

Terms of Reference – Full Council

Autor: Louise Harrison, Town Clerk, Ferndown Town Council, 11 December

Approved: Full Council 14 December 2020.

4.3 Town Council

Current mission statement:

The primary objective of Ferndown Town Council is to work with other agencies to provide a safe, high-quality environment to meet the needs of residents and visitors and defend the best interests of the Town for the benefit of everyone.

Ferndown Town Council aims to enable residents of Ferndown and its surroundings to enjoy high-quality social, recreational and cultural facilities within the Town and seek the continuing improvements and development of these facilities in accordance with the wishes of its residents by:

- encourage and promote the economic and commercial vitality of Ferndown,
- preserve the unique identity of Ferndown and promote its heritage,
- ensure that harmony exists between commercial, ecological and residential requirements,
- consult with and take due regard of all comments received from other statutory bodies, voluntary organisations and individuals, to ensure an improving standard of service to meet local needs,
- to represent the views and wishes of the people of Ferndown,
- provide a democratic representational voice for the Ferndown community,
- to help create a socially inclusive and caring community, which embraces all residents, irrespective of their circumstances,
- provide a supportive working environment for all its employees and members to achieve our aims.

The Town Council is made up of all 17 members and is the final authority on matters of policy and the powers of duties exercised by Council, and is solely responsible to:

- convene parish meetings, hold an annual parish council meeting and annual parish meeting of parishioners,
- make byelaws,
- initiate requests for boundary reviews and commenting during such reviews,

- power of raising loans and setting the precept,
- power of incurring capital expenditure not specifically included in Council's approved estimates of expenditure for the current budget,
- appointment or dismissal of the Town Clerk,
- appointment of Committees; Chairmen and Vice Chairmen, Town Mayor and Deputy Mayor,
- appointment of representatives on outside bodies,
- annual subscriptions,
- 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 General-Purpose Committee),
- committee structure including terms of reference, membership etc,
- deal with any matters not specifically referred to any other committee of Council,
- co-opt new Councillors following any uncontested vacancies, make arrangements as may be necessary for the appointment of a Casual Vacancy for the position of Town Councillor and liaise with Dorset Council for election purposes,
- approve a calendar of meetings of the Council and its committees,
- authorise the disposal of surplus items of plant, furniture and equipment (this may be delegated to the Finance and General-Purpose Committee),
- 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 and approve the purchase of civic gifts,
- authorise support for an objection to any relevant Bill during its passage through Parliament,
- if applicable approve eligibility for the General Power of Competence,
- approve and resolve responses to consultations and controversial planning applications as referred by the Planning and Traffic Consultative Committee.
- Any 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 but must be submitted for approval or otherwise to the next meeting of the Council.

- The Town Council is the sole trustee of the King George v Fields Charity and Councillors are the managing trustees of the registered charity (No. 301136).

Ferndown 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 Town Council can revoke any executive power delegated to a Committee Consider