

TOWN AND CINQUE PORT OF HYTHE



Adopted by Full Council on 01.09.2022
Minute No.136/22
Reviewed by Standing Orders
Committee 11.10.22 Minute No.180/22

Hythe Town Council

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Statement on Managing the Performance of the Council as a Corporate Body

Hythe Town Council functions under a committee system with each committee having clear delegated terms of reference which are reviewed annually to ensure that the Council:

- Meets its statutory responsibilities
- Complies with local policies
- Delivers local strategic and operational aims and objectives
- Manages its risks and has good systems of internal control
- Provides good financial management and value for money
- Is open, fair and transparent
- Responds to local needs

Council services are usually delivered in house by Council officers who are led by a qualified Town Clerk, who also acts as the Responsible Financial Officer.

All staff have contracts of employment and clear job descriptions.

Hythe Town Council functions under rules set out in legislation including Standing Orders and Financial Regulations.

On a regular basis a member other than the Mayor or a cheque signatory verifies bank reconciliations produced by the Town Clerk / Finance Assistant. The member signs the reconciliations as evidence of verification.

The Council employs an internal auditor who checks the soundness of internal control annually.

Overall performance of the Town Council is reported in the Annual Report. This report is published on the Council's website and is available in paper copy at the Council Offices, Oaklands, Stade Street.

Hythe town Council have adopted a corporate plan which is reviewed annually and supports this statement.