



Stamford
Town Council

Terms of Reference
And
Scheme of Delegation

Approved: 27th May 2025

Updated 15/12/25

Contents

Terms of Reference	3
1. INTRODUCTION.....	3
2. DEFINITIONS.....	3
3. THE POWER TO DELEGATE	3
4. GENERAL.....	4
5. GOVERNANCE PRINCIPLES OF THE COUNCIL.....	5
6. FULL COUNCIL POWERS RESERVED (Council Matters).....	7
COMMITTEE TERMS OF REFERENCE AND DELEGATIONS	9
FINANCE & GOVERNANCE COMMITTEE.....	9
ASSETS & SERVICES COMMITTEE.....	11
CIVIC & COMMUNITY COMMITTEE	12
PLANNING COMMITTEE.....	13
CLIMATE & ENVIRONMENT COMMITTEE	14
HERITAGE & COLLECTIONS COMMITTEE	15
Tourism Advisory Committee	16
DELEGATION TO OFFICERS.....	17
Responsible Finance Officer	17
Proper Officer	17

Terms of Reference

1. INTRODUCTION

- a. Section 101 of the Local Government Act 1972 allows local Councils to appoint one or more Committees or Sub-Committees to discharge any of its functions. It is not necessary for the Council to ratify Committee decisions where a delegation applies.
- b. The membership of Committees and Advisory Committees is fixed by the Council, and of Sub-Committees, Advisory Committees and of Working Groups/ Parties by the appointing Committee. In constituting such Sub-Committees, Advisory Committees and of Working Groups/ Parties the Council or Committee as appropriate shall have full regard to the implications on the Members and Officers of creating Sub-Committees, Advisory Committees and of Working Groups/ Parties.(Working Groups/Parties are in fact committees or sub-committees within the meaning of the Local Government Act (LGA) 1972 and are accordingly, subject to the same legal provisions in the 1972 act as other committees described in section 101(1)LGA 1972)
- c. The scheme outlined below may be amended at any time by the Council.

2. DEFINITIONS

- a. In this scheme, the following words and phrases shall be given the meanings outlined below:
- b. “Council” refers to Stamford Town Council.
- c. “Council matters” means those items specifically included in the approved Terms of Reference as falling within the specific purview of Council.
- d. “Committee” means one of the following standing committees, the terms of reference of which may be found on the pages indicated:
 - i. Finance & Governance Committee
 - ii. Assets & Services Committee
 - iii. Civic & Community Committee
 - iv. Heritage & Collections Committee
 - v. Planning Committee
 - vi. Climate & Environment Committee
 - vii. Tourism Advisory Committee

3. THE POWER TO DELEGATE

The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as follows:

Local Government Act 1972 S. 101 Arrangements for discharge of function by local authorities

1. Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a sub-Committee or an officer of the authority, or (b) by any other local authority
2. Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may

arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

3. Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, subcommittee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.
4. Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
5. A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

The aim of this document is to clarify the manner in which Stamford Town Council has delegated its powers and the authority to spend

4. GENERAL

- a. **Compliance with the law:** Committees can only act within the law and in accordance with the Council's approved Standing Orders and Financial Regulations.
- b. **Budgets:** Committees can only exercise delegated powers if there is budgetary provision for any proposed expenditure. They can vire monies within their overall budget in accordance with the provisions of the Council's Financial Regulations. They will also be able to utilise those Restricted Funds and Committed Projects Funds (Earmarked Reserves) the control of which is delegated by the Council. If no budgetary provision is available, delegated powers may only be exercised subject to obtaining approval for a supplementary estimate, and this must be done through referring the matter to the full Council following consultation with The Town Clerk and the Chair of the Finance & Governance Committee
- c. **Committee Conflict/overlap:** As far as possible decisions should be made either by a standing committee or by full council. There may be occasions when there is ambiguity as to which committee has powers to deal with a particular matter. In such cases, the matter shall be resolved by the Town Clerk in conjunction with the Chairs of the two committees. Committees shall be enabled to make recommendations to Council, or any other Committee as may be appropriate, on matters arising from the agenda that are outside of the scope of that committee. It is the responsibility of the originating committee officer to ensure that such recommendations are made to the Town Clerk to ensure such recommendations appear on the next agenda of either the Full Council, or the other Committee.
- d. **Concurrent powers:** The Council may at any time exercise any of the duties and powers within the scheme which are delegated to the Council's Committees or Sub- Committees. A Committee may at any time exercise any of the duties and powers of its Sub-Committees Advisory Committees or Working Groups/ Parties.
- e. **Non-Councillor Members:** Non-members of the council may not be co-opted to the Finance & Governance Committee LGA1972,102(3). Committees may however co-opt to any advisory committees, sub committees or working groups which may be established members

