordance with Council Standing Orders and Financial Regulations.

Committee Chairs and Lead Councillors are elected by each committee at the first meeting of the committee. The existing Chair will stay in office until the election of the new Chair.

Standing Committees

Each meeting will have a nominated Lead Councillor. Equally, a Council Officer will also be present who will have delegated authority and is supported by the written delegations from the Town Clerk to Officers of the Council, where appropriate. Committees are defined as:

Finance Committee: meet monthly: 8 members

Outside Spaces Committee (Inc WRGT): meet monthly: 8 members

Estates Committee: meet monthly: 8 members

Planning Advisory Committee: meet monthly: 8 members

Staffing and Personnel Committee; meet monthly; 6 members

Civic and Archives Committee: meet quarterly: 6 members

Budget sub-committee

The Budget sub-committee has a membership of the Mayor and Chairs of committees and meets prior to budget setting.

Agenda Items

All Committees will consider the following on all agenda items:

Climate and Biodiversity implications in line with the Climate Emergency Pledge
Financial Implications in line with management of council financial position.

Terms of Reference

FINANCE COMMITTEE

To exercise the powers of the City Council in regard to: -

- i. 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.)
- ii. Management and Scrutiny of the Council's expenditure and budgetary controls.
- iii. Scrutiny of the Council's Governance Procedures and other policies
- iv. Scrutiny of the Council's Risk Register
- v. Awarding grants. (Budgets assigned to other committees shall not be used to award grants.)
- vi. Consideration to costs involving Local Government Reorganisation.

To make recommendations to the City Council in regard to: -

- i. The annual Budget and Precept.
- ii. Procedures and policies: Annual reviews required by Standing Orders:
- iii. Governance documents; data protection procedures; key policies
- iv. Risk Register
- v. All matters arising from the Local Government Reorganisation.

Outside SPACES COMMITTEE

To exercise the powers of the City Council in regard to:-

- i. Budgeted expenditure allocated to the Committee; all budgets pertaining to: Outside spaces.
- ii. Budgeted expenditure allocated to the Committee; all budgets pertaining to Wells Recreation Ground Trust (WRGT).

To make recommendations to the City Council in regard to:-

- i. Policies and expenditure on Outside Spaces (inc WGRT)
- ii. Strategic management of Outside Spaces (inc WGRT)
- iii. Council's participation in major City events; making recommendations to Council; and managing Council's participation in such events, as requested by Council.

ESTATES COMMITTEE

To exercise the powers of the City Council in regard to:-

- iii. To approve the cemetery fees and charges and allotment rents set annually.
- iv. Strategic management of property (buildings, including public toilets).
- v. Use of assets and routine management of property, i.e. buildings, including public toilets.
- vi. The management of buildings and maintenance budgets of the Town Hall.

- vii. The management of buildings and maintenance budgets of the Portway Annexe.

To make recommendations to the City Council in regard to:-

- iv. Policies and expenditure on Estates including the Cemetery.
- v. Strategic management of Estates including Cemetery.
- vi. All matters arising regarding the Portway Annexe
- vii. All matters arising regarding Properties
Planning of future projects and maintenance

To delegate to the Burial Officer:

- i. Day-to-day management and routine administration of the Cemetery and all the Outside Spaces under the responsibility of the Council.

PLANNING ADVISORY COMMITTEE

To exercise the powers of the City Council in regard to:-

- i. Responses to consultations from Development Control and Licensing Authorities, and all related matters.

STAFFING COMMITTEE

To exercise the powers of the City Council in regard to:-

- i. Assisting the Town Clerk with Staffing matters
- ii. Staffing Policies
- iii. Staff structure, requirements and vacancies.

CIVIC AND ARCHIVES COMMITTEE

To exercise the powers of the City Council in regard to:-

- i. Management of the City Archives and Civic Assets (not including buildings).
- ii. Care of the historic fabric and fittings of the Town Hall.
- iii. Make recommendations to Full Council as to the conduct of civic matters pertaining to the Civic Review, Mayoral function and the City Council.
- iv. To consider cost implications of any major Council civic/ceremonial event proposed by Full Council

MANAGEMENT COMMITTEE OF THE TOWN CLERK

3 active Council Members: The Mayor; Chair of Staffing Committee; Chair of Finance Committee

To exercise the powers of the City Council, in respect of the Town Clerk only, in regard to:-

- i. Power to take action within policy and budget. (Confirmation of appointments being referred to full Council)
- ii. Staffing/management related matters directly related to the Town Clerk, in accordance with Standing Orders
- iii. Day-to-day line management of the Town Clerk will normally be carried out by the Chair of Finance Committee.

TOWN CLERK

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:-

- i. Exercise the powers of the City Council in regard to the normal functioning of the City Council including any matters where powers have been delegated to the City Council by the responsible principle authority.
- ii. Take such action as is necessary for the management of Council property, buildings and staff, in accordance with Standing Orders and Financial Regulations.

RFO (Responsible Financial Officer)

The RFO is the Council's Proper Officer in relation to all financial functions of the Council.

The RFO has delegated authority to:-

- i. Incur expenditure by the Council in accordance with Standing Orders and Financial Regulations.

PROPER OFFICER

In the absence of the Town Clerk and RFO, delegated authority automatically transfers to either of the Senior Officers of Estates Manager or Outside Spaces Manager, in-so-far as is necessary for the continuous functioning of the Council and is supported by the delegations documents in place.