

**Issue – July 2006, as approved by Council on 20<sup>th</sup> July 2006**

**HYTHE TOWN COUNCIL**

**FUNCTIONS OF COMMITTEES**

(Excluding any matters which, by deed of statute,  
require to be discharged by full Council)

**DELEGATED POWERS**

Minor matters which 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. The items which 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 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 to be referred to full Council or the next Plans and Works Committee meeting, whichever is the sooner.
2. To have delegated powers to resolve minor 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, naming of buildings.  
Tree Preservation Orders.  
Historic Buildings Listing and Conservation Area matters.  
Trees and tree planting.  
Wayleave and access licences over Council property.
3. To be responsible for 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 – FAIRS SUB-COMMITTEE**

- 1 To determine the annual allocation of the x14 maximum Boot Fairs on Hythe Green for recommendation to the Plans and Works Committee.

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**2 ALLOTMENT APPEALS SUB-COMMITTEE**

Terms of Reference :

- i. The Appeals Sub-Committee to hold plenary powers for the determination of appeals.
- ii. Each appeal to be heard either orally or in writing at the option of the appellant.
- iii. Any future enforcement letters 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 fourteen days.
- iv. The non-voting representative to attend appeals hearings.
- v. The hearings to be undertaken in accordance with the provisions of Town Council's Allotment Tenancy Agreements and any subsequent Council resolutions.
- vi. The decision of the Appeals Panel to be notified to the appellant in writing.

**FINANCE & GENERAL PURPOSES COMMITTEE**

1. To monitor and transact the financial business of the Council.
2. To have delegated powers to resolve minor matters connected with the following otherwise to recommend only to full Council :
  - a) The Town Hall, including any special arrangements for its use and occupation.
  - b) Leases and licences for occupation of Council property.
  - c) Civic Regalia and authorising reproduction of the Seal.
  - d) Band performances.
3. To be responsible for :
  - a) Personnel and establishment matters including appeals from staff under the Council's Grievance or Disciplinary Procedures but excluding staff appointments.
  - b) Arrangements for lectures and exhibitions sponsored by the Council.
  - c) Any chattels relevant to the Town's history including acceptance of gifts, in conjunction with the Charities Committee and Charity Trustees Meetings – see below.
  - d) All other functions of the Council and all consequential matters (eg 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.

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## **SUB-COMMITTEES OF FINANCE AND GENERAL PURPOSES COMMITTEE**

### **1 PERSONNEL SUB-COMMITTEES**

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

#### **(i) Personnel Sub-Committee**

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**

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

### **2 CRIME REDUCTION SUB-COMMITTEE – See Appendix 1 for Terms of Reference**

## **COMMITTEES OF COUNCIL**

### **1 URGENCY COMMITTEE**

The Urgency Committee is a Committee of the Council. Its membership is the Town Mayor, Deputy Mayor and Chairman & Vice-Chairman of the Plans & Works and Finance & General Purposes Committees. Its functions are :

1. To act in accordance with Town Council's Standing Orders, with particular reference to Standing Order 53(2).
2. To consult with and recommend to the Town Clerk on the appropriate action on Committee recommendations which are urgent between scheduled Council meetings.
3. To consult with and recommend to the Town Clerk, as necessary, on the appropriate action to take on emergency matters which cannot wait for an Extra-Ordinary Council meeting to be called.

### **2 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.

It is recommended that events such as the Trafalgar Weekend Event be transferred to an Events Sub-Committee of the Finance and General Purposes Committee.

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### 3 CCTV COMMITTEE

- 1 To liaise, through the Town Clerk, with Shepway DC regarding the strategic management of the Hythe CCTV system.
- 2 To ensure that the agreement dated 24<sup>th</sup> May 2002 between the two authorities in respect of the operation of Hythe's CCTV system is adhered to. To meet with Shepway DC to discuss the system's operation, with specific reference to the monitoring and operation of the CCTV cameras. To review Shepway DC's salary contribution and its fiscal contribution from the car parking receipts within the Hythe car parks.
- 3 To meet on a quarterly basis with the appropriate crime reduction personnel to ensure the efficacy of the CCTV system and to be included within the District - based CCTV liaison Committee as previously.
- 4 To be responsible through the offices of the Town Clerk for the operation of the CCTV maintenance contract and the review thereof.
- 5 To liaise with Hythe Against Crime and review the audio link arrangements for the Shopwatch radio facility from time to time.
- 6 To review the cameras' operation and network and assess changes and extensions to the network as and when appropriate.
- 7 To address matters of policy as they relate to the integrity of the CCTV system.
- 8 To report back to Council for the endorsement of the Committee's decisions.
- 9 To ensure that all Members of the CCTV Committee are subject to enhanced disclosure.