who are not members of the Council in accordance with the relevant legislation. Co-option of non-councillor members to any entity requires the approval of the parent standing committee, which will then make a recommendation to the Council for final approval. In accordance with the legislation, co-opted members have no voting rights and, if a co-opted member is appointed to Chair a meeting, they have neither an original nor a casting vote except management of land, Harbour functions, Tourism and management of festivals (Local Government & Housing Act 1989 s.13, Parish and community councils(committees) regulations 1990). The position of co-opted members shall be reviewed annually, as is the general membership of all Council Standing Committees and Sub-Committees.

- f. **Committee membership:** The Mayor is ex-officio voting member of all the Council's standing Committees and an ex-officio voting member of all sub-committees, Advisory Committees and working groups/ parties. The Mayor may not be Chair of any Committee or Sub-Committee. All Town Council Committees will comprise the number of Town Councillors stated who will be the only voting members of the Committee, except for voting rights referred to in the Non-Councillor Members Policy. The Committee, Sub-committee, Advisory Committee or its Working Group, must pay due regard to the Non-Councillor Members Policy when inviting persons with specialist skills to join the Committee as non-voting members. Persons who are not Councillors, who wish to join the Committee, shall complete an application form and declare any interests at the start of meetings. Where a Chair is the member of a committee due to position (Finance & Governance), when the Chair is unable to attend the Deputy or another member of that committee will substitute with the same voting rights as the Chair.
- g. **Considerations with regard to decision-making:** In making any decisions or recommendations each Committee should consider the implications in relation to: The Council's agreed strategy, best practice, existing council policies, crime and disorder, the environment, finance and staffing implications.
- h. **Transparency and Confidentiality:** The Council believes in open and transparent governance wherever possible. However, Council/Committee has the right to exclude the press and public as per Public Bodies (Admission to Meetings) Act 1960 ss1&2 during any part of a meeting due to the special or confidential nature of the business to be transacted. With the exception of the Finance & Governance Committee or their Sub-Committees where personal and individual issues are discussed, Councillors who are non-members of a Committee that has passed a resolution excluding the press and public have no right to remain in the meeting and will be asked to leave. In such circumstances, non-member Councillors will only be allowed to remain if they can demonstrate a 'need to know' as defined in the cases of R v City of Birmingham District Council ex parte O [1983] 1 AC 578 and R v Hackney LBC ex parte Gamper [1985] 1 WLR 1229. The decision of the Committee will be final.

5. GOVERNANCE PRINCIPLES OF THE COUNCIL

- a. The Town Council is the elected body from which all delegated authority flows. It reserves to itself those matters that it is required to consider by statute together with other matters of overall policy, governance, civic responsibility, significant finance, budgeting or other aspects of resourcing.
- b. The Council may delegate any other matter as it sees fit either to officers, via the Town Clerk, Committee Officer or to a committee of three or more members. In principle all day-to-day

decisions and budget required in connection with the running of the Council and its agreed services/ operations are delegated to the Town Clerk and through the Town Clerk to officers of the Council, subject to periodic review of performance with appropriate committees or the full council against agreed performance criteria.

