

## PARISH COUNCIL STANDING COMMITTEE TERMS OF REFERENCE

Membership of the Committees is decided at the Council's Annual Meeting in May. If necessary the non-executive Committee (Finance) may co-opt from Council members until the following April individuals either with special expertise or 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 the Committees. This is so that they can be reviewed by Finance Committee in the interim before the November Parish Council meeting. Each Committee needs to take this timetable into account and possibly any timetable for applications set by providers of grants.

All members are expected to be members and attend meetings or either the Planning or Open Spaces Committee. Members of the Finance Committee should have some expertise in finance.

The quorum for every committee is three.

The chair of the Council is an ex-officio member of all committees.

### 1. EMERGENCY COMMITTEE

Members of this committee are the chairs of the other Council Standing Committees and are delegated to act on behalf of the Council during times when either the Council is in recess or unable to meet for any reason. They are able to authorise emergency or consequential works and to authorise payment of invoices presented by the Clerk or RFO for works or services either approved earlier by the Parish Council or by the Emergency Committee.

### 2. OPEN SPACES

This committee is elected at the Annual Parish Council Meeting in May and consists of members with an interest in the open spaces managed by the Council. It meets bi-monthly. The July and September meetings are arranged as site visits.

Their objectives are:

- a) 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.
- b) To make recommendations, identify and oversee the development of projects for the benefit of the community.

- c) The Committee has the delegated authority to spend up to £1,000 for emergency repairs and minor purchases for necessary services and equipment between Council meetings.
- d) To monitor and identify areas for development for input into the Highways Development Plan and Infrastructure Plan.
- e) 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).
- f) To discuss any consultations from Kent County Council on Public Rights of Way.

### 3. PLANNING COMMITTEE

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, development of a Neighbourhood Plan 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.

This Committee has executive powers to respond on behalf of the Council because planning applications are required by Tonbridge & Malling Borough Council to be responded to within 14 days.

The Committee meets bi-weekly and members of this committee should have an interest in planning.

### 4. FINANCE COMMITTEE

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, bank accounts, sets recommended club rents and considers and recommends donations in support of the community at its meeting in November making recommendations for any amendments to the Council at their November meeting.

### 5. SUB COMMITTEES or WORKING GROUPS

The executive Committees may set up either Sub Committees or Working Groups for a specific purpose of working on specific topics or projects which are reported back to the Executive Committee.

June 2015

Revised June 2016

Revised June 2017

Reviewed June 2018

Revised June 2019  
Reviewed June 2020  
Revised September 2021