

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

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Managing the Performance of the Council as a Corporate Body Statement

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 governed by legislation including Standing Orders and Financial Regulations.

On a regular basis, the chair of the Finance & General Purposes Committee verifies bank reconciliations produced by the Town Clerk / Finance Officer. This member of the Council signs the reconciliations as evidence of verification.

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

The overall performance of the Town Council is reported in their Annual Report.

This report is published on the Council's website and is available as a hard copy from the Council Offices, Oaklands, Stade Street.

Hythe Town Council has adopted a corporate plan which is reviewed annually and supports this statement.

