

WILTON TOWN COUNCIL
Ancient Capital of Wessex



Town Clerk
Tel: 01722 742093
Email: clerk@wiltontowncouncil.gov.uk

Council Offices
Kingsbury Square
Wilton
Salisbury
Wilts SP2 0BA
www.wiltontowncouncil.gov.uk

WILTON TOWN COUNCIL

Scheme of Delegation and Terms of Reference for Committees

Originally adopted by Wilton Town Council on 14th May 2019, Minute ref 71.19

Reviewed July 2023

Re-Adopted on 1st August 2023

Minute reference 133/23 (i)

Reviewed January 2024

Reviewed April 2025

Adopted 3rd June 2025 Minute

Reference 156/25 (i)

Review due May 2026

Introduction

Legal context

Under s101 (1), (5) and (6) of the Local Government Act 1972, a parish or town Council may arrange for any of its functions to be discharged by a committee, sub-committee or officer.

The purpose of this document

This Scheme of Delegation and Terms of Reference sets down how decisions are made by Wilton Town Council and which Committees and officers are responsible for certain decisions and budgets.

Matters reserved to the Council

1. The following matters are reserved to Full Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations for Full Council's consideration:
 - (a) setting the town precept and adopting the budget
 - (b) approving any virement between budgets exceeding £2,000
 - (c) borrowing money
 - (d) setting fees and charges
 - (e) making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
 - (f) making, amending or revoking by-laws
 - (g) making orders under any statutory powers
 - (h) matters of principle or policy
 - (i) nomination and appointment of representatives of the Council to any other authority, organisation or body (except for approved conferences or meetings).
 - (j) any proposed new undertakings.
 - (k) prosecution or defence in a court of law
 - (l) nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee
 - (m) the adoption of a Neighbourhood Plan (if applicable)
 - (n) appointment or dismissal of all Council staff
 - (o) promoting community development through grants and financial assistance

Committees in general

2. Wilton Town Council has established the following committees for the purposes of efficient decision making. All or some of these committees may be suspended by the Council. If suspended the functions of the committees are undertaken by the Council
 - (a) Policy and Resources Committee
 - (b) Environment and Amenities Committee
 - (c) Staffing Committee
3. The Mayor and Deputy Mayor shall be ex-officio members of all Committees
4. The following functions shall be common to all Committees
 - (a) responsibility for drafting its annual budget (if allocated) and submitting it to the Budget Working Group (subject to adoption by the Council)
 - (b) to assess and budget for future maintenance, replacement or upgrading of items for which it is responsible if a budget has been allocated

- (c) monitoring its annual budget (if allocated) to avoid over/underspends
- (d) to recommend that funds are set aside or 'ear-marked' for larger items of expenditure or future commitments
- (e) to authorise expenditure in accordance with the budget adopted by the Council
- (f) approving virements within its approved budget (if allocated) up to a maximum of £2,000 per item
- (g) to keep under review those matters within its terms of reference including the policies and procedures adopted by the Council
- (h) to expedite decisions in accordance with the Council's ambitions and objectives
- (i) to submit comments on planning applications

Policy & Resources Committee

5. The Committee shall be appointed by the Mayor and Deputy Mayor. It will consist of a maximum of 6 members (plus the Mayor and Deputy Mayor) and has the following delegated functions:

- (a) To oversee the financial and administrative management of the Council, including:
 - Audit and Internal Control
 - Insurance and Risk
 - Council Offices
 - Corporate Governance
 - Legal Compliance.
- (b) to establish a Budget Working Group, comprising the Mayor, Deputy Mayor and a representative from each Committee, for the purpose of setting the annual budget of the Council
- (c) to review Council policies and procedures and to make recommendations to the Council
- (d) to review fees and charges and to make recommendations to the Council
- (e) to keep under review electoral arrangements
- (f) to seek to promote the local economy and support the economic development of the Town
- (g) to promote community safety and address crime, disorder and anti-social behaviour
- (h) to maintain strategic partnerships with local organisations and to promote partnership working
- (i) to oversee the preparation and adoption of the Wilton Neighbourhood Plan, if applicable
- (j) to oversee the Council's property portfolio, leases and assets and to oversee any negotiations with Wiltshire Council regarding the transfer of assets and services
- (k) to promote community engagement and maintain effective communications

