

## **TERMS OF REFERENCE FOR COMMITTEES AND WORKING PARTIES**

### **DELEGATION FROM THE COUNCIL**

These Terms of Reference were agreed by the Parish Council at its meeting on 5 July 2023 and recorded in the Minutes.

### **PROCEDURES**

The Committees will operate in accordance with Local Government law in accordance with the Council's Standing Orders and Code of Conduct.

The Committees will submit their minutes of meetings for ratification to the next meeting of the Parish Council.

The Committees will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in the autumn.

#### **Planning Committee**

The Committee shall:

- Decide the Council's responses to consultations on planning applications from Sevenoaks District Council and from Kent County Council;
- Make recommendations to the Council on statutory and non statutory planning policy documents;
- Select from its membership a person, or persons, to represent the Council at site meetings, public enquiries, etc to represent the Council's previously agreed views;
- Produce draft responses to other consultations for approval by the full Council.

The Committee cannot incur any expense without prior approval from the full Council.

#### **Amenities Committee**

The Committee shall:

- Recommend to full Council actions to be taken regarding existing Amenities and Services;
- Recommend to full Council additional amenities and services;
- Authorise, through its proper officer, any emergency work required to be done in the interests of public safety of Council owned amenities.

The Amenities and Services Committee may authorise expenditure as long as it aligns with the annual Amenities budget, approved by full Council in January of each calendar year. The Amenities and Services Committee may also authorise expenditure of items of £500 or less, which do not form part of the annual budget. All other expenditure must be referred to Full Council.

**Complaints/Grievance Committee Functions**

The Committee shall:

- Make recommendations to full Council on procedures for handling complaints and grievances;
- Deal with formally raised complaints made against the Council regarding matters over which the Council does or could exercise a power, duty or control in accordance with the Council's complaints procedure;
- Deal with formally raised employee grievances in accordance with the Council's grievance procedure
- Appoint a hearing panel for employee grievances
- Take any necessary legal advice in regard to a formal employee grievance
- Have authority to book a meeting room inside or outside the Parish
- Have authority to take disciplinary actions resulting from a complaint or grievance.

**Finance & Personnel Working Party**

The Finance & Personnel Working Party shall:

- Assist the clerk in advising the Council in respect to: finance including cash flow; setting the annual budget; investments; insurance and property.
- Advise on staffing and related issues.
- Carry out the Clerk's appraisal and make recommendations to the full Council
- Advise on premises and other assets/liabilities.
- Make recommendations to full Council in regard to financial matters.

**Highways & Footpaths Working Party**

The Highways & Footpaths Working Party shall:

- Assist the clerk in ensuring the Highways Improvement Plan is up to date.
- Meet and correspond with the Highways representatives, as required.
- Meet and correspond with the District and County Councillors in relation to Highways and Footpaths matters, as required.
- Advise on all matters regarding Highways and Footpaths
- Make recommendations to the full Council in regard to Highways matters