

**APPROVED SCHEME OF DELEGATION  
FOR THE MARKET & TOWN HALL MANAGER**

VERSION NUMBER	V5
DATE & MINUTE REFERENCE (Council)	19/05/2026 Ref: (FC1/15k)
DATE OF NEXT REVIEW	May 2027

1. As authorised by the Finance & Administration Committee, the following powers of delegation have been given to the Market & Town Hall Manager in relation to the running of the Town Hall, Market Square and Community Accommodation (the 'managed assets'), alongside the delivery of the Council's objectives.
2. Recommend to committee: procedures, rules and regulations to ensure the smooth running of the asset for the benefit of its users and the people of Neston. This will include any amendment to terms and conditions.
3. Recommend to committee the scale of charges for the hall hire, use of the Market Square and all market trader costs.
4. Evaluate and approve applications for discretionary charge rates for 'community/town centre benefit' applications, exclusive hire rates for long term hire and introductory rates.
5. Spend up to £500 on licences, signage, administration, repairs, general maintenance or any other matters required for the smooth day to day running of the assets.
6. Approve marketing literature and promotional activities and have authority to spend up to £500 in relation to these activities.
7. Approve proposals for Town Hall and Market events and their promotion and authority to spend up to £500 in relation to these activities.
8. Implement business objectives following liaison with the Chief Officer and Finance Manager to maximise the generation of income derived from of the assets and the purposes to which surpluses might be invested.
9. Approve themed market events, such as Vintage Markets, Easter, Halloween, etc. and their promotion. Authority to spend up to £500 in relation to these activities, provided this is within budget.
10. Approve £500 per initiative.
11. Where costs are greater than £500, for emergencies, and non-emergencies, the council's Financial Regulations are to be adhered to and followed.

**For all activities, a budget and line *must be identified*, expenditure must not be incurred without the available budget.**

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