



# About Town

Lydney Town Council Newsletter



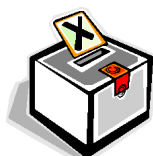
## Spring has Sprung

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### Annual Town Meeting

The Mayor cordially invites you to attend this year's **Annual Town Meeting** on Monday 16th April at 7pm. With accessibility at the front of our mind, this year's meeting will be held in Lydney Town Hall.

*'Why not come along, meet your councillors, raise any concerns and enjoy a glass of wine!'*



## YOUR VOTE MATTERS!

**Are you registered to vote at the next elections?**

**If not, register now with Forest of Dean District Council**

**No Vote = No say!**

# REMIT OF COUNCIL, COMMITTEES & SUB-COMMITTEES

## 1. THE TOWN COUNCIL

The following matters shall be reserved for decision by the Council itself.

- 1.1 To Appoint those Officers as deemed necessary in line with legal statute: Clerk, Proper Officer and by law, the Responsible Financial Officer of the Council. (These duties may be fulfilled by one individual – the Clerk)
- 1.2 Agreeing and setting the Council's Budgets and the Precept.
- 1.3 Borrowing money.
- 1.4 Making, amending or revoking Standing Orders including Financial Regulations.
- 1.5 Making, amending or revoking Bye Laws.
- 1.6 Making of orders under any statutory powers.
- 1.7 Important matters of principle or policy which have been referred directly by committees or officers.
- 1.8 Prosecution or defence in a court of law.
- 1.9 The approval of a Lottery Scheme.
- 1.10 Nomination or appointment of representatives of the Council on another authority, organisation or body.
- 1.11 New undertakings.
- 1.12 Nominations or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those specific to a committee.
- 1.13 *Any other business not assigned to that of a committee*

## 2. COMMITTEES AND SUB-COMMITTEES

Subject to further provisions of these Powers and Duties, Committees shall be empowered to exercise and perform on behalf of and in the name of and without further reference to the Council, all powers and duties of the Council in relation to:-

- 2.1 The matters specified, for Committees in their respective powers and duties, or for Sub-Committees, in their respective minute of appointment or other minute defining their powers.
- 2.2 Those matters which naturally fall within their jurisdiction as indicated by their respective titles and which are not contained in the duties and powers of any other Committee nor reserved for the Council.
- 2.3 Any other matter which may be delegated to it by the Council from time to time.
- 2.4 The acts of Committees and Sub-Committees shall be in accordance with the Standing Orders (including the Financial Regulations) and where applicable other rules, regulations, schemes, statutes, Byelaws or orders made and with any directions given by the Council from time to time.
- 2.5 Whilst not exhaustive, the attached Schedules give examples of the matters delegated to the Committees of the Council, in accordance with the above.

## 3. REMIT OF THE PLANNING AND DEVELOPMENT CONTROL/ HIGHWAYS COMMITTEE

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 3.1 Make observations, to the Planning Authorities on all planning applications received.
- 3.2 Liaise with the Planning Authorities with regard to possible infringements of planning regulations.
- 3.3 Respond to consultations on the Regional Spatial and Economic Strategies, the Local Development Framework, County Minerals and Waste Plan, Local Transport Plan and other elements of the Local Development Framework and to take responsibility for general Housing with emphasis on low cost and affordable housing and to liaise with housing authorities to ensure this comes about.

The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.

The Committee is empowered to incur expenditure where it has an allocated budget provision.

Provision is also made for decisions to be taken under S101 Delegated Powers to the Clerk in conjunction with the Planning Chairman and one other Committee Member when it is apparent that time constraints have been imposed or when a decision is required from the Town Council prior to the next Planning Committee Meeting taking place.

*The aforementioned Committee shall also be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to Highway matters, which are not exhaustive.*

## 4. REMIT OF THE HIGHWAYS COMMITTEE

- 4.1 Liaising with the Highway Authorities on all matters relating to the highway, including reporting of potholes, traffic signage faults, dropped kerbs, footway repairs and other maintenance issues.
- 4.2 Promotion of additional highway safety measures such as traffic calming and speed limits.
- 4.3 Liaison with Gloucestershire County Council and Natural England with regard to public rights of way, National Trails and Access Land proposals.
- 4.4 Liaising with the County Councils and service providers with regard to the provision of public transport services including buses, rail services and community transport.
- 4.5 The maintenance of trees bordering the public highway which are sited on council owned land.
- 4.6 The provision of street lighting and the promotion of street lighting schemes in conjunction with the highway authority.
- 4.7 The maintenance of the Town Council CCTV

System and any future installation plans

The Committee may bring forward proposals for the ongoing development of these services.

The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.

The Committee is empowered to incur expenditure where it has allocated budget provision.

## **5. REMIT OF THE AMENITIES COMMITTEE**

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

5.1 The care and maintenance of land owned by or under the responsibility of the Town Council.

5.2 Grass cutting on land owned by the Town Council & Town Council Floral Displays/Tenders/Contracts

5.3 Litter collection in conjunction with the Principle Authority in specified areas and the provision of litter bins.

5.4 The provision of dog bins and service to maintain and empty them.

5.5 The provision of allotments (as applicable) in conjunction with any association the Town Council may choose to set up to assist with the maintenance thereof.

5.6 The provision and maintenance of children's play equipment on land owned/maintained by the Town Council (as applicable).

