



**Lytchett Minster and  
Upton Town Council  
Terms of Reference  
and Delegation  
Scheme**

**Approved by Lytchett Minster & Upton Town Council: 14 May 2024**

**Updated:**

**Date of next review: May 2025**

## **Introduction**

Lytchett Minster & Upton Town Council operates and governs under a committee system with delegated powers and subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The aim of the scheme is to clearly define the parameters within which committees and officers (delegation to the Town Clerk includes reference to the Town Clerk as the Proper Officer and RFO, and a relevant identified Officer in the Town Clerk's absence) are able to act without any reference to Town Council or a committee with delegated powers.

This scheme of delegation also forms part of Lytchett Minster & Upton Town Council's (Council) Standing Orders and Financial Regulations and will be reviewed at the Annual Meeting of the Town Council or as required and after all committees have reviewed their terms of references.

## **Principles of delegated powers:**

Section 101 of the Local Government Act 1972 provides:

- a. Council may delegate its powers (except those incapable of delegation) to a committee or officer.
- b. A committee may delegate its powers to an officer.
- c. The delegating body may exercise powers that have been delegated.

Any delegation to a committee or the Town Clerk shall be exercised in compliance with the Council's Financial Regulations, Standing Orders, any other policies or conditions imposed by the Council and with the law.

Where the Town Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult Council and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

Committees and working groups may co-opt non-councillors as members of that committee or working group as that committee or working group sees fit, except in the case of the Finance and Administration Committee.

The Town Clerk and committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with delegated powers.

Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a committee or officer.

It will be appropriate for the Town Clerk to refer a matter to Council where the determination of that matter is likely to be controversial or raise issues of policy which would be appropriate for Council to determine or expose Council to major corporate risk.

In any case where a committee Chairman or Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the Town Council. A delegated power does not always have to be exercised.

Decisions under delegated powers by committees will be recorded in minutes as “RESOLVED” (the Town Clerk will advise councillors whether or not a particular item under discussion is within the committee’s delegated powers). If delegated powers are not in place, the decision will be recorded as “RECOMMENDED” and will be brought to the next Town Council meeting for approval via the committee’s or working group’s minutes/notes.

Powers specifically delegated to the Town Clerk:

- expenditure on items where the Council budget (or Committee under delegated powers) has agreed the expenditure.
- authorised expenditure as specified in Council’s Financial Regulations section 4.5 and 5.5.
- the power to act as Council’s “Proper Officer” in all cases where any legislation requires the appointment of such an officer.
- to act as the Responsible Officer for health and safety and finance matters,
- to be responsible for the day to day administration of Council’s functioning including internal management, organisation of tasks and policies set by Council, closure arrangements of Council offices over Christmas and the new year period subject to agreement with the Chairman, the daily management of Council’s facilities and assets including land and property, and the management and payment of staff (including employment of temporary employees within budget),
- enter day to day contracts on behalf of Council (e.g. utilities),
- notify Dorset Council Returning Officer of any casual vacancies that arise in the membership of Council as required by statute and to liaise with him or her regarding conduct of elections and councillor vacancies,
- act as Council’s Designated Officer for requests under the Freedom of Information Act 2000 and GDPR 2018.
- recommend national pay awards and conditions of service to the Finance and Administration Committee for implementation, and
- recommend tender and quotation processes for contractors and services as approved by budget and Council’s Financial Regulations.
- in the absence of the Town Clerk, the role of Proper Officer and RFO will be delegated to the Deputy Town Clerk as well all powers listed above.

## **TERMS OF REFERENCE AND SCHEME OF DELEGATED POWERS**

### **DELEGATED POWERS**

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED. If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Full Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee (or Sub Committee) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