- c. Subject to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties which have not been specifically reserved, shall be delegated to the Committees in accordance with the following terms of reference unless otherwise specified.
- d. Committees may resolve all matters within their terms of reference. Terms of reference
 - i. shall include ;
 - ii. Election of Committee Chair & Vice Chair
 - i. Delegations of strategic development work in accordance with the committee's remit as stated in the terms of reference to the Committee.
 - iii. Agreeing performance standards for operational activities and periodical reviewing performance in designated operational areas.
 - iv. Delegated authority to spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve to the sum of £20,000 excluding vat per item.
 - v. Providing officers with review and steering feedback during the development of significant pieces of work (e.g. development of the annual budget)
- e. Where matters arise which involve Council reserved powers (such as for example the budget) these Committee decisions should be referred to the full council as a recommendation.
- f. The acts and proceedings of a Committee shall:
 - ii. Where they are delegated to the Committee, so far as is legally permissible be deemed to be the acts and proceedings of the Council;
 - iii. As regards other matters, be subject to resolution by the Council
 - iv. In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.
 - v. Authorise expenditure within their agreed budgets, Restricted Funds and Committed Projects (Earmarked Reserves), in accordance with Standing Orders & Financial Regulations, without further approval by Council.
 - vi. Make recommendations to Council, or any other Committee as may be appropriate, on any matters arising from the agenda that are outside of the scope of that Committee.
- g. A list of resolutions agreed by the committee under delegated authority will be circulated to all Councillors by email within three working days of the meeting (excluding any HR decisions). No actions will be implemented by officers until five working days have passed from the date the decision notice is issued. During this period, if four Councillors submit a request by email for further consideration, the resolution in question will be referred to Full Council before any implementation proceeds. Requests must clearly specify the resolution concerned and be submitted within the five working day period; incomplete or late requests will not be considered.
- h. The Council may resolve to review any committee decision at any time. The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

- i. The Town Clerk /Responsible Financial Officer (RFO) will report regularly to appropriate committees and the Town Council all significant actions undertaken using their delegated authority.
- j. The terms of reference of all committees are subject to the following reservations:
- k. That powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
- l. That any proposal which involves any major changes in the existing policies approved by Council, shall be submitted to the Town Council for approval.
- m. Urgent/ emergency matters which would normally be referred to a committee may be dealt with by the Town Clerk in accordance with their delegated powers as stated in the Standing Orders and Financial Regulations The Chair of the relevant Committee will be informed following the emergency. Any action taken under these provisions will be reported to the appropriate committee or the full council at the next available opportunity.
- n. Members will be advised by the Town Clerk/Committee Officer whether or not a particular item under discussion is within the Committee's delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED" and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes. This item can be discussed in full by the Town Council.
- o. Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Stamford.
- p. There will be a 20-minute public session with members of the public being able to speak. This is subject to a separate scheme.

6. FULL COUNCIL POWERS RESERVED (Council Matters)

- a. The following are powers reserved to the full body of the Council. Committees may make recommendations in respect of these powers but decision making in these areas shall only be made by full council.
 - i. To approve the Annual Budget and Precept demand.
 - ii. To approve expenditure against General Reserves
 - iii. Borrowing money.
 - iv. Making, amending, or revoking Standing Orders, Financial Regulations, duties, and powers of Proper Officer provisions.
 - v. Making, amending, or revoking by-laws.
 - vi. Making of Orders under statutory powers.
 - vii. Matters of principle or policy.
 - viii. Addressing recommendations in any report from the Internal and External Auditors.
 - ix. Nomination or appointment of representatives of the town council on any authority, organisation or body that requests one (except approved conferences or meetings).
 - x. Nomination of members of all standing committees.

- xi. New powers or duties.
- xii. Prosecution or defence in a Court of Law.
- xiii. Nomination or appointment of representatives of the town council to any enquiry on matters affecting the town.
- xiv. To receive and adopt the Annual Accounts.
- xv. To receive and sign off the Annual External Audit and Return.
- xvi. To receive reports and recommendations referred to Full Council from the various committees.
- xvii. To set up direct reporting working groups as necessary.
- xviii. To receive reports and recommendations and consider recommendations from all direct reporting working groups set up by Full Council or indirect groups where considered appropriate by the Town Clerk or committee chairs due to timetable restrictions.
- xix. To authorise the sealing of various documents with the Common Seal.
- xx. To confirm the appointment of the Town Mayor/Deputy Mayor.
- xxi. To confirm the schedule of meetings of Full Council and the standing committees for the ensuing year.
- xxii. To receive petitions and deputations from members of the public or any organisations.
- xxiii. To respond to major consultations and those outside of the scope of other Committees.
- xxiv. Any other matters not delegated to a standing committee or referred to Full Council by standing committees

COMMITTEE TERMS OF REFERENCE AND DELEGATIONS

FINANCE & GOVERNANCE COMMITTEE

Membership: (9 voting members Quorum 3) Nine Councillors including committee chairs plus the Mayor (ex officio)

Key Responsibility: To review Council governance, oversee development of Council policies, business plans and the management of Council finances, including the recommendation to Council of the annual budget and precept in accordance with Financial Regulations.

