

PARISH COUNCIL COMMITTEE TERMS OF REFERENCE

Membership of the Committees is decided at the Council's Annual Meeting in May. If necessary the non-executive Committees may co-opt until the following April individuals either with special expertise or so as to bring the Committee to acceptable strength. Annually at its first meeting each Committee will elect a Chair from its members. The Chair of the committee **can** be the Chair of the Council but this does not mean they **must** be chair.

The Council's Financial Year starts in April but it must tell Tonbridge & Malling Borough Council the tax it wants to raise for the coming year by early January. To facilitate this decision at the December meeting it needs to set a budget at the November meeting of the Finance Committee and Parish Council Meeting. To do this it needs, at its October meeting, to have before it or previously agreed to details of Capital Works and expected on going expenses recommended by Committees. This is so that they can be reviewed by Finance Committee in the interim before November. Each Committee needs to take this timetable into account and possibly any timetable for applications set by providers of grants.

The quorum for every committee is three.

1. GENERAL EMERGENCY COMMITTEE

This committee consists of the chair, vice-chair and chairs of other Parish Council Committees. Its function is to act on behalf of the Parish Council should any situation arise where the full Council is unable to consider and approve an action. Expenditure by this Committee is, in general, restructure to that of the budget set for that cost centre for the current year. Decisions to exceed this can only be made in extreme emergency situations where damage to public or property will result in danger to health and safety.

2. OPEN SPACES

To manage the Council's Open Spaces (Village sign, the War Memorial, the Recreation Ground in Riding Lane, West Wood, the bus shelter and the Village Green) to ensure, where appropriate, their availability to all in a good, usable condition taking into account weather and agreed budgets. This includes the identification and later supervision of providers of necessary services so as to make recommendations for Council approval. The Responsible Financial Officer has, in consultation with the Chair/Vice Chair or chair of the Finance Committee, authorisation to spend up to £1,000 for emergency repairs between Council meetings

To identify and make recommendation concerning the need for additional facilities which would benefit the Parish population together with ways of providing them, including identifying the detail of the scheme, cost, providers and the sources and method of funding (which can include Charities or other Governmental sources).

To discuss any consultations from Kent County Council on Public Rights of Way.

3. PLANNING

It is responsible for considering, and commenting to the Borough Council on, all Planning and related applications placed before it and any Local Plan, planning policy or like

proposals. The Committee, may delegate to the Chair a response on behalf of the Council. Committee members must be informed and agree the response.

Apart from the limited delegated power of Open Spaces this is the only Committee with executive powers, these have been delegated to it because the Council has only 14 days to respond to consultation on applications.

4. FINANCE

It is responsible for overseeing the Council's finances, including the performance of necessary internal audit activities. It compares budget with actual results and may make recommendations. It considers draft committee budgets and makes recommendations about the overall budget to the council together with guidance about the precept to be raised. It considers the Financial Risk Assessment, with the chair responsible for undertaking a regular audit with the Responsible Financial Officer both being reported to the Council. It reviews the Financial Regulations including the risk assessment, staff salary annual review and bank accounts at its meeting in November making recommendations for any amendments to the Council at their November meeting.

June 2015

Revised June 2016

Revised June 2017

Reviewed June 2018

Revised June 2019

Reviewed June 2020

Revised October 2020