

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 Committee or Open Spaces Group. Members of the Finance Committee should have some expertise in finance.

The quorum for every committee or group is three.

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

1. EMERGENCY COMMITTEE

Members of this committee are: the chair of the Council, chair of Planning and Finance Committees and Open Spaces Group 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 COMMITTEE

This group 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 objectives of the committee 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 opposite St. Johns Church, 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 identify, decide and oversee the development of projects for the benefit of the community within its delegated powers.

- c) To monitor and identify areas for development for input into the Highways Plan and Hildenborough Infrastructure Plan.
- d) To identify and make decisions, within its delegated powers, 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).
- e) To discuss any consultations from Kent County Council on Public Rights of Way.
- f) All members of the Open Spaces Committee are also members of the Open Spaces Review Working Group,

Delegated powers of the committee:

The committee may accept quotes or undertake contracts up to £3,000 (net of VAT) any expenditure above this amount must be referred to the Parish Council, although the Committee may make a recommendation with regard to this.

The Parish Council may also delegate specific items of expenditure above the £3000 (net of VAT) limit but these must be previously voted upon and specific powers delegated at the Parish Council Meeting.

The committee may not accept quotes totalling over £10,000 in any one meeting. The Parish Council may waive the £10,000 total limit but this must be previously voted upon and specific powers delegated at the Parish Council Meeting.

All contracts or items of expenditure should relate directly to Open Spaces and the committee must not accept items of expenditure which do not relate to the Open Spaces of Hildenborough.

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 Parish Council and any of its standing committees can set up working groups to carry out tasks as defined by the council or a committee.

The purpose of working groups formed by councillors and members of the public is to meet to discuss issues, explore options and develop plans and then report back to the council or committee with recommendations. Subsequently, working groups may be tasked to deliver their plans. They have no decision-making powers but simply present the council or committee with their findings. However, their ability to give particular topics that much more time outside agenda-driven meetings can be invaluable.

The number of councillors able to join a working group will be decided at the time of its formation but it must consist of no fewer than two councillors.

The working group will notify the council or committee of the name of the chair once they are appointed after the first meeting by the working group itself, this may be a member of the public.

A quorum for any meeting of a working group will be three members, at least one of whom must be a councillor.

The role of the council or sponsoring committee is to consider and question the recommendations put to it by the working group before a decision is taken and, in the case of a committee, to be satisfied with them before making any recommendations to the full council.

A working group will be accountable to its sponsoring committee unless agreement is made, due to expediency and subject to agreement via email of a majority of members of that sponsoring committee, for recommendations to be made directly to the Parish Council.

The working group must provide the council or committee with as much information as possible to ensure it can make an informed decision on its recommendation(s).

A working group will not have a budget. The budget will remain with the council or sponsoring committee. Working groups do not meet in public therefore the council's Standing Orders are not applicable. However, the Code of Conduct still applies, and declarations of pecuniary and other interests will be required at each meeting.

All working groups will follow all relevant council policies including but not limited to: freedom of information, data protection policy and code of conduct policy.

All documents and records produced and emails shared by the working groups will be retained in accordance with GDPR regulations or kept for 7 years in accordance with the council's retention and disposal policy.

5A. Terms of Reference for the Recreation Ground and Pavilion Redevelopment Working Group

The Recreation Ground and Pavilion Redevelopment Working Group will be directly subordinate to the Parish Council

The working group will work within the guidelines outlined above.

It may elect its own chair from within its members, which may be a member of the public.

As per Standing Order Section 4 Paragraph C at least two members of the working group will be members of the council

The working group will cease to exist once the project has been completed or The Parish Council feel it's existence is no longer necessary.

The working group will meet no less than once per quarter.

5B. Terms of Reference for the Open Spaces Review Working Group

The Open Spaces Review Working group will be directly subordinate to the Open Spaces Committee.

The working group will work within the guidelines outlined above.

The working group will meet a minimum of twice yearly prior to the Open Spaces committee to review the open spaces of the Parish and to make recommendations for the improvement of the open spaces of the Parish.

The working group will be comprised of every member of the open spaces committee but may also elect members of the public to assist in its endeavours.

The working group will exist until such a time the open spaces committee deem it unnecessary or once its tasks have been completed satisfactorily.

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