### **Committee Structure:**



## **Administration and governance of Council meetings**

1. The Town Clerk or other appropriately qualified officers will administer meetings and is responsible for the proper administration of Committees, management of documents and records necessary for the effective fulfilment of Council and Committee's duties as listed below.
2. Members of the public and press are welcome to attend and participate (during the specific section on the agenda) in all Council meetings except when Exempt Business applies, and have no voting rights.
3. The minimum amount of serving councillors required to attend a Town Council meeting for the meeting to go ahead is five, referred to quorum (one third of total membership, rounded up) and in any event, there must be no fewer than three members (paragraphs 12 and 45 of schedule 12 to the Local Government Act 1972).
4. No business may be transacted at any Council meeting unless at least one-third of the whole number of members of the Council are present.
5. If a councillor wants their absence from a meeting to be approved by Council, they should submit their written request together with the reason for absence before the meeting takes place to the officer administering the meeting. A councillor cannot continue in office if they fail to attend a meeting of Council or a committee for a period of six consecutive months and the reason for his absence has not been formally approved before the expiry of the six month period (s.85 (1) of the Local Government Act 1972).
6. The minutes of the meeting must record if it resolved to approve a councillor's absence from the meeting, and if possible, the councillor's reason for absence (without divulging personal or sensitive personal data in accordance with Council's obligations under data protection legislation - Council cannot disclose the details of the councillor's physical or mental health without his permission). Approval cannot be retrospective.
7. The Local Government (Electronic Communications) (England) Order 2015 facilitates the email of summonses and agendas to councillors and paragraph 10(2) (b) schedule 12 of the Local Government Act 1972 facilitates the service of summonses and agendas by postal delivery or delivery by hand of schedule 12 to the 1972 Act to permit email service of the summons and agenda.
8. The Town Clerk or officer administering the meeting will issue the summons to every councillor in three clear days before the meeting, requiring all councillors to attend the meeting and specifying the business to be transacted as per Council's Standing Orders (15 b i).
9. Council cannot lawfully transact any business which is not included on the agenda. The preparation of the agenda is usually the responsibility of the Town Clerk or officer administering the meeting. A councillor is entitled to submit a motion for the agenda

which is relevant to the forthcoming meeting. If there is a dispute as to the items to be included in the agenda, the final decision should be made by the Town Clerk, having first consulted the Chairman of the forthcoming meeting.

10. The Town Clerk or officer administering the meeting will produce draft minutes and submit them to the Chairman (including Chairman of committees) for agreement before they are formally approved at the next meeting. The minutes should be informative and relevant, yet concise and not include personal data unless necessary for the performance of Council's statutory powers, functions and contracts must record the resolutions passed at the meeting. Resolutions to be recorded in the minutes include those made when the public were excluded (Exempt business). The minutes should also record the names of the councillors present and absent, the declaration of councillors' interests, if councillors left the meeting room because of their interests, and the public participation session. The draft minutes, once formally approved and duly signed by the Chairman of the meeting, serve as a legal record of what has taken place at the meeting to which they relate. Before a meeting approves the minutes of a preceding meeting by resolution, the meeting may, by resolution, correct any inaccuracies in the draft minutes. The attendance (or otherwise) of the Chairman or those voting in favour to amend or approve of the minutes is irrelevant. Minutes should not be altered once signed unless inaccuracy in the minutes is discovered after they have been signed. Inaccuracies in the signed minutes can be amended by resolution at a subsequent meeting.
11. The Town Mayor and Deputy Town Mayor are ex officio members of every Committee and Sub-Committees of the Council with full voting rights.
12. Councillors must sign a Declaration of Acceptance of Office and an agreement to abide by the Council's adopted Code of Conduct when accepted into office.
13. Councillors must register all disclosable pecuniary interests and local interests with the Monitoring Office of Dorset Council within 28 days of:
  - a) Being elected or appointed to office;
  - b) The adoption of the Code of Conduct
  - c) Declaring an unregistered interest at a meeting of the Council; and
  - d) Becoming aware of any new interests or changes in those interest.

# **TERMS OF REFERENCE AND SCHEME OF DELEGATION TO COMMITTEES**

## **TOWN COUNCIL**

### **Prime Objectives:**

To protect and encourage the future independent character and identity of Lytchett Minster and Upton as a diverse town providing a safe, healthy, economically prosperous sustainable environment for all who live in, work in, visit and pass through the town. To represent the views and wishes of the residents of Lytchett Minster and Upton. To protect, preserve and enhance the history of the town, open spaces and built environment of the town and its environs.

