DOVER TOWN COUNCIL

GUIDANCE ON TOWN COUNCIL AND COMMITTEE FUNCTIONS AND COMMITTEE DELEGATIONS

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TABLE OF CONTENTS

Subject		Page No.
1.	Functions of the Town Council	1
2.	Matters Reserved to the Town Council	1-2
3.	All Committees	2
4.	Annex A – Functions of Internal Affairs Committee	3-4
5.	Annex B – Planning Committee	5
6.	Annex C – Functions of the External Affairs Committee	6-7

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GUIDANCE ON TOWN COUNCIL AND COMMITTEE FUNCTIONS AND COMMITTEE DELEGATIONS

This Guidance on Town Council and Committee Functions and Committee Delegations were adopted by the Town Council at its Meeting held on

1. FUNCTIONS OF THE TOWN COUNCIL

(a) To provide a public forum where Councillors may ask questions on matters relevant to the Council's functions and to bring forward matters for debate;

(b) To receive reports and to adopt or otherwise deal with the recommendations of Committees, and Working Groups on matters reserved to the Town Council for decision;

(c) To influence, participate and deliver to improve the quality of life in Dover.

(d) To listen to and consider the views of local residents.

2. MATTERS RESERVED TO THE TOWN COUNCIL

(a) Those reserved by law (e.g. borrowing money) or relating to statutory provisions and changes (including the making of bylaws);

(b) New policy and variation of existing policy;

(c) The setting of the Precept and approval of annual budget;

(d) Approval of statutory year-end accounts and reports, annual budgets and variations thereof, any proposed material expenditure outside approved budgets, all payments, and contracts of £15,000or more in value;

(e) New Standing Orders and variation, revocation and suspension of Standing Orders;

(f) Development and revision of the Council's Place Plan;

(g) The powers, functions and membership of Committees, and the annual programme of Town Council and Committee meetings;

(h) The appointment of the Town Mayor (Chairman) and Deputy Town Mayor (Vice Chairman);

(i) Appointments to external organisations requesting Town Council representation;

(j) Filling of vacancies on the Town Council; elections and referendums;

(k) New twinning links;

(l) Recruitment of staff, contracts, pay awards to and conditions of service of Town Council staff;

(m) Acquisition of new land/premises;

(n) Determination of the Parish Basic Allowance and the Councillor Expenses Scheme.

(o) Communications, consultations and public relations;

(p) Elections and town polls

(q) Other matters reserved by standing orders and any matter judged by the Town Mayor to require consideration by the Town Council.

3. ALL COMMITTEES

(a) Subject to reserved matters the acts and proceedings of all Committees and Sub-Committees within the powers and duties set out in the Annexes to this document shall be the acts and proceedings of the Town Council, provided that such acts and proceedings are exercised in accordance with:

(i) The Standing Orders of the Town Council;

(ii) The Council's Place Plan;

(iii) Financial regulations and all financial procedures of the Town Council;

(iv) The Council's policies;

(v) All other statutory provisions.

(b) All Committees:

(i) May refer any decision or recommendation to the Town Council for consideration or adoption;

(ii) Shall provide reports on its workings to the Town Council as it requires.

(iii) May authorise expenditure including the letting of contracts up to £15,000 in value, subject to financial regulations and sufficient budget provision being available.

ANNEX A

FUNCTIONS OF INTERNAL AFFAIRS

1 To exercise on behalf of the Town Council powers and duties within existing policies and practices those matters not specifically delegated to another Committee or reserved to Council.

2 To monitor all financial matters affecting the Town Council such as precept, budgets, accounts payments and contracts. Including:

(a) Accounting, banking and payroll arrangements;

(b) Insurance;

(c) Budgets;

3 To be responsible for and have oversight of:

(a) Council administrative processes including committees;

(b) The Town Council's risk register;

(c) Council Assets Register;

(d) Councillor Training;

(e) Council property including but not exclusively Maison Dieu House, Pencester Pavilion and the War Memorial and Gardens;

(f) Human Resourcing matters and the management of disciplinary and grievance appeals.

