

# Aylesford Parish Council

## Terms of Reference of the Policy & Resources Committee

- 1) To be responsible for the formulation and review of all Council Policy and making recommendations to Council as appropriate. Including Standing Orders, Financial Regulations, Committee Terms of Reference
- 2) To be responsible for all staffing matters, receiving recommendations on these issues from the Staffing Sub Committee
- 3) To be responsible for all financial matters of the Council, including the Annual Budget and Precept (to be recommended to Council), fees and charges, grants, donations, financial arrangements, audit, accounting and accounts for payment, banking, investments, loans, insurance, borrowing, taxation etc.
- 4) To be responsible for all Financial documents including the Statement of Internal Control, Financial Risk Assessment making recommendations to Council as appropriate.
- 5) To be responsible for all the Councils land and property including acquisition and disposal, valuation, wayleaves, leasing arrangements etc.
- 6) To be responsible for all matters relating to the Parish Office including I.T, telephones, security and office equipment.
- 7) To be responsible for the Councils communications strategy including the website, social media, notice boards and village signs
- 8) To be responsible for all Electoral issues including elections, boundary reviews etc
- 9) To be responsible for considering and responding to Government initiatives both National and Local
- 10) To be responsible for all Law and Order issues
- 11) To consider and to be responsible for all issues relating to Flood defence including the Local Flood Plan
- 12) To be responsible for all other issues not within the remit of the other committees and to report to Council as appropriate

# Aylesford Parish Council

## Terms of Reference of the Finance Advisory Sub Committee

- 1) To consider and approve all S:137 donation requests
- 2) To consider all Grant Application requests made to the Council
- 3) To receive update reports on banking arrangements and if necessary, make recommendations thereon to the Policy & Resources Committee
- 4) To consider and recommend all Financial documents, such as the Statement of Internal Control, Financial Risk Assessment to Policy & Resources Committee and Full Council as appropriate
- 5) To consider Internal Audit reports and make recommendations to Policy & Resources Committee as appropriate
- 6) To receive quarterly Financial Comparison reports

# Aylesford Parish Council

## Terms of Reference of the Staffing Sub Committee

To consider all issues relating to Staff, including terms and conditions of employment, staff structure, contracts of employment, staff remuneration, disciplinary and grievance issues, staffing policy and health and safety reporting to Policy and Resources Committee (and Council where appropriate) for noting only.

Anything within the Staffing Minutes that is deemed confidential will not be shared with the wider Council Members and in this situation members of the Staffing Committee who are on the Policy & Resources Committee will be required to note the minutes for their accuracy.

# Aylesford Parish Council

## Terms of Reference of the Planning Committee

- 1) To consider and submit representations to the local planning authority on, town planning and allied applications the subject of consultation with the Parish Council
- 2) To appoint (when appropriate to do so) a member to attend and make representations on behalf of the Parish Council at TMBC and KCC Planning Committee meetings and site meetings. (The appropriateness of attendance to be determined by the Clerk, in consultation with the Chair of the Committee, when such a decision is required prior to the next meeting of the committee)
- 3) To make representations, as necessary, on behalf of the Parish Council in response to appeals against decisions of the local planning authority. (Such delegation not to apply where costs could be incurred in connection therewith.)
- 4) To receive reports on the determination of applications by the local planning authority
- 5) To consider and, when appropriate, to alert the local planning authority to alleged breaches of planning control within the Parish
- 6) To formulate (for ratification by Council if response deadlines permit) draft representations on formal consultation documents from Government and other authorities or agencies including the TMBC Local Plan and associated documents
- 7) To receive details of correspondence received in relation to town planning and allied matters and, as necessary, to respond thereto when no policy or resource implications arise

# Aylesford Parish Council

## Terms of Reference of the Environmental Services Committee

### Footways/Highways/Lighting

- 1) To consider any issues relating to Highways within the Parish liaising with Kent County Council and other bodies including TMBC as appropriate
- 2) To consider any issues relating to Public Footpaths within the Parish liaising with the Kent County Council as appropriate
- 3) To be responsible for the provision of management and maintenance contract of the Councils Street Lights and Flood lights
- 4) To be responsible for the management and maintenance of the car parks at St. Marks (Eccles) Tunbury and at Forstal Road
- 5) To consider any issues relating to bus services serving the Aylesford Parish area.

### Recreation and Amenities

- 1) To be responsible for the provision, management and maintenance of the following
  - A) Council-owned recreation grounds, amenity land and public open spaces plus their contents
  - B) Children's playgrounds and play equipment
  - C) Aylesford and Eccles allotments
  - D) Aylesford cemetery
  - E) Closed churchyard at St. Peter's and St. Pauls Church Aylesford
- 2) To be responsible for the provision, management and maintenance of Christmas Lights within the Parish
- 3) To consider all aspects relating to Youth Recreational schemes

### General

To consider any appropriate issues relating to matters that fall within the remit of this committee, as determined by the Clerk.

# Aylesford Parish Council

## Terms of Reference of the Sports Committee

To consider all issues relating to Sports and Sporting activities reporting to the appropriate committee for determination.

# Aylesford Parish Council

## Terms of Reference of the S101 Delegation of Powers Committee

- 1) The Committee will consist of five Parish Councillors to include the Chair and Vice Chair plus three as reserves. Committee membership will be determined by the Chair and Vice Chair.
- 2) The Clerk will consult with a minimum of two named Councillors and will take his/her views into account before making the final decision.
- 3) The delegation of powers is to cover all Council Committees including sub committees.
- 4) The Delegation of Powers is to be reviewed at least annually, but more frequently as required.
- 5) The Clerk may nominate another officer to carry out any powers and duties which have been delegated to that officer.
- 6) To take action on any issues that cannot wait until the next meeting of the council. As a temporary measure the Proper Officer/Clerk is empowered to take any and all decisions that would normally be taken by Full Council, a Committee or a Sub-Committee. Consultation may be via email, telephone or virtual meeting, followed up with a confirmation email.
- 7) To authorise expenditure on items where the Council has previously approved the annual budget up to a maximum of £20,000, or to a higher level where the Council has agreed and minuted the expenditure at a prior meeting. For the avoidance of doubt the expenditure includes any payments that will be overdue before the next scheduled meeting or where discounts may be lost to the Council; to include normal salaries and all items specifically budgeted for, contracted for or expenditure previously agreed by the Council, a Committee or Sub-Committee.
- 8) To incur expenditure on behalf of the Council which is necessary for any repairs, replacements or any other work which is regarded as extreme urgency that it must be done at once whether there is any budgetary provision for the required expenditure or not. Subject to a limit of £10,000 per transaction.
- 9) To take any action regarding minor repairs or purchases up to a cost of £5,000 per transaction.
- 10) To determine Planning Applications on behalf of the Council and report back to TMBC.
- 11) To keep accurate records demonstrating a clear trail around the decision-making process.
- 12) To report all decisions made under Delegated Authority to the next available Full Council Meeting.
- 13) All delegated actions will be in accordance with Standing Orders and Financial regulations and in line with any other rules/regulations/policies and legislation.