Specific Delegations

1. Approval of its Minutes as true and correct records
2. To form sub-committees Advisory Committees or working groups as required. To determine the terms of reference, schedule of meetings and whether the meetings are open or closed to the public.
3. Specific matters referred by Full Council.
4. Allocation of grants within the agreed criteria and budget of the town council.
5. Annual Appraisal of the Town Clerk with the Chair of Council and Chair of Finance & Governance Committee.
6. Annual Appraisal of the employees of the Council.
7. Dealing with all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff and making appropriate recommendations relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and any approved Local Conditions of Service;
8. To oversee all matters relating to staffing including appointments and terms and conditions of service
9. To review amendments to the staffing structure, grades and/or terms and conditions of employees within the salaries budget set by Council.
10. To ensure that the training needs of members and staff are met, and to ensure that the Council provides a safe working environment with regard to health and safety and other statutory obligations;
11. To review any personnel matters regarding contracts of employment
12. To recommend to Council the annual budget, variations and supplementary estimates relating to budgets of the standing Committees and any Corporate plans, strategies and policies;
13. To oversee the collection of income and the write-off of irrecoverable debts as detailed in the Council's financial regulations;
14. To consider applications for and make awards for Occasional Grants.
15. Approval of expenditure on items within the committee's area of responsibility and included in the approved Council budget up to the amount specified in the budget.
16. Monitoring Council's Monthly Accounts Reports and taking appropriate action to ensure compliance with budget.
17. Coordination of Annual Budget Estimates from all Committees for recommendation to Council.
18. Review, Implement or Recommend policies to Council on matters relating to:
 - i. Business Planning
 - ii. Financial control/audits
 - iii. Financial Regulations and Standing Orders
 - iv. Insurance

- v. Investments
 - vi. Loans
 - vii. Long term plans and strategy
 - viii. Legal issues
 - ix. Risk management
19. To make recommendations to Council regarding policy and strategic matters relating to all of the above.
20. Responsibility for overseeing all aspects of the Council's complaints policy and procedure, including receiving and investigating formal complaints and, where necessary, appointing a complaints panel with terms of reference.

ASSETS & SERVICES COMMITTEE

Membership: (7 voting members Quorum 3) Seven members with a minimum of 3 elected councillors plus the Mayor (ex officio) plus 2 discretionary Non-Councillor Members

Key Responsibility: To oversee the management and maintenance of Council's land and property assets including those supporting services that enable the effective utilisation of said assets, either directly provided by, or commissioned from a third party to, the Council.

Specific Delegations

1. Approval of its Minutes as true and correct records
2. To form sub-committees Advisory Committees or working groups as required. To determine the terms of reference, schedule of meetings and whether the meetings are open or closed to the public.
3. Administration, maintenance and use of all assets and services which fall under the remit of the Committee.
4. Agree and manage maintenance, services and utilisation contracts and budgets for all assets and services which fall under the remit of the committee.
5. Manage projects on all assets and services which fall under the remit of the Committee.
6. Receive petitions and deputations from members of the public or any organisation relevant to the work of the Committee.
7. Expenditure against the Council's Assets & Services Budget, including virements within the budget envelope set by Council.
8. To recommend annual budget estimates for the Assets & Services Budget to the Council's Finance & Governance Committee.
9. To monitor the financial performance, quality and effectiveness of service provision.
10. To review and set scales of Fees and Charges.
11. To ensure the Council's land and property assets are protected from loss, damage, encroachment or similar issues.
12. To oversee all arrangements within the town relating to recreation areas and open spaces, including the responsibilities of the various local authorities and arrangements in place for the management and maintenance of open spaces.
13. To undertake a systematic review of all of the Council's services (including its internal operations) and make recommendations to the Council, its committees and sub-committees on ways in which the council improve its services through its policies and practices in the delivery of its services
14. To oversee the provision of allotments and cemeteries.
15. To ensure the Council's obligations as land and property owners are fulfilled
16. To delegate to the Facilities & Allotment Officer matters relating to the day-to-day operation of functions and provision of the Assets & Services.
17. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