4. To consider and make recommendations to Council regarding:

(a) Recruitment of staff, contracts, pay awards to and conditions of service;

(b) Levels of Parish Basic Allowance and the Councillor Expenses Scheme;

(c) Town Council Policy and Governance;

5. To monitor and review the Council's Place Plan.

6. To monitor performance against contracts and Service Level Agreements

7. To oversee and manage arrangements within existing policies and practices related to:

- The Mayoralty and Civic matters;
- Twinning links;
- Civic and ceremonial events;
- Historic and ceremonial property;

8. To be delegated such other duties by the Town Council as may from time to time be necessary.

ANNEX B

FUNCTIONS OF PLANNING COMMITTEE

1. To exercise on the Town Council's behalf powers and duties within existing policies and practices under relevant legislation and statutory instruments related to Planning and Licensing, including:

   (a) Considering planning applications received from the County and District Councils and to make appropriate response in behalf of this Council;

   (b) Considering Enforcement Notices and Appeals in relation to planning applications in the Dover Town area and make appropriate comment directly to the relevant authority as appropriate.

   (c) Exercising on the Town Council's behalf the powers and duties within existing policies and practices under Section 215 of the Town and Country Planning Act 1990.

   (d) Exercising the powers and duties of the Council in relation to highways and transportation.

   (e) Responding to consultations on Planning, Licensing and Transport Policy Documents

2. To consult with the public regarding matters specifically dealt with by this Committee.

3. To be delegated such other duties by the Town Council as may from time to time be necessary.

ANNEX C

FUNCTIONS OF EXTERNAL AFFAIRS COMMITTEE

1. To exercise on the Town Councils behalf powers and duties within existing policies and practices its statutory responsibility under The Smallholdings and Allotments Act 1908 and The Allotment Acts 1922/1950 and any other applicable legislation by:

   (a) Monitoring the financial affairs of the allotments and spending against the agreed budget:

   (b) Promoting improvements to the allotments in conjunction with self-help by the allotment holders;

   (c) Fostering co-operation with the allotment holders in the delivery of projects and initiatives;

   (d) Considering all matters relating to the running of the allotments, including maintenance of the waiting list, revised tenancy agreements, property management, access issues and site security;

   (e) Encouraging promotion of the allotments.

2. To oversee the management of Town Council local nature reserve and other open spaces;.

3. To work with outside bodies to protect and enhance open access and/or common land under Town Council ownership.

4. To foster and utilise partnerships with businesses, other groups and all tiers of Government to encourage regeneration and economic and social development in the Town;

5. To exercise on the Town Councils behalf within existing policies and practices tourism and regeneration in the Town, including:

   (a) Public order and community safety;
   (b) Local employment and economic development;
   (c) Tourism and promoting the Town to others;
   (d) Promoting development of a sense of place for Town residents;
   (e) Fostering local skills;
   (f) Public conveniences and the Community Toilet Scheme;
   (g) Environmental and sustainability issues;
   (h) Planting and horticulture, including community gardens and the river Dour;
   (i) Improving the street scene including information boards and street furniture;
   (j) Consultations with the public regarding matters specifically dealt with by this committee.
   (k) The development of community centres, spaces and facilities;
   (l) Leisure, sports and recreation facilities;

6. To promote health and wellbeing, arts and leisure development.

7. To exercise on the Town Councils behalf powers and duties within existing policies and practices, developing and overseeing special projects, including:

8. Creative and educational projects;

   (a) Conservation and promotion of the Town's heritage and history;

   (b) Encourage greater inclusion with all cultures and community groups;

   (c) Consultations with the public regarding matters specifically dealt with by this committee;

   (d) Public events;

   (e) to develop and oversee projects to promote a better sense of place and well-being amongst residents;

9. To be delegated such other duties by the Town Council as may from time to time be necessary.