### 4 STANDING ORDERS COMMITTEE

- 1 To consider and discuss proposals to amend Town Council, Charity Trustees & 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 from time to time all Town Council and Charity Trustee regulations, including Financial Regulations and 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 78 and the NALC Legal Topic Note 56, as issued by NALC in July 2003, as set out in Standing Orders, Appendix 2.

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### **AD-HOC COMMITTEES & SUB-COMMITTEES**

To be appointed, as and when required, by Council and its principal Committees and to act in accordance with Council's Standing Orders, with particular reference to Standing Order Nos 46-49.

### **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, 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, that the determination of the use of the Undercroft be delegated to the Town Clerk on the following conditions :
  - (i) That the use of the Undercroft be limited to local organisations and local/branch charities whose objects do not include matters of a political or of a discriminatory nature.
  - (ii) 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**

Refer to Charity Trustees Standing Orders – Issue 1 – dated August 2002

#### **1 ORDINARY MEETINGS OF THE CHARITY TRUSTEES**

To deal with all matters pertaining to the four Town Council administered Charities: Eaton Lands, Davis Oaklands, Palmarsh & Horn Street Recreation Grounds, in conjunction with the Plans and Works Committee.

#### **2 CHARITIES COMMITTEE**

To deal specifically with Oaklands and the Davis Oaklands Charitable Fund, including the Local History Room, Archives & Chattels belonging to the Davis Oaklands Charity.

Appendix 1

**HYTHE TOWN COUNCIL  
CRIME REDUCTION COMMITTEE  
TERMS OF REFERENCE**

1. PURPOSE

- a. Crime prevention and safety is the responsibility of all persons and organisations. Crime and fear of crime directly affects the quality of life of residents and the commercial viability of the area.
- b. Hythe Town Councillors are the elected representatives of the residents of Hythe and have a responsibility for the state and development of the area.
- c. Kent Police have a responsibility for delivering the best possible public service within Hythe. It has a clear responsibility to listen to its local public about the desired style and focus of policing and act in line with them, as well as to work in partnership with organisations to develop the area.
- d. Kent Police have considerable resources and even larger demands on those resources. The best effect can be achieved by working in partnership with the local authorities on jointly identified projects to achieve crime prevention, a reduction in both crime and fear of crime, as well as the commercial development of the area. In this they have the complete support of Hythe Town Council.
- e. The Crime Reduction Committee is dedicated to solving security and safety problems rather than in making political or public relation statements.

2. AIMS

To improve the quality of life of persons living in and visiting Hythe by:

- a. Creating an environment which will assist in the reduction of crime.
- b. Reducing the fear of crime.

3. MEANS

- a. Identify local problems by exchanging information.
- b. Select specific projects for development.
- c. Identify solutions to perceived problems.
- d. Make recommendations to Hythe Town Council's Finance & General Purposes Committee..
- e. Co-opt additional Group members as required to deal with specific matters.
- f. It is recognised that both Hythe Town Council and Kent Police may have demands placed upon them which exceed their ability to resource them.
- g. The Committee will be used to focus on projects or styles of service. Individual concerns will not be dealt with.

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4. ROLE OF HYTHE TOWN COUNCIL

- a. To establish a group of representatives of specific parties dedicated to the safety of Hythe and its citizens.
- b. To represent the views of Hythe Town Council when discussing and deciding on projects and in agreeing joint solutions to problem areas.
- c. To provide a venue for meetings.

5. ROLE OF KENT POLICE

- a. To provide a local Officer and, as required, other Officers to attend meetings of the Group.
- b. To provide crime pattern analysis information on local problems.
- c. To participate in the discussion and decision making projects and in developing joint solutions.
- d. To decide on local police action where appropriate.
- e. To make recommendations to the Area Police Commander on police action.

6. COMPOSITION OF THE GROUP

Members:

- Mayor and Deputy Mayor
- Chairman, Finance & General Purposes Committee
- Chairman, Plans & Works Committee
- Hythe Town Councillors, as appointed
- Kent Police Representatives
- Shepway District Council Crime Reduction Officers
- Chamber of Commerce
- Neighbourhood Watch
- Other co-opted Members as decided on an ad hoc basis by the Group
- Hythe Against Crime
- S Taylor - Shepway DC's Anti-Social Behaviour Investigator