

TOWN AND CINQUE PORT OF HYTHE



Hythe Town Council
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FUNCTIONS OF COMMITTEES

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This Policy was Issued by the Council at its meeting held on: 26 April 2021

Minute 318/20

And reviewed and ratified by the Council at its meeting held on: 24 June 2021.

Minute no 71/21

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET, HYTHE,
KENT. CT21 6BG



FUNCTIONS OF COMMITTEES

Excluding any matters which, by deed of a statute, require to be discharged by 'Full Council'

DELEGATED POWERS

Matters that are to be resolved by the Plans & Works or Finance & General Purposes Committees shall be marked "R" on the agenda.

Other items are to be recommended to 'Full Council'.

Items that are marked as Resolved on the Agenda shall be Recommended to 'Full Council' if any Councillor so requests prior to the commencement of the meeting, unless by resolution at the meeting.

Any item determined by the Chairman's casting vote shall be recommended to the 'Full Council'.

PLANS & WORKS COMMITTEE

1. To consider and comment on applications notified to the Council under the Town and Country Planning Acts and the Committee to have delegated powers to resolve its decisions thereon. Should the meeting be inquorate, planning applications are to be referred to 'Full Council' or the next Plans and Works Committee meeting, whichever is sooner.
2. To have delegated powers to resolve matters connected with the following otherwise to recommend only to 'Full Council':
 - Highways and traffic regulations, including bus services.
 - Seashore.
 - Royal Military Canal.
 - Public walks and footpaths.
 - Street naming and numbering, the naming of buildings.
 - Tree Preservation Orders.
 - Historic Buildings Listing and Conservation Area matters.
 - Trees and tree planting.
 - Wayleave and access licenses over Council property.
3. To be responsible for the use and maintenance of the Council's allotments, including Eaton Lands, Recreation Grounds, in conjunction with Charity Trustees (see below), open spaces and other lands and buildings thereon (excluding Council Offices and Town Hall).

SUB-COMMITTEES OF PLANS & WORKS COMMITTEE

1. 'BOOT FAIR' SUB-COMMITTEE

To determine the annual allocation of 14 (maximum) Boot Fairs on Hythe Green for recommendation to the Plans and Works Committee. The Membership of this Sub-Committee is to comprise of 5 Members of the Council.

2. ALLOTMENTS WORKING GROUP

1. To discuss matters relating to the Council's allotments and to report the minutes of the meeting to the Plans and Works Committee



FINANCE & GENERAL PURPOSES COMMITTEE

1. To monitor and transact the financial business of the Council.
2. To have delegated powers to resolve matters connected with the following otherwise to recommend only to 'Full Council':
 - 2.1. The Town Hall, including any special arrangements for its use and occupation.
 - 2.2. Leases and licenses for the occupation of Council property.
 - 2.3. Civic Regalia and authorising reproduction of the Seal.
 - 2.4. Band performances.
3. To be responsible for:
 - 3.1. Personnel and establishment matters including appeals from staff under the Council's Grievance or Disciplinary Procedures but excluding staff appointments.
 - 3.2. Arrangements for lectures and exhibitions sponsored by the Council.
 - 3.3. Any chattels relevant to the Town's history including acceptance of gifts, in conjunction with the Charities Committee and Charity Trustees Meetings (see below).
 - 3.4. All other functions of the Council and all consequential matters (e.g., formulation and acceptance of tenders) unless they are otherwise specified as being the function of another Committee or delegated authority or required to be dealt with by the full Council.

SUB-COMMITTEES OF FINANCE AND GENERAL PURPOSES COMMITTEE

1. PERSONNEL SUB-COMMITTEES

To deal with staffing matters for reporting back to either F & GP Committee or Council. The following Sub-Committees require their terms of reference properly defined:

I. Personnel Sub-Committee

- a) To deal with all matters relating to General Staffing, Grievance, and Disciplinary issues in accordance with Council's established policy.

II. Personnel (Appeals) Sub-Committee

- a) To hear appeals on the outcomes from the Personnel Sub-Committee.
- b) To deal with matters referred to it by either individual staff members or by Council.

III. Sports Pavilion User Group

- a) To meet on a regular basis to consider the usage and operation of the Sports Pavilion.
- b) To recommend to the parent F & GP Committee on matters pertaining to the Sports Pavilion and its environs.
- c) To oversee the implementation of the Football Development Plan.

