



Wadebridge Town Council

The Town Hall, The Platt, Wadebridge, Cornwall PL27 7AQ
Telephone: 01208 812643

SCHEMES OF DELEGATION Adopted 10 September 2014

KEYHOLDER SCHEME OF DELEGATION

In the absence of the Town Clerk in the event of a telephone callout by the Police or ADT a keyholder is permitted to:

- call out a glazier from the approved list
- call out the security alarm engineer
- call out a fire alarm engineer
- call out an electrician from the approved list
- call out a plumber from the approved list
- open the Town Hall in the event of an emergency i.e. snow, fire etc.
- request assistance from another keyholder or member of staff

Decisions made under this delegation will be reported to the Clerk at the earliest opportunity by completing a report form. The Clerk will report to the next council meeting.

SENIOR GROUNDSMAN SCHEME OF DELEGATION

In the absence of the Town Clerk in the event of the following the Senior Groundsman or in his absence the Assistant to the Senior Groundsman is permitted to:

- call out a tree surgeon from the approved list
- take the necessary action for dangerous or damaged play equipment
- request assistance from another member of staff
- take a vehicle for a puncture repair

Decisions made under this delegation will be reported to the Clerk at the earliest opportunity by completing a report form. The Clerk will report to the next council meeting.