The Council will provide those local services for which it is responsible in a friendly, efficient (administratively and financially), and transparent manner on a sustainable basis and where appropriate, in partnership with other authorities and organisations, including the third sector, to ensure that the services are provided in an integrated fashion with minimum overlapping or expenditure. The Council will provide a supportive working environment for all its employees and members to achieve its aims.

This objective is carried out as a non-political council.

### **1.0 Terms of Reference**

**1.1** Membership shall comprise all members of the Council and is the final authority on matters and policy and the powers of duties exercised by Council, and is solely responsible for:

- a. convening town meetings, hold an annual town council meeting and annual town meeting of parishioners,
- b. making byelaws,
- c. initiating requests for boundary reviews and commenting during such reviews,
- d. power of raising loans and setting the precept,
- e. power of incurring capital expenditure not specifically included in Council's approved estimates of expenditure for the current budget,
- f. the appointment or dismissal of the Town Clerk,
- g. the appointment of the Town Mayor and Deputy Mayor,
- h. the appointment of Committees and the Chairmen to be selected based on relevant knowledge, expertise and interest with reference to succession planning,
- i. appointment of representatives on outside bodies,
- j. annual subscriptions,

- k. Standing Orders as to the conduct of the Council's business and Financial Regulations as to the proper administration of the financial affairs of Council (including receiving the Annual Statement of Audited Accounts and the reports of both the External and Internal Auditors following recommendations from the Finance and Administration Committee),
  - l. committee structure including terms of reference, membership etc,
  - m. dealing with any matters not specifically referred to any other committee of Council,
  - n. co-opting new Councillors following any uncontested vacancies, making arrangements as may be necessary for the appointment of a Casual Vacancy for the position of Town Councillor and liaising with Dorset Council for election purposes,
  - o. approving a calendar of meetings of the Council and its committees,
  - p. authorising the disposal of surplus items of plant, furniture and equipment (this may be delegated to the Amenities Committee),
  - q. approving the purchase of and repairs and maintenance to any civic insignia and to authorise and/or incur expense for items relating to civic events or civic matters and approve the purchase of civic gifts,
  - r. authorising support for an objection to any relevant Bill during its passage through Parliament,
  - s. considering applications for grants within a budget previously approved by the Council and approving subject to the Council's policy on awarding of grants. No application shall be laid before the Committee for consideration until a statement of accounts is received by the Town Clerk in support of the application.
  - t. if applicable approving eligibility for the General Power of Competence,
- 1.2** No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.
- 1.3** The Town Mayor and Deputy Town Mayor are *ex officio* members of every Committee and Sub-Committees of the Council with full voting rights.
- 1.4** The Council will consider the annual estimates of expenditure (budget) of the Council and setting an annual precept to be issued upon the principal Council. This function may not be delegated to a Committee
- 1.5** The Council shall approve arrangements to secure the proper administration of the financial affairs of the Council under Section 151 of the Local Government Act 1972 or such other relevant legislation.
- 1.6** The Council shall approve any payments already made for expenditure which have been previously authorised within Standing Orders or within Financial Regulations.



- 1.7 The Council shall approve, prior to payment, any other items of expenditure.
- 1.8 The Council must appoint a Responsible Financial Officer to manage the Council's accounts.
- 1.9 Councillors must sign a Declaration of Acceptance of Office and an agreement to abide by the Council's adopted Code of Conduct.
- 1.10 To receive the annual Statement of Audited Accounts and the Reports of both the External and Internal Auditors (these may be received following a recommendation from the Finance & Administration Committee).
- 1.11 To approve the purchase of and repairs and maintenance to any civic insignia and to authorise and/or incur expense for items relating to civic events or civic matters.
- 1.12 To approve the purchase of civic gifts.
- 1.13 To authorise support for an objection to any relevant Bill during its passage through Parliament.
- 1.14 To approve the transfer of expenditure within overall approved estimates.
- 1.15 To appoint and dismiss the Town Clerk. To advertise for the appointment of the Town Clerk and to make arrangements for interviews by an appointed panel.
- 1.16 To agree and maintain staffing levels receiving recommendations from the Finance & Administration Committee.
- 1.17 To borrow money for statutory functions and/or any other activity as deemed necessary and appropriate.
- 1.18 Matters may also be delegated to the appropriate Committee if the matter requires further information and /or consideration.
- 1.19 To approve Standing Orders and Financial Regulations.
- 1.20 To act upon or commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Council or of Committees, including applying for any external grant funding

### **3.0 Delegation of Powers**

- 3.1 To delegate matters to Committees as per the terms of reference of the Committees. Council may also at its discretion, delegate other matters to a Committee which are not contained within the specific function of that committee. Items which may not be delegated to Committees are as detailed within the Town Council's Standing Orders.

