

BRASTED PARISH COUNCIL

Committee Terms of Reference

The Council may elect a committee to act on its behalf at the Annual General Meeting.

Members of the committee must be Parish Councillors and the committee has the delegated authority of the Council within its terms of reference.

From time to time the Council may form an Advisory Committee, the members of which may, or may not, be Parish Councillors, to investigate a particular subject. Such a group may be given the delegated authority of the Council and must report its findings to the Council. Only Parish Council members of any such committee may vote within any meeting.

At the Parish Council Annual General Meeting the following committees were elected:

- Finance Committee
- Planning Committee
- Recreation Ground & Open Spaces Committee

The election of committees and their terms of reference are to be reviewed annually at the Annual Meeting of the Brasted Parish Council.

These terms of reference were adopted by Brasted Parish Council on 25 March 2013.

Finance Committee

The Finance Committee is constituted as a Standing Committee of Brasted Parish Council.

3. Objective

- 3.1. In accordance with council policy and operating at all times via the Clerk/RFO, this committee has responsibility for the overall management of the council's finances and any other matter which does not fall within the scope of any other committee.
- 3.2. The committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

4. Membership

- 4.1. Membership of the committee shall consist of the Chairman and Vice-Chairman of the Council, the Chairmen of the two Standing Committees and at least one other member.
- 4.2. The Chairman of the committee will be the Chairman of Brasted Parish Council.
- 4.3. The Committee may, at its discretion, co-opt non-Councillors whose expertise and knowledge will be beneficial to Committee deliberations.
- 4.4. The quorum of the Finance Committee shall be 50% of the elected members (rounded up if the membership total is an odd number).
- 4.5. If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

5. Committee Functions

- 5.1. To ensure conformity with Statutory Regulations as advised by the Clerk/RFO.
- 5.2. To monitor all income and expenditure of the Council and ensure accounting and banking procedures are secure and conform to the Financial Regulations of the Council.
- 5.3. To present to the Council draft budget proposals in accordance with the timetable approved by the Council.
- 5.4. To propose the Council's annual precept and obtain Full Council approval for it.
- 5.5. To consider applications for Charitable Donations and make award recommendations to the Council.
- 5.6. To advise the Council on all expenditure proposals put forward by other Committees outside agreed budgets.
- 5.7. To advise the Council details of future projects which may require financing outside agreed budgets.
- 5.8. To ensure that an adequate and effective system of internal audit of the council's records and control systems is maintained.
- 5.9. To implement an annual salary review for Parish Council employees, giving due regard to staff development and NALC guidelines.
- 5.10. To monitor the use of Council assets as they appear on the asset register.

- 5.11. To perform an annual Risk Assessment of all Council Services, Business and Assets.
- 5.12. To review regularly in conjunction with the Clerk/RFO, the council's insurance arrangements ensuring that the property and risks are adequately insured.
- 5.13. To investigate alternative funding sources.
- 5.14. To deal with any matter not falling to other committees.

6. Meetings

- 6.1. Meetings of the committee shall be held in each year on such dates and times and at such place as the Council may direct. This will normally be four times per year as agreed and published at the Annual Meeting
- 6.2. Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and circulated at the full meetings of Brasted Parish Council.

Planning Committee

The Planning Committee is constituted as a Standing Committee of Brasted Parish Council.

1. Objective

- 1.1. Brasted Parish Council is an advisory body to the Planning Authority (Sevenoaks District Council) for all planning applications that directly relate to the parish area.
- 1.2. The Planning Committee is constituted to consider and respond on behalf of the Council to all applications for planning permission and planning appeals referred to the Council by the Planning Authorities.
- 1.3. The Council delegates, under section 101 of the Local Government Act 1972, all matters referred to in the section "Committee Functions" for decision by the Committee.
- 1.4. The committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

2. Membership

- 2.1. Membership shall consist of those members of the Full Council elected to serve on the committee at the Annual General Meeting of Brasted Parish Council. All members so elected are voting members of the Planning Committee.
- 2.2. A Chairman is to be elected annually at the Annual General Meeting of the Parish Council and shall hold office until the next Annual General Meeting of the Parish Council.
- 2.3. Existing Committee members are eligible for re-election.
- 2.4. The Committee may, at its discretion, co-opt non-Councillors whose expertise and knowledge will be beneficial to Committee deliberations.
- 2.5. The quorum of the Planning Committee shall be three elected members of the Committee.
- 2.6. If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

3. Committee Functions

- 3.1. The Planning Committee has the delegated authority from Brasted Parish Council:
 - 3.1.1. To make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local Government Act 1972, Section 20, Schedule 16 and other relevant legislation.
 - 3.1.2. To make representations in respect of appeals against the refusal of planning permission.

3.1.3. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations

3.1.4. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.

3.1.5. To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.

3.2. Committee procedures are as follows:

3.2.1. A summary of planning applications shall be circulated to Planning Committee members as soon as possible after receipt by the Parish Clerk from the Planning Authority. The applications may be circulated to the Committee by email and via telephone or paper copy to those members of the Planning Committee who do not receive email.