CIVIC & COMMUNITY COMMITTEE

Membership: (7 voting members Quorum 3) Seven members with a minimum of 3 elected councillors plus the Mayor (ex officio) plus 2 extra discretionary Non-Councillor Members

Key Responsibility: To oversee, support and develop community projects, in conjunction with other stakeholders as appropriate, and to raise the profile of events and services supported by the Town Council.

Specific Delegations

1. Approval of its Minutes as true and correct records
2. To form sub-committees Advisory Committees or working groups as required. To determine the terms of reference, schedule of meetings and whether the meetings are open or closed to the public.
3. Expenditure against the Council's Civic & Community Budget, including virements within the budget envelope set by Council.
4. To recommend annual budget estimates for the Civic & Community Budget to the Council's Finance & Governance Committee.
5. To oversee Council's responsibility with regards to Twinning arrangements, Civic events and other events supported or delivered by the Town Council.
6. To consider opportunities for participation with community projects or working in partnership for the benefit of Stamford and to make recommendations to Council.
7. To receive reports on matters related to recreation, leisure, tourism and sport and to oversee the use of S106 or other funding related to the same.
8. To oversee the communications and media such as the Town Council website and newsletter in conjunction with the Communication & Engagement Officer.
9. To delegate to the Community Events Officer responsibility for the operational delivery of agreed functions and services in relation to planned events, subject to the budget being approved by the Committee.
10. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

PLANNING COMMITTEE

Membership: (7 voting members Quorum 3) Seven members with a minimum of 3 elected councillors plus the Mayor (ex officio) plus 2 extra discretionary Non-Councillor Members

Key Responsibility: As a consultee of the planning authority, to consider all planning applications received from South Kesteven District Council and make recommendations on behalf of the Town Council.

Specific Delegations

1. Approval of its Minutes as true and correct records
2. To form sub-committees Advisory Committees or working groups as required. To determine the terms of reference, schedule of meetings and whether the meetings are open or closed to the public.
3. To respond to consultations on matters relating to planning or the local environment.
4. To receive and consider correspondence relevant to the Committee.
5. To comment on appeals lodged following the refusal of planning approval.
6. To receive reports on matters related to highways services delivered in the town.
7. To make recommendations to Lincolnshire County Council and other appropriate agencies on strategic highways matters.
8. To make recommendations to Council regarding policy and strategic matters relating to all of the above.
9. The committee will have authority to consider and comment on any plans which have been registered on the South Kesteven District Council's website and about which the town council has been asked for its views.
10. Make recommendations to the district council on street naming and to make representations to the district council regarding house naming and street numbering.
11. To consider and monitor strategic, county, district, and other developmental plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders which impact upon Stamford, and the making of all appropriate representations.
12. Oversee the town council's involvement in the review of the neighbourhood plan.
13. Review, adopt and develop other planning policies which it may consider to be desirable for Stamford in line with legislation and powers.
14. The making of representations to the appropriate planning authority in respect of other planning matters not otherwise referred to.
15. To consider all matters relating to highways, footpaths, and bridleways, and to make representations to other authorities regarding these matters.
16. To consider all matters relating to transportation and car parking issues, traffic regulations orders and to make representations to other authorities regarding these matters.
17. To consider all matters relating to Licensing referred to the council by the South Kesteven District Council Licensing team.

CLIMATE & ENVIRONMENT COMMITTEE

Membership: (7 voting members Quorum 3) Seven members with a minimum of 3 elected councillors plus the Mayor (ex officio) plus 2 extra discretionary Non-Councillor Members

Key Responsibility: To oversee, support and develop a Climate Plan, in conjunction with other stakeholders as appropriate, and to promote projects and ideas across the town that will support the Climate plan in terms of mitigation and adaptation to develop social, economic and environment resilience.