#### **4.0 Powers of the Standing Committees**

The Council's powers and duties will be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

- (a) where they are delegated to the Committee so far as is legally permissible be deemed the acts of the Council;
- (b) as regards other matters be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;
- (c) in all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council;

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

## FINANCE AND ADMINISTRATION COMMITTEE (F&A)

SUMMARY	
Schedule	6 times a year, Tuesday at 6.30pm (see agreed calendar of meetings)
Venue	Lytchett Minster & Upton Town Council, Moorland Way
Membership	Up to 7 councillors comprising of the Mayor, Deputy Mayor, Chairman of Amenities Committee, Chairman and Co-Chairman of Environment & Planning Committee and two others including a Dorset Council councillor ('dual hatter'). Members of the Council who do not normally sit on the Committee may attend, debate but not vote on any item.
Quorum	3
Chair/Vice-Chair	The Chairman will be elected at the Annual Town Meeting. The Vice-Chairman to be elected at the first meeting of the committee following the Annual Town Council meeting.
Reporting	To Town Council
Terms of Reference	Reviewed annually in April and ratified at the annual meeting of the Council. (Reviewed April 25)

### Prime Objectives:

**To support the Town Council in the delivery of its prime objectives and be the guardian of its strategic vision.**

To oversee the financial activities of the Town Council and to be responsible for staff and employment matters. To supervise the financial planning activities of the Council as a whole. To ensure that actions taken by the Council do not contravene statute or any other financial regulation. These objectives should be achieved within the constraints of an annual balanced budget.

To manage and oversee the Council's assets.

To review and consider, as appropriate, Standing Orders, Financial Regulations and Terms of Reference within which Committees should operate, making recommendations to Council on the same.

To ensure staffing levels are satisfactory to run the Town Council efficiently. To ensure that annual staff appraisals are conducted for all Officers and to annually appraise the Clerk, in order to maintain a stable and motivated workforce. To handle staff grievances and disciplinary action in line with the Council's policies.

## **1.0 Terms of Reference**

- 1.1 Membership shall be appointed at the Annual Council Meeting and shall comprise only of Town Councillors.
- 1.2 No business may be transacted at a meeting unless there is a quorum of three.
- 1.3 To elect a Chairman and Vice Chairman for each civic year.
- 1.4 To review and submit for the Council's consideration Standing Orders and Financial Regulations.
- 1.5 To review and submit for Council's consideration Terms of Reference for this Committee.
- 1.6 To authorise the attendance of Members or Officers at conferences or courses including the incurring of necessary expenditure.
- 1.7 To maintain a financial register of assets and property belonging to the Council.
- 1.8 To administer the following assets:
  - 1 Moorland Parade
  - The Grove and Pavilion buildings
- 1.9 Acquisition of office equipment and assets as required enabling the staff to carry out their duties.
- 1.10 To oversee the insurance of the Council's property and liabilities.
- 1.11 Acquisition of office equipment and assets as required enabling the staff to carry out their duties.
- 1.12 To maintain and insure the Council's vehicles.
- 1.13 To periodically review the policies on the Emergency/Resilience Plan, Communication, Press Media and Community Engagement and any other relevant policies as necessary.
- 1.14 To receive the annual Statement of Audited Accounts and the Reports of both the External and Internal Auditors and make recommendations to the Council on any actions required.
- 1.15 To review and submit for the Council's consideration a Health & Safety policy.
- 1.16 To review the Council's risk management strategy.