IV. S106 Working Group

- a. To work toward the implementation of projects that are deemed eligible for financial assistance from Sainsbury's S106 monies. Members are referred to the previously circulated S106 agreement.
- b. To report regularly to the parent Committee – Finance & General Purposes Committee on progress.

V. Internal Audit & Assets Review Sub-Committee

To review, on an annual basis, the Town Council's requirements for the satisfactory undertaking of its Internal Audit to accord with the relevant statutory requirements and the Town Council's Regulations and Standing Orders.



COMMITTEES OF COUNCIL

AIMS AND OBJECTIVES COMMITTEE

To be responsible for such forward planning projects as are directed to it by the Council and to report back to the Council.

CCTV COMMITTEE

1. To liaise, through the Town Clerk, with Ashford Borough Council regarding strategic management of the Hythe CCTV system.
2. To meet with Ashford Borough Council to discuss the system's operation, with specific reference to the monitoring and operation of CCTV cameras.
3. To be responsible, through the offices of the Town Clerk, for the operation of a CCTV maintenance contract and review thereof.
4. To review the cameras' operation, network and assess changes and extensions to it as and when appropriate.
5. To address matters of policy as they relate to the integrity of the CCTV system.
6. To improve the quality of life of persons living in and visiting Hythe by:
7. Creating an environment that will assist in the reduction of crime.
8. Reducing the fear of crime.
9. To liaise with all appropriate authorities and bodies as necessary to aid crime prevention.
10. To report back to Council for the endorsement of the Committee's decisions.

STANDING ORDERS SUB COMMITTEE

1. To consider and discuss proposals to amend Town Council & Town Meeting Standing Orders and their requisite Appendices, in accordance with statute, statutory instruments, legal and common law precedence and good practice.
2. To review periodically all Town Council and regulations (including Financial Regulations and the Health & Safety Policy)
3. To be responsible for determining Data Protection Policy and Freedom of Information access issues.
4. To deal with complaints in accordance with Standing Order No 31a and the NALC Legal Topic Note 56, as issued by NALC in July 2003, as set out in Standing Orders, Appendix 2.

ALLOTMENTS APPEALS COMMITTEE

Terms of Reference:

1. The Appeals Committee to hold plenary powers for the determination of appeals.
2. Each appeal is to be heard either orally or in writing at the option of the appellant.
3. Any future enforcement letters are to contain an addendum that any appeal to be registered must be delivered to the Town Clerk in writing, by recorded delivery, or in person, within twenty-eight days.
4. A non-voting representative to attend appeals hearings.
5. The hearings are to be undertaken in accordance with the provisions of the Town Council's Allotment Tenancy Agreements and any subsequent Council resolutions.
6. The decision of the Appeals Panel is to be notified to the appellant in writing.



AD-HOC COMMITTEES & SUB-COMMITTEES

To be appointed (as and when required) by the Council and its principal Committees, to act in accordance with Council's Standing Orders with reference to Standing Order No 16.

TOWN CLERK (Delegated Authority) - In accordance with S101 of the Local Government Act 1972

1. Hiring arrangements of Council properties at standard charges, where so fixed, or at no charge where this is established practice: Recreation grounds, Football, Cricket and Hockey pitches, Tennis courts, Bowling green, Oaklands, The Green, Town Hall, Sports Pavilion, Allotments, Bandstand (excluding the Town Hall Undercroft).
2. Normal repairs and maintenance of all Council properties (unless involving substantial expenditure) to £1,000.00.
3. Routine office administration expenses.
4. To take the appropriate action on emergency matters. If time allows this shall be done after consultation with and a recommendation from the Urgency Committee.

URGENT =Calling for immediate attention.

EMERGENCY = Requires action to be taken as a pressing necessity.

5. In accordance with the provisions of S101 of the Local Government Act 1972, the determination of the use of the Undercroft is delegated to the Town Clerk on the following conditions:
 - 5.1. That the use of the Undercroft is limited to local organisations and local/branch charities whose objects do not include matters of a political or discriminatory nature.
 - 5.2. That the decision is arrived at after consultation with the Mayor and Deputy Mayor, who have the right to veto any application subject to the terms contained within (i) above.

CHARITY TRUSTS – FUNCTIONS OF COMMITTEE

Please see separate document.