Delegated Authority:

1. Approval of its Minutes as true and correct records
2. To form sub-committees Advisory Committees or working groups as required. To determine the terms of reference, schedule of meetings and whether the meetings are open or closed to the public.
3. To undertake a systematic review of all of the Council's services (including its internal operations) and make recommendations to the Council, its committees and sub-committees on ways in which the council can reduce damage to the global and the local environment through its policies and practices in the delivery of its services.
4. To develop and implement a work plan for the Council to address internal and external changes which will assist the community in moving to meet committed environmental targets.
5. To oversee bids for funding relating to the climate emergency and improving the environmental impact of its actions.
6. To advise on how the Council can contribute to:
 - i. national legally binding targets on the climate emergency
 - ii. countywide targets on the climate emergency
7. Expenditure against the Council's Climate & Environment Budget, including virements within the budget envelope set by Council.
8. To recommend annual budget estimates for the Climate & Environment Budget to the Council's Finance & Governance Committee.
9. To consider opportunities for participation with Climate & Environment community projects or working in partnership for the benefit of Stamford and to make recommendations to Council.
10. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

HERITAGE & COLLECTIONS COMMITTEE

Membership: (7 voting members Quorum 3) Seven members with a minimum of 3 elected councillors plus the Mayor (ex officio) plus 2 extra discretionary Non-Councillor Members

Key Responsibility: The Heritage & Collections Committee is established to oversee, protect, and promote Stamford's historical and cultural assets. The Committee shall act to ensure the responsible stewardship, conservation, and interpretation of the Town Council's heritage collections, artefacts, civic regalia, historic buildings, and associated services, including town tours and civic events linked to heritage. To oversee, support and develop the management and development of the Town Hall and its collections, the transfer of the Stamford Collection held by Lincolnshire County Council, an Escape Room attraction within the Town Hall and the delivery of a Museum for Stamford.

Delegated Authority:

1. Approval of its Minutes as true and correct records
2. To form sub-committees Advisory Committees or working groups as required. To determine the terms of reference, schedule of meetings and whether the meetings are open or closed to the public.
3. Develop and review the Council's Heritage Strategy and make recommendations to Full Council on matters of long-term planning and development, including the future establishment of a Stamford museum or heritage centre.
4. Oversee the cataloguing, preservation, interpretation, and display of the Council's artefacts, civic silver, artworks, and archives.
5. Approve acquisitions, loans, and disposals in accordance with an agreed Collections Management Policy.
6. Manage civic regalia and artefacts, including their safe storage, maintenance, and recommending to council policies on ceremonial use.
7. Ensure compliance with relevant museum and conservation standards (e.g. Arts Council Accreditation where applicable).
8. Maintain an inventory of heritage assets and advise on insurance, conservation, and display standards.
9. Commission external consultants or conservation specialists within financial limits set by the Council.
10. Expenditure against the Council's Heritage & Collections Budget, including virements within the budget envelope set by Council.
11. To recommend annual budget estimates for the Heritage & Collections Budget to the Council's Finance & Governance Committee.
12. To delegate to the Heritage and Cultural Officer matters relating to the day-to-day operation of functions and provision of the collections and Museum services to achieve and maintain Museum Accreditation in consultation with the Chairperson and Vice-Chair.
13. To make recommendations to Council regarding policy and strategic matters relating to all of the above and in-line with Accreditation Standards

TOURISM ADVISORY COMMITTEE

Parent Committee: Civic & Community Committee

Purpose

The Tourism Advisory Committee is established as a non-decision-making body to provide strategic support and informed recommendations to the Civic & Community Committee on matters relating to the promotion and development of tourism within Stamford.

The Committee shall act as a collaborative forum to engage with partners, stakeholders, and community representatives in order to enhance Stamford's visitor experience, heritage offer, cultural appeal, and economic vitality. The committee shall encourage tourism to the council's Area LGA1972,s144

Status and Scope

- The Tourism Advisory Committee is an advisory committee as defined under Section 102(4) of the Local Government Act 1972.
- It holds no delegated authority to make decisions on behalf of the Town Council but may make recommendations to the Civic & Community Committee for consideration and approval.
- It may solely be made of non-councillor members with relevant expertise or stakeholder representation.

Strategic Development

- Provide input to the Council's Tourism Strategy and branding efforts.
- Identify and support opportunities to enhance Stamford as a destination for heritage tourism, leisure, events, and retail.