- 1.17 To review and submit for the Council's consideration its system of internal audit.
- 1.18 To prepare and submit for the Council's consideration estimates of expenditure for each forthcoming year for matters pertaining to the responsibility of the Committee by the end of October.
- 1.19 To prepare and submit for the Council's consideration fees for all chargeable areas under the Committee's remit.
- 1.20 To oversee the process in applying for external grant funding.
- 1.21 The Committee has authority to act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of this Committee.
- 1.22 To conduct the following personnel matters which may be delegated to a sub-committee:
  - i. To conduct the Town Clerk's annual appraisal.
  - ii. To receive a report outlining the outcomes of staff annual appraisals.
  - iii. To handle staff grievances in accordance with the Council's Grievance Policy.
  - iv. To handle staff disciplinary matters in accordance with the Council's Disciplinary Policy.
  - v. Annually review staff salaries and make recommendations to the Council.
  - vi. To agree contracts, job descriptions and suitable salaries for all staff. At the Committee's discretion, this matter may be delegated to the Mayor and/or the Chair and/or Vice-Chair of the Committee and the Town Clerk for progression who will report back to the Committee.
  - vii. To develop and monitor a robust annual training programme for staff and members.
- 1.23 Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Town Clerk after consultation with the Mayor and/or Deputy Town Mayor and/or Chair / Vice-Chair of the Committee but must be submitted for approval or otherwise to the next meeting of the Council.

## **2.0 Delegation of Powers To the Committee**

- 2.1 Those functions contained in paragraphs 1.3 – 1.23 inclusive shall be delegated to the Committee.

**To the Chairman and Vice Chairman**

- 2.2** Representation of the Council at any Committee, Sub-committee, panel or form of another authority to support the Council's best interests on any matter within the remit of this Committee.

**To the Town Clerk**

- 2.3** Matters in 1.23 above.

## **AMENITIES COMMITTEE (AMMI)**

<b>SUMMARY</b>	
<b>Schedule</b>	<b>Up to 8 times a year, Tuesday at 6.30pm (see agreed calendar of meetings)</b>
<b>Venue</b>	<b>Lytchett Minster &amp; Upton Town Council, Moorland Way</b>
<b>Membership</b>	<b>Up to 7 councillors plus Mayor, Deputy Mayor (ex-officio) Members of the Council who do not normally sit on the Committee may attend, debate but not vote on any item.</b>
<b>Quorum</b>	<b>3</b>
<b>Chair/Vice-Chair</b>	<b>The Chairman will be elected at the Annual Town Meeting. The Vice-Chairman to be elected at the first meeting of the committee following the Annual Town Council meeting. The Mayor is not normally eligible for a chairmanship.</b>
<b>Reporting</b>	<b>To Town Council</b>
<b>Terms of Reference</b>	<b>Reviewed annually in April and ratified at the annual meeting of the Council.</b>

### **Prime Objectives:**

**To support the Town Council in the delivery of its prime objectives and strategic vision.**

To ensure that all facilities and land under the Council's ownership and control are managed effectively to provide a pleasant and safe environment for residents and visitors to the town. To ensure that all facilities comply with existing and new legislation. To oversee and be responsible for Town Council's assets and services (see 1.3 below) including all open spaces and buildings.

### **1.0 Terms of Reference**

**1.1** Membership shall be appointed at the Annual Council Meeting.

**1.2** No business may be transacted at a meeting unless at least one-third of the whole number of members of the Committee are present and in no case shall the quorum of a meeting be less than three.

**1.3** To administer the Council's facilities, assets, services and activities including:

- Cemetery
- Play Areas
- Allotments
- Recreation Ground Public Open Space.

- Events

- 1.4 To prepare and submit for the Council's consideration estimates of expenditure for each forthcoming year for matters pertaining to the responsibility of the Committee by the end of December.
- 1.5 To prepare and submit for the Council's consideration fees for all chargeable areas under the Committee's remit.
- 1.6 The Committee has authority to act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of this Committee.
- 1.7 To purchase items of plant, equipment and vehicles within approved budgets.
- 1.8 To act upon or commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding
- 1.9 The Committee shall advise the Council on the acquisition of land for the purposes of leisure and recreational activities.
- 1.10 The Committee shall advise the Council on the provision of new and the modification of existing resources relating to the leisure, recreation, or amenity aspects of the Council's business, in line with the Council's strategic vision.
- 1.11 To review risk assessment policy on behalf of the Town Council.
- 1.12 To review and submit for Council's consideration Terms of Reference for this Committee.
- 1.13 Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Town Clerk after consultation with the Mayor and/or Deputy Town Mayor and/or Chair/Vice-Chair of the Committee but must be submitted for approval or otherwise to the next meeting of the Council.