Environment and Amenities Committee

6. The Committee shall be appointed by the Mayor and Deputy Mayor. It will consist of a maximum of 6 members (plus the Mayor and Deputy Mayor) and shall have the following delegated functions:

- (a) To manage the services and amenities provided by the Council, including:
 - Bulbridge, Minster Street and Wishford Road Recreation Grounds and associated play equipment, benches and shelters

- Castle Meadow Recreation Ground and Sports Pavilion, outdoor gym and sports pitches
 - Old St Mary's Churchyard
 - The Cemetery
 - South Street Car Park
 - Market Place (area around the car park) Tubs, Trees, Flagpole and hanging baskets
 - Christmas Tree and Lights
 - Public toilets in Greyhound Lane
 - Bus Shelters
- (b) to manage the grounds maintenance and civic amenities contracts
 - (c) to operate and maintain the cemetery, overseeing burial responsibilities and associated duties
 - (d) to promote the health and wellbeing of residents in the Town
 - (e) to promote sports and leisure opportunities
 - (f) to be responsible for transport and highways matters
 - (g) to promote walking and cycling and to be responsible for footpaths and cycleways
 - (h) to be responsible for flooding and emergency planning
 - (i) to be responsible for green initiatives
 - (j) to promote and be responsible for the Wilton in Bloom campaign (if applicable)
 - (k) to be responsible for festivals and public events promoted by the Council (including the Christmas Lights).

Staffing Committee

7. The Committee shall be appointed by the Mayor and Deputy Mayor. It will consist of a maximum of 5 members (including the Mayor and Deputy Mayor) and have the following delegated functions:
 - (a) to deal with personnel matters including those allocated to the Committee via the Council's Grievance and Disciplinary Procedures
 - (b) to operate the Council's flexible working policy and to consider requests received from staff
 - (c) to recommend to the Council the appointment of all staff
 - (d) to determine and review their terms and conditions of employment
 - (e) to undertake an annual salary review for Council employees, giving due regard to staff development and National Association of Local Council guidelines
 - (f) to oversee the performance of staff and undertake annual appraisals of all staff
 - (g) to review and recommend training of staff and members as appropriate
 - (h) to prepare staff inductions and a training programme for all Councillors

Town Clerk and Responsible Financial Officer

8. The Responsible Financial Officer is the Town Clerk who shall be responsible for the Council's accounting procedures in accordance with the Accounts and Audit Regulations.
9. The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:
 - receive declarations of acceptance of office
 - receive and record notices disclosing personal and prejudicial interests
 - receive and retain plans and documents
 - sign notices or other documents on behalf of the Council.
 - receive copies of by-laws made by the unitary authority
 - certify copies of by-laws made by the Council
 - sign summonses to attend meetings of the Council

10. In addition, the Town Clerk has delegated authority to undertake the following matters on behalf of Wilton Town Council:

- day to day administration of services, together with routine inspection and control
- authorisation of routine expenditure within the agreed budget
- emergency expenditure up to £2000 in accordance with the Council's Statement of Internal Control (paragraphs 8.2 and 8.3).

11. The delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time

Other Committees, Sub-Committees or Working Groups

12. Other Standing Committees, and Sub-Committees may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee is formed by means of a minute detailing the terms of reference.

13. Working Groups may be formed by resolution of the Council or a Committee at any time. The work of such a Working Group will be decided upon at the time it is formed by means of a minute detailing the terms of reference

14. Each Working Group will report back with recommendations to the Council or the Committee that formed it

Urgent Matters

15. In the event of any matter arising which requires an urgent decision, the Town Clerk shall consult with the Mayor and the Chair of the appropriate Committee or their deputies. With their written agreement the Clerk will have delegated power to act on behalf of the Council in respect of the matter then under consideration

16. Before exercising the delegated powers granted by paragraph 15 above, the Town Clerk and those members consulted shall consider whether the matter is of sufficient importance to justify the summoning of a special meeting of the appropriate committee and where a meeting is so summoned the committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration

17. Before exercising the delegated powers granted by paragraph 15 above, the committee concerned shall consider whether the matter is of sufficient importance to justify recommending to the mayor that a special meeting of the Council should be called

18. Any action taken under paragraph 15 must be recorded in writing and made available for inspection by any member of the Council. Full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meetings of the Committee concerned and of the Council.

Delegation – Limitations

Committees and Sub-Committees shall, always, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other Policies, rules, regulations, schemes, statutes, by-laws or orders made, and with any directions given, by the Council.