

Adopted: To be reviewed by Council on 2<sup>nd</sup> July 2019

## **Planning Committee**

The Town Council has resolved to delegate the following responsibilities to the Planning Committee:

- To consider and respond to Planning Applications submitted to Stroud District which relate to Dursley, under the executive powers of the Town Council which have been delegated to this Committee with regard to the making of representations on Planning Applications to the Local Planning Authority and to the Inspector of the Department of the Environment on Planning Appeals.
- To consider and comment on matters of Town and Country Planning which relate to the town.
- To consider and comment on national and local plans which relate to the town.
- To deal with matters referred to the Committee by the Town Council.
- To liaise with the Town Clerk in the event of requiring a Planning Panel Meeting or Extraordinary Meeting of the Planning Committee to review an urgent planning or licensing matter that has been brought to the attention of the Town Council.

## **Green Spaces Committee**

The Town Council has resolved to delegate the following responsibilities to the Green Spaces Committee:

- To manage the safety, maintenance and improvement of the green spaces, burial grounds and allotments, as managed by Council, including all items thereon, and to be consulted when an issue raises concern.
- To oversee the management of the above facilities and to delegate that management to the Clerk or appointed agent, who is to maintain and manage the records, bookings and administration of the above, in compliance with prevailing legislation, and to collect payment as soon as possible for any service provided.
- To review fees and charges for the above annually to coincide with the budget setting process, or more often if required.
- To oversee the management of projects that falls under the responsibility of this committee.

## **Town Improvements Committee**

The Town Council has resolved to delegate the following responsibilities to the Town Improvements Committee:

- To ensure that the Council's public seats, litter bins, notice boards other than those in areas controlled by other committees) and other street furniture are maintained and replaced as necessary.
- To ensure that the Council's bus shelters are cleaned and maintained; to ensure that the glass in the shelters in the Bus Station is cleaned.
- To ensure that the litter situation throughout the town is checked and to make arrangements with the District Council, as necessary, for collection and disposal of rubbish.

- To check the functioning of street and car park lighting and to report to the appropriate authority when action is required.
- To ensure that the War Memorial gates, pillars and forecourt are maintained.

## **Town Improvements Committee (Continued)**

- To ensure that the amenity areas at The Broadwell, and near the Town Hall are maintained and improved.
- To ensure that the trees along Kingshill Road, and other small areas of shrubs/trees including the bank at Bull Pitch; bed near the Bus Station; trees near the bottom of White way Hill; trees near the Youth Centre; tree near the rear of the Pet Shop; brick borders at drive and edge of Castle Street car park are maintained.
- To deal with all public transport matters.
- To maintain and improve amenities within the town.
- To prepare and submit to the Council an annual estimate of revenue expenditure in respect of town amenities.

## **Policy & Finance Committee**

The Town Council has resolved to delegate the following responsibilities to the Policy & Finance Committee:

- To regularly monitor achievement against the corporate plan of objectives and priorities for the Town
- To investigate, in depth, any policy or financial items referred to the Committee by the Council; and that the Chairman and the Vice-Chairman of the appropriate committee be authorised to attend the relevant proceedings of the meeting or meetings of the Committee during which the investigation is in progress. .
- To annually consider the Council's statutory requirements in collaboration with the Chairman and the Vice-Chairman of the Standing Committees which are affected by those documents / legislation.
- To annually consider all applications for grants, memberships, subscriptions and donations.
- To review the Financial Regulations of the Council, on a regular basis, and to make such recommendations to the Council as the Committee considers are required.
- To review the composition and function of the individual standing committees on a regular basis, and to make such recommendations to the Council as the Committee considers are required.
- To plan, monitor and review Council's communication and engagement policy.
- To deal with all general matters not specifically identifiable with a Standing Committee.

## Staff Committee

The Town Council has resolved to delegate the following responsibilities to the Staff Committee:

- To annually review staff conditions, salaries and **carry out** staff appraisals.
- To supervise and/or manage all processes and procedures relating to staffing.
- To supervise and monitor Council's Employment Contracts, documents and policies.
- **In the event of the Mayor also being elected Chair of the Staffing Committee the role on the appraisal process will be delegated to the Vice-Chair of the Staffing Committee.**

## Budgetary Control

Each committee has delegated powers to spend the amounts under the budget headings in their annually approved budget without further reference of the council:

## Town Clerk

The Town Council has resolved to delegate the following responsibilities to the Town Clerk:

- The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.
- The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.
- To directly manage the work of the staff reporting to the Town Clerk to ensure the provision of efficient and effective support to the Council.
- In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500.

## Responsible Finance Officer

The Town Council has resolved to delegate the following responsibilities to the Responsible Finance Officer:

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its

- resources;
- produces financial management information as required by the council.

The RFO shall have delegated authority to authorise the payment of items in the following circumstances:

- If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or the Policy and Finance committee;
- An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or the Policy and Finance committee; or
- Fund transfers within the councils banking arrangements in accordance with the Council's investment policy.
- A payment charged to the Bank Chargecard up to a combined value of £1,000. This chargecard to be used for items where payment is required upfront before item can be ordered or transaction completed:

## **Deputy Town Clerk**

The Town Council has resolved to delegate the following responsibilities to the Deputy Town Clerk:

To deputise for the Town Clerk in their absence.