5.7 The provision and maintenance of any football pitch/cricket pitches (as may be applicable).

5.8 The maintenance of the 'Closed Churchyard' - St Mary's & Lydney Cemetery / Additional burial provision

5.9 The maintenance/cataloguing of trees situated on Town Council owned land.

5.10 The provision and maintenance of public seating and bus shelters, including those on the highway.

5.11 The provision of Christmas/festive lighting (including Contract/Tender negotiations & 'Switch on' event)

5.12 The provision of street furniture (to be addressed in line with the Town Council approved 'style')

The Committee may bring forward proposals for the ongoing development of these services.

The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.

The Committee is empowered to incur expenditure where it has allocated budget provision.

## **6. REMIT OF THE FINANCE AND SCRUTINY COMMITTEE**

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

6.1 Financial management including the collation of committee budgets and recommendations to the Council regarding budgets and precept.

6.2 Legal Services.

6.3 Financial procedures, including Internal and External Audit as implemented by RFO.

6.4 Distribution of the Council's Grants and help to groups with external grant applications

6.5 The provision of office services and supplies (including Computer Hardware & Software) as deemed necessary by the Clerk (and ordered by the Clerk).

6.6 Annual provision for training for both Councillors & Employees.

6.7 Business Risk Assessment and Insurances.

6.8 Emergency Procedure and Disaster Plan for the Council (*or may refer to Full Council if considered appropriate*)

The Committee may bring forward proposals for the ongoing development of these services.

The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.

The Committee is empowered to incur expenditure where it has allocated budget provision.

## **6.B REMIT OF THE PERSONNEL COMMITTEE**

*(To consist of; The Mayor, Finance Chairman and one nominated member of Finance & Scrutiny Committee).*

(a) To assist the Clerk in the appointment of Council staff and to consider all related Human Resource matters as raised by the Clerk in conjunction with Lydney Town Council's Terms & Conditions of Employment which forms part of all employees Contract of Employment/Job Description/Personal Specification. Copy issued to each individual Council employee.

(b) To monitor and assess staff performance levels regularly, and to award performance/project bonus incremental payments accordingly.

### **SUB COMMITTEES/WORKING PARTIES**

*Lydney Town Council will address the need for working Parties/Sub committees etc as is deemed necessary*

*Working Party members have no voting powers that relate to the Town Council's business, and as such, any agreed recommendations reached by such a party will require the sanction of either Full Council or the relevant committee who have 'bestowed' delegated power in such matters.*

#### **FOOTNOTE:**

*Members may attend any/all Committee/Sub Committee/Working Party meetings if they so choose, and if attending will be given the opportunity by the Chairman to either make comment or allowed at the Chairman's discretion to join in any debate.*

*The Mayor is an ex-officio member of every Council Committee and as such possesses a voting right, but should not be Chairman of any one Committee/Sub Committee.*

# USEFUL TELEPHONE NUMBERS

## Town Councillors

John Bartle	0777 2759448
Bob Berryman (Mayor)	842036
Derek Biddle (Deputy Mayor)	842180
Ruth Bonser	841813
Jan Cordon	562554
David Edwards	840106
Carol Harris	841026
Janice James	843847
Charlotte Matthews	836105
Brian Pearman	841452
Bert Stapleton	841482
Brian Thomas	842373

## Town & District Councillors

Val Hobman	841079
Bill Osborne	841970

## Town & County Councillor

David Cooksley	844351
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## Council Staff

Chief Executive Officer/RFO – Mrs Jayne Smailes	842234
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## District Councillors

James Bevan	842146
Judy Davis	842884
Terry Glastonbury	562102
Marion Winship	528289

## Forest of Dean District Council

High Street, Coleford GL16 8HG	810000
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## Gloucestershire County Council

Shire Hall, Westgate Street, Gloucester GL1 2TQ	01452 425000
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## Health

Lydney Health Centre	842167
Severnbank Surgery	0844 4778645
Yorkley & Bream Health Centre	562437

## Gloucestershire Highways

To report potholes and other problems	08000 514 514
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# Lydney Town Council Working Towards Quality Status

As Lydney continues to grow, the representational aspect becomes more important. Decisions taken by the District Council may vitally affect the quality of life within our town, therefore the role of the town council is of utmost importance!

In a continued effort to ensure services are retained locally, Lydney Town Council aim to pursue the attainment of Quality Status which will bring with it even greater responsibilities and possibly devolved powers from both District and County Council, thereby ensuring Lydney Town Council may continue to serve the community on a local level to the best of its ability.

So what is Quality Status?

Quality Parish and Town Council Scheme was launched in 2003 with the aim of providing a benchmark minimum standard for parish and town councils across the country.

The Quality scheme is open to all parish and town councils in England, irrespective of size. It aims to enable parish councils to work more closely with others in the delivery of local services and to better represent their local communities.

Whatever the circumstances, Quality status brings real benefits, not only for the Quality council, but also for the people who work with it and, more importantly, the community it serves.

**'Watch this space!'**

## HAVE YOUR SAY!

Although your Town Councillors may be contacted at any time should you have any form of concern, this Newsletter is a way to bring your views, ideas, concerns and comments to a wider audience - in other words, to everyone within our community!

Any subject is permitted;

You may wish to ask a question

You may like to 'air' a concern or generally pass comment relating to a community issue?

Whatever your thoughts, the Town Council cannot assist if they are unaware — so help us to change this

Please write to us,

**C/O Lydney Town Council,  
Council Chambers, Claremont House,  
High Street,  
Lydney, GL15 5DX.**

Visit our website at <http://www.lydneytowncouncil.co.uk/>