

**Freedom of Information Acts, 1997 & 2003**  
**Section 15/16 Manual**  
**Kilkee Town Council**

**The representational role** is performed directly by the elected members of the Council. Kilkee Town Council has nine elected members. Members are elected according to the system of proportional representation for a period of five years. The Chairman of the Council is elected from the membership of the Council at the Statutory Annual Meeting of the Council which is held in June/July of each year.

The wide range of functions performed by the elected representatives are called “**reserved functions**” and these lay down the framework of policy under which the Manager of the Town Council, operates.

Such functions include:

- Adoption of the Annual Budget
- Adoption of Scheme of Letting Priorities for Local Authority housing.
- Making, amending and revoking bye-laws

The Councillors make their decision by “**Resolution**” at their meetings.

**The operational role** of Kilkee Town Council is performed by the Manager (Director of Services) and the Town Clerk. They are responsible for the day to day administration of the Council. The functions carried out by the Manager are called “**executive functions**” eg: The letting of houses

The Manager makes his/her decision by written “**Managers Order**”. In making the decision s/he must act in a way that is consistent with the policy that has been established by the elected members and have regard to their resolutions.

**Services** provided by Kilkee Town Council include the following:

- Maintenance, repair and administration of housing,
- Contributions to Voluntary Bodies,
- Miscellaneous Services

The include a number of imperatives which must be carried out by the Council, for example:

- Adoption annually of the Budget (Estimate of Expenses)
- Adoption annually of the Annual Financial Statement (Abstract of Accounts.)

### **Financing of these Services**

The main sources of funding for this expenditure are:

- Commercial Rates
- Goods and Services (e.g. housing rents and annuities, fees and charges for services,
- Government Grants

### **How the operations of the Local Authority are regulated**

The operations of Local Authorities are regulated by:

- E.U. Directives
- National Legislation
- Local Legislation, i.e. Bye-Laws
- Adopted Policies of the Council

### **Accountability**

The Accounts of the Local Authority are subject to Audit by the Local Government Auditor who is employed by the Department of the Environment and Local Government. Local Authorities are also subject to investigation by the Ombudsman.

### **Structure of the Organisation**

**Town Manager:**

**Town Clerk:**

The Manager is the Chief Executive Officer of the Town Council and has overall responsibility for the day to day operations of the Council and for ensuring that the policies adopted by the Elected Members are implemented.

### **Kilkee Town Commission - The Elected Members**

1.	Claire Haugh, 21 Marian Estate, Kilkee	Fianna Fail
2.	Dr. Tom Nolan, Circular Road, Kilkee	Non - Party
3.	Michael McGrath, Grattan Street, Kilkee	Fianna Fail
4.	P.J Lardner, O'Connell Street, Kilkee	Fianna Fail
5.	Carmel Deloughery, Circular Road, Kilkee	Fianna Fail
6.	Michael Martin, O'Curry Street, Kilkee	Fine Gael

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|----|---|-------------|
| 7. | Lily Marrinan - Sullivan, 9 Castlefield, Kilkee | Non - Party |
| 8. | Brian Keane, Dough, Kilkee                      | Fine Gael   |
| 9. | P.J Linnane, 10 Church Road, Kilkee             | Fianna Fail |

Location of Offices, Services, Telephone Nos.

Headquarters of Kilkee Town Council:

The Courthouse, Kilkee, Co. Clare.

Town Manager: (065) 6821616

Town Clerk: (065) 9051047

Courthouse: (065) 9056040

**Annual Publications of Kilkee Town Council already available to the public**

**Annual Financial Statement**

Kilkee Town Council must publish an Annual Financial Statement within twelve weeks of the end of the calendar year. Prior to the Audit of Accounts by the Local Government Auditor, a notice is published advising the public of its right to examine the accounts of Kilkee Town Council within a specified period.

**Annual Budget**

The Annual Budget Meeting of Kilkee Town Council is held in October each year. Notice of the meeting to consider the Annual Budget is published in The Clare Champion not less than seven days before the meeting is held. Copies of the Budget may be inspected or purchased at the offices of Kilkee Town Council during the specified period.

**Index of Services**

Listed below is a list of the services provided by Kilkee Town Council

1. Maintenance, Repair and administration of housing.
2. Contributions to Voluntary Bodies.
3. Miscellaneous.

Maintenance, Repair and Administration of Housing.