**2.0 Delegation of Powers To  
the Committee**

- 2.1 Those functions contained in paragraphs 1.3 – 1.13 inclusive shall be delegated to the Committee.

**To the Chairman and Vice Chairman**

- 2.2 Representation of the Council at any Committee, Sub-committee, panel or form of another authority to support the Council's best interests on any matter within the remit of this Committee.



**To the Town Clerk**

**2.3** Matters in 1.13 above

## ENVIRONMENT & PLANNING COMMITTEE (ENPLAN)

SUMMARY	
Schedule	A maximum of 12 meetings a year, Tuesday at 6.30pm (see agreed calendar of meetings)
Venue	Lytchett Minster & Upton Town Council, Moorland Way
Membership	Up to 7 councillors plus Mayor, Deputy Mayor (ex-officio) Members of the Council who do not normally sit on the Committee may attend, debate but not vote on any item.
Quorum	3
Chair/Vice-Chair	The Committee will be co-chaired by 2 chairmen who will be elected at the Annual Town Council Meeting. The Mayor is not normally eligible for a chairmanship.
Reporting	To Town Council
Terms of Reference	Reviewed annually in April and ratified at the annual meeting of the Council. (Reviewed April 2025)

### Prime Objective:

**To support the Town Council in the delivery of its prime objectives and strategic vision.**

To look after the long-term environmental health and sustainability of the town alongside its future social and economic prosperity.

### 1.0 Terms of Reference

**1.1** Membership shall be appointed at the Annual Council Meeting.

**1.2** No business may be transacted at a meeting unless at least one-third of the whole number of members of the Committee are present and in no case shall the quorum of a meeting be less than three.

**1.3** To elect Co-Chairmen and Vice Chairman for each civic year. The Vice-Chairman will act as Chairman for both Environment and Planning in the absence of the respective Co-Chair.

**1.4** To oversee the following:

- Planning applications
- Lytchett Bay View
- Tree management including tree planting
- Municipal flower beds

- Flooding
  - Street furniture such as litter bins, notice boards, bus shelters, dog waste bins, flag poles and heritage.
  - Highways matters and liaising with Dorset Council's Highways team.
- 1.5** The Committee has authority to act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of this Committee.
- 1.6** To champion the nature, quality, diversity and conservation of the built and natural environment of the Town.
- 1.7** To reduce the impact of climate change and pollution.
- 1.8** To promote environmental awareness and sustainability.
- 1.9** Responding to planning and licence applications where the Council is consulted and take forward the views of local residents to Dorset Council as the planning authority.
- 1.10** Refer any major planning applications deemed to impinge on the town to a significant degree to Council.
- 1.11** To oversee the management and sustainability of all Town Council owned trees as part of the tree management plan.
- 1.12** Making appropriate representations to any relevant agency in relation enforcement, litter, grass verges, pavements, roads (condition and safety), recycling, footpaths and signs on the highway, whilst continuing to foster positive relationships with partner agencies.
- 1.13** To consider and facilitate environmental improvements to the town area such as tree planting, general planting and initiatives to maintain a good environmental condition and appearance of the town.
- 1.14** Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Town Clerk after consultation with the Mayor and/or Deputy Town Mayor and/or Co-Chairmen/Vice-Chair of the Committee but must be submitted for approval or otherwise to the next meeting of the Council

## **2.0 Delegation of Powers To the Committee**

- 2.1** Those functions contained in paragraphs 1.4 – 1.14 inclusive shall be delegated to the Committee.

**To the Co-Chairmen and Vice Chairman**

- 2.2** Representation of the Council at any Committee, Sub-committee, panel or form of another authority to support the Council's best interests on any matter within the remit of this Committee.

**To the Town Clerk**

- 2.3** Matters in 1.14 above.