3.2.2. Members of the Parish Council who are not members of the Planning Committee and who do not receive email will be notified of the planning application only via Agendas and Minutes, Parish Council notice boards and the ensuing report at the next Parish Council meeting.

3.2.3. The Planning Committee members may canvas opinion for and against the application and consult with other relevant bodies to assist with fair determination of applications prior to the meeting.

3.2.4. The Committee has an obligation to ensure that relevant parties are given an adequate hearing – applicants, as well as objectors, will have the opportunity to speak at meetings in accordance with the Parish Council Standing Orders.

3.2.5. The Planning Committee has an obligation to ensure that all comments received, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

3.2.6. On site meetings may be arranged by the Chairman of the Committee prior to the Planning Committee meeting. Where an on site meeting is arranged all members of the Committee shall be notified, but not all have to be in attendance.

3.3. Responses to Planning Applications

3.3.1. The Planning Committee will decide whether they have recommendations either of support, no objection or objection(s) with comment to make in relation to each Planning Application.

3.3.2. If any two Councillors consider an application to be of great importance to the parish, they may ask the committee for a deferral to pass the decision either to the next Full Council Meeting of the Brasted Parish Council, or if a time regulated decision is required arrange for an extraordinary meeting to decide the response.

3.3.3. The Parish Clerk will send details of the Planning Committee's recommendations to the Planning Authority, or other relevant body and will ensure that this information arrives within the timescale for each application.

3.3.4. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing. Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's Planning meetings to represent the Committee's views in respect of controversial planning applications.

3.4. All correspondence should be conducted through the Parish Clerk wherever possible.

3.5. All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Parish Council.

3.6. All power and duties of the Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts and the Orders and Regulations including development control and the local plan process remain with the Full Brasted Parish Council.

4. Meetings

4.1. A schedule of meetings will be agreed at the Annual Meeting of the Council

4.2. The Parish Clerk or the Chairman of the Planning Committee will call Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

4.3. Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and circulated at the full meetings of Brasted Parish Council. All planning applications, the responses and eventual results shall be noted in the minutes of meetings.

Recreation Ground & Open Spaces Committee

The Recreation Ground & Open Spaces Committee is constituted as a Standing Committee of Brasted Parish Council.

1. Objective

- 1.1. The Recreation Ground & Open Spaces Committee is constituted to consider and advise the Council on all matters relating to buildings and open spaces owned and maintained by the Parish Council.
- 1.2. The Recreation Ground & Open Spaces Committee is tasked to respond to consultations and initiatives relating to open spaces and recreational activities relating to the Parish.
- 1.3. The Recreation Ground & Open Spaces Committee is the appropriate body to consider, advise or organise recreational and social activities relating to the Parish as appropriate.
- 1.4. The committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

2. Membership

- 2.1. Membership shall consist of those members of the Full Council elected to serve on the committee at the Annual General Meeting of Brasted Parish Council not exceeding six members. All members so elected are voting members of the Recreation Ground & Open Spaces Committee. The quorum of the Recreation Ground & Open Spaces Committee shall be 50% of the elected members (rounded up if the membership total is an odd number).
- 2.2. A Chairman is to be elected annually by the Committee at the Annual General Meeting of the Parish Council and shall hold office until the next Annual General Meeting of the Parish Council.
- 2.3. Existing Committee members are eligible for re-election.
- 2.4. The Committee may, at its discretion, co-opt non-Councillors whose expertise and knowledge will be beneficial to Committee deliberations.
- 2.5. If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

3. Committee Functions

- 3.1. The Planning Committee has the delegated authority from Brasted Parish Council:
 - 3.1.1. To authorise urgent work necessary to secure property or for reasons of Health & Safety within budgets discussed with the Clerk/RFO.
 - 3.1.2. To authorise expenditure up to £500 for essential materials.

3.2. In accordance with council policy and operating with the Clerk/RFO, this committee has responsibility for all matters relating to the following sites:

- Brasted Pavilion
- Brasted Allotments
- Brasted Recreation Ground including the football pitch, games courts and playground
- The Village Green and other open spaces within the village envelope
- Pipers Green
- Toys Hill Green
- Bus shelters and street furniture as identified on the Asset Register

3.3. Specific responsibilities include:

3.3.1. All aspects of provision and management of Parish Allotments

3.3.2. Monitoring and managing all aspects of the work performed by the Grounds Maintenance Contractor.

3.3.3. Ensuring facilities are fully utilised and properly managed.

3.3.4. In conjunction with the Clerk/RFO to liaise with all users of the Council facilities including the Allotments, the Pavilion and the Recreation Ground over any matter pertinent to the committee.

3.3.5. To provide and maintain Street Litter Bins and Dog Waste Bins and ensure other bodies who are concerned with local amenities perform their services in accordance with the Parish Council requirements.

3.3.6. In conjunction with the Clerk/RFO to monitor its functions and income/expenditure.

3.4. All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Parish Council.

4. Meetings

4.1. Meetings of the committee shall be held in each year on such dates and times and at such place as the Council may direct. This will normally be four times per year as agreed and published at the Annual Meeting

4.2. Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and circulated at the full meetings of Brasted Parish Council.