- 1.1 Determination of housing rent
- 1.2 Determination of housing tenant purchase rate
- 1.3 Decision to allow outright purchase of dwelling house

- 1.4 Decision to let a Local Authority dwelling house under our Scheme of Letting priorities
- 1.5 Treatment of complaints from tenants on repairs to Local Authority dwellings
- 1.6 Sale of land

#### **1.1. Determination of housing rent**

Kilkee Town Council have dwellings rented to tenants. All of these dwellings are rented on a differential rent basis and are subject to an annual review. On the basis of this annual review the rents may be changed. The review of rents is carried out in accordance with the Kilkee Town Council Differential Rent Scheme, a copy of which is available at the offices of Kilkee Town Council

#### **1.2 Determination of Tenant Purchase rate**

Local Authority dwellings are being purchased by their respective tenants. These dwellings are being purchased under various Tenant Purchase Schemes promoted by Government. The rate of repayment is government by the various Tenant Purchase Schemes. The Scheme which is current in operation in the 1995 Scheme, details of which are available at the offices of Kilkee Town Council.

#### **1.3 Decision to allow outright purchase of dwelling house**

As mentioned at 1.2 above, Kilkee Town Council are entitled to sell some of their housing units to tenants under various Tenant Purchase Schemes. The category of dwelling and discounts available are stipulated in the actual Scheme conditions

#### **1.4 Letting of Local Authority dwelling houses.**

When vacancies arise, the dwelling is subsequently let to a tenant on the basis of the Scheme of Letting Priorities as adopted and approved by the members of the Commission. The dwelling is let in accordance with the Kilkee Town Council Scheme of Letting Priorities, a copy of which is available from the offices of Kilkee Town Council.

#### **1.5 Receipt of complaints on housing repairs**

Kilkee Town Council, as a housing authority, receive during the normal course of business, complaints from their tenants in relation to housing repairs and every attempt is made to resolve the particular problem.

#### **1.6 Sale of land**

Kilkee Town Council may again sell off land or property in their ownership to any person or body for any purpose required. Every sale however is subject to the approval of the elected members. The procedure involved is outlined in Section 83 of the Housing Act 1946 (as amended).

## **Contributions to Voluntary Bodies**

2.1 Kilkee Town Council, under the provisions of the Arts Act 1977 administer an annual scheme of Arts and Miscellaneous Grants each year. Grants are given to arts, cultural, sporting and residential groups in the town, on receipt of valid applications and details of same are available from the offices of Kilkee Town Council. Substantial contributions have also been made to various bodies in the town, e.g. Kilkee Tidy Towns Committee.

## **Miscellaneous Services**

- 4.1 Expenses of Members
- 4.2 Expenses of Staff
- 4.3 Purchasing by Kilkee Town Council
- 4.4 Meetings of Kilkee Town Council

### **4.1 Expenses of Members**

Our Elected Members, i.e. Councillors, are entitled to receive adequate expenses to assist them perform their statutory tasks. These expenses are calculated and paid in accordance with Section 51 of the Local Government Act 1992 and periodic Department of the Environment and Local Government Circulars amending rates of travel and subsistence. Copies of the current rates are available from the offices of Kilkee Town Council.

### **4.2 Expenses of Staff**

Similarly an arrangement is also in place for Expenses incurred by the town Clerk and again any payments made are in compliance with the Department of Environment and Local Government Circulars. Copies of current rates are available from the offices of Kilkee Town Council.

**4.3 Purchasing of goods/services by Kilkee Town Council** Like any other organisation, Kilkee Town Council must purchase goods and services on a regular basis from suppliers

### **4.4. Meetings of Kilkee Town Council**

The Members of Kilkee Town Council have statutory Annual Meetings and Budget Meetings along with monthly meetings, except for the month of August. These meetings are held in the Courthouse, Kilkee, Co. Clare. The meetings are chaired by the Chairman and are attended by the members and also the Town Manager and the Town Clerk. These meetings are open to the public and deputations are received, subject to the approval of the Council. The press are generally in attendance at all meetings except those held specifically in committee. The procedure to

be followed at meetings is outlined in the Standing Orders, a copy of which is available from the offices of Kilkee Town Council

**Format of Records held by Kilkee Town Council**

Kilkee Town Council hold a variety of records in various formats. This includes all types of forms, reports, files and maps, ledgers/registers & computer printouts.