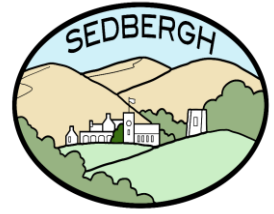


Sedbergh Parish Council

Committee and Delegation Scheme



This Scheme was reviewed by the Finance Committee on 9 June 2025.
Adopted by Sedbergh Parish Council on 12 June 2025

Finance Committee

Membership:

4 Councillors (to include the Chairman of the Council) and the Clerk to the Council

Responsibilities:

- To oversee and review the functions, responsibilities, administration, Standing Orders and policies of the Council and to make recommendations for amendments or additions to the full Council as necessary.
- To make recommendations to the full Council on all financial matters, including internal and external audit, amendments or additions to the Council's Financial Regulations, the setting of the Council's precept, parking tariffs and grant applications.
- To monitor income and expenditure.
- To prepare the annual budget for consideration by the full Council.
- To consider complaints and grievances and to make recommendations to the full Council as required.
- To supervise the content of the Council's website.
- To submit minutes of meetings in writing to the full Council each month and to make recommendations as necessary.

Delegated powers:

- To make payments in accordance with expenditure approved by the Council.
- To approve bank reconciliation statements.
- To make additions and amendments to the Council's website.

Amenities Committee

Membership:

6 Councillors

Responsibilities:

- To oversee the operation and maintenance of Joss Lane and Loftus Hill car parks, Main Street public toilets, the People's Hall playing field and children's playground, the bus shelter opposite R S Morphets Ltd. and the Ghyllas picnic site. To liaise, as necessary, with the Bowling Club, the Tennis Club and persons responsible for the maintenance of the New Bridge picnic site.
- To arrange for the maintenance and repair of public benches and Council owned street lights as necessary.
- To assist the Council's Clerk in preparing an annual budget for the Committee.
- To submit minutes of meetings in writing to the full Council each month and to make recommendations as necessary.

Delegated powers:

- To make day to day management decisions related to the running of the Council's facilities (as listed above).
- To make financial commitments within the agreed budgets for the year.
- To prepare grant applications and tender invitations for goods or services

Planning Committee

Membership:

6 Councillors

Responsibilities:

- To consider and advise the Council on all matters relating to the Town & Country Planning Acts and related issues as might arise.
- To submit minutes of meetings in writing to the full Council each month and to make recommendations as necessary.

Delegated powers:

- To submit comments to the Local Planning Authority on behalf of the Council on all applications on which the Council is consulted, other than in relation to:
 - (i) a proposal which, by reason of its nature or scale, should in the opinion of the Committee be more appropriately dealt with by the full Council; or
 - (ii) a proposal where the applicant is a member of the Council or is a close family member of a Councillor; or
 - (iii) a proposal which any member of the Council has requested (in writing to the Clerk of the Council) be considered by the full Council.

Queen's Gardens Committee

Membership:

4 Councillors

Responsibilities:

- To oversee, and periodically review, the work programme of the Parish Handyman (contracted).
- To monitor the overall condition of the Gardens and to arrange for repair and maintenance works to be undertaken as necessary.
- To prepare and review the long-term management plan for the Gardens.
- To assist the Council's Clerk in preparing an annual budget for the Committee.
- To submit minutes of meetings in writing to the full Council following each meeting and to make recommendations as necessary.

Delegated powers:

- To make day to day management decisions related to the maintenance of the Gardens.
- To make financial commitments within the agreed budgets for the year.
- To prepare grant applications and tender invitations for goods or services.

Notes:

All decisions taken under delegated authority to be in accordance with the Council's Standing Orders and Financial Regulations.

All tender invitations, placing of orders and grant applications to be made via the Clerk to the Council.

The membership of Committees may be amended (to include the co-option of non-councillors) by resolution of the full Council.