Partnership Working

- Encourage collaboration with local tourism businesses, community groups, and regional partners including Visit Lincolnshire and South Kesteven District Council.
- Act as a forum for tourism providers and event organisers to share ideas, promote initiatives, and identify joint opportunities.

Marketing and Promotion

- Recommend ways to improve visitor communication, including website presence, signage, trails, and promotional materials.
- Explore and support campaigns, festivals, and themed events to attract visitors throughout the year.

Visitor Infrastructure

- Support improvements to facilities, signage, and accessibility for visitors.
- Identify gaps and propose enhancements to the visitor experience in line with sustainability, heritage, and community values.

DELEGATION TO OFFICERS

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to Committee or the Council for a decision.

Responsible Finance Officer

The Responsible Finance Officer to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

Proper Officer

1. The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:
 - i. To arrange and call meetings of the Council, its committees and sub-committees in consultation with the relevant chairman.
 - ii. To receive Declarations of Acceptance of Office
 - iii. To receive and record notices disclosing personal and prejudicial interests
 - iv. Deal with dispensation requests from Members under the Code of Conduct
 - v. To receive and retain plans and documents
 - vi. Deal with matters specifically delegated by Council or Committee
 - vii. To sign notices or other documents on behalf of the Council
 - viii. To receive copies of by-laws made by the local authority
 - ix. To certify copies of by-laws made by the Council
 - x. To sign summonses to attend meetings of the Council
 - xi. To arrange insurance
2. The day-to-day administration of services, together with routine inspection and control
3. Day to day supervision and control of all staff employed by the Council
4. The day-to-day administration and oversight for organised events and activities
5. To arrange and call meetings of the Council, its committees and sub-committees in consultation with the relevant chairman.
6. To carry out and implement any Council, committee or sub-committee decision.
7. To give instructions for the carrying out of routine maintenance and repair of the Council's property and land where budget provision has been made for such works.
8. To respond to consultation documents received by the Council where no member has requested the matter be considered by a committee.

9. To pay invoices on receipt being the work has been preapproved and purchase order issued in line with Standing Orders & Financial Regulations.
10. Act on behalf of the Council in an urgent situation and report back to the Council as soon as practicable
11. Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.
12. respond to planning consultations in line with delegations
 - i. Authorisation of routine expenditure within the agreed budget
 - ii. To apply for grants and other funding to meet the Council's objectives
 - iii. Matters specifically delegated by Council or Committee
13. Oversee the appointment of all employees in accordance with the Council's staff structure and the provisions set out below:
 - i. Town Clerk to be appointed by the Finance & Governance Committee
 - ii. Deputy/Managers to be appointed by a recruitment panel of the Town Clerk, Town Mayor and Chair of the Finance & Governance (the Council or Finance & Governance Committee may delegate this task to a recruitment panel of specific Councillors).
 - iii. All other staff to be appointed by the Town Clerk.
14. Deal with all disciplinary and grievance matters in accordance with the Council's Disciplinary and Grievance Policies
15. Responsible for the overall management of all budgets in accordance with Council policies
16. Authorised to issue press releases and give media comment on any Council activity exercised in accordance with Council policy
17. maintain records of progress against Council resolutions requiring action and review periodically.
18. Prepare of the Town Council's annual Financial Statements in accordance with applicable legislation and guidelines and the completion of the material to support the submission to the Council's auditors
19. Prepare the annual Statement of Internal Control and to seek the Council's approval of such statement every year.
20. Prepare monthly management accounts for presentation to Council and relevant committees, together with explanations of major variances.
21. Prepare revenue and capital estimates for the council and to make recommendations to the Council for the amount to be precepted in the following year. To prepare forecasts for subsequent years on a three-year rolling basis.

22. Review and monitor the Town Council's systems and ensure that proper checks and controls are in place.
23. Review the Council's approach to risk management and carry out an annual review of the Council's risk management strategy and make recommendations for any revisions.
24. Monitor the LGPS, liaising with Lincolnshire County Council as necessary and review annual pension returns and any submissions to the pension's regulator as appropriate.
25. Be lead officer with responsibility for the regular completion of payroll and to ensure that all amendments are made as necessary to the establishment.
26. 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.