



Kings Hill Parish Council

Terms of Reference and Scheme of Delegation

Document Control

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1. Chairman, Committee and Working Group Membership

Parish Council Chairman	Anthony Petty
Parish Council Deputy Chairman	Mike Hartman
Full Council	Sarah Barker Margaret Colman Mike Hartman Siobhan Kirk James MacKay Felix Mclymont Tony Petty David Rush Neil Sherlaw Angela Vincent Vacancy Vacancy
Committee Membership	
Planning & Transport Committee	Sarah Barker Siobhan Kirk Felix Mclymont (Committee Chairman) Neil Sherlaw (Deputy Committee Chairman) David Rush James MacKay Margaret Colman Anthony Petty Substitute Angela Vincent Ex Officio (if not committee members) Chairman

2. Representatives on External Bodies

Coordinate Kings Hill	Siobhan Kirk & Angela Vincent
TMBC Parish Partnership Panel	Sarah Barker, Margaret Colman & David Rush
Blaise Farm Liaison Group	Sarah Barker, Margaret Colman & Neil Sherlaw
KALC Tonbridge & Malling Area Committee	Sarah Barker & Margaret Colman. Substitute Anthony Petty
TMBC Standards Board	Anthony Petty. Substitute Sarah Barker
Broadwater Action Group	Anthony Petty & Siobhan Kirk
Liberty / Prologis Quarterly Meetings	Anthony Petty, Mike Hartman, David Rush, Angela Vincent & Siobhan Kirk
West Malling Patient Participation Group	Margaret Colman & Neil Sherlaw
Sports Park Liaison	Anthony Petty, Mike Hartman & Siobhan Kirk
Neighbourhood Watch (New)	Felix Mclymont

3. INTRODUCTION

Committees may exercise delegated functions on behalf of the parish council under the following terms of reference subject to: -

- The Parish Council's approved budget and financial regulations
- Any previously minuted decision of the Parish Council
- Any matters reserved to the parish council by law.

4. PROLOGIS QUARTERLY MEETINGS – TERMS OF REFERENCE

a) Purpose of the Prologis Quarterly Meeting

The purpose of the Prologis Quarterly Meeting is for Prologis and the Parish Council to discuss future strategic matters affecting the parish of Kings Hill.

b) Objectives

- To foster a positive, collaborative relationship between the Parish Council and Prologis.
- To keep both parties informed of future strategic matters.

c) Membership

- The Working Group shall consist of FOUR Councillors appointed by Full Council.
- The Chairman and Vice-Chairman of KHPC will be ex-officio members unless they are appointed members.

d) Meetings

- The parties will arrange meetings on a quarterly basis.

- ii. Meetings are informal and therefore there is no requirement to display the agenda publicly.
- iii. The meetings shall not be open to the public.
- iv. Personal opinions shall not be shared by councillors, only the corporate policy of the Parish Council shall be stated.

e) Voting

There shall be no decisions taken at the meetings therefore no voting shall take place.

f) Rights and Powers

The Prologis Quarterly Meeting will have no rights and powers in terms of Parish Council governance.

g) Responsibilities

To provide regular updates to the Full Council.

h) Rules and regulations

The Councillor's Code of Conduct will apply to all Members of the Meeting.

i) Delegation to the Proper Officer None

5. PLANNING & TRANSPORT COMMITTEE (P & T) - TERMS OF REFERENCE

- a) The P & T Committee is constituted to represent Kings Hill Parish Council in Planning and Transport matters referred to Kings Hill Parish Council by the Local and other Planning Authorities.
- b) The P & T Committee holds delegated authority from Kings Hill Parish Council as defined by the Council's Standing Orders.
- c) The P & T Committee is not the Local Planning Authority and does not have the power to refuse or allow planning applications. The P & T Committee on behalf of Kings Hill Parish Council is a statutory consultee in the planning process.
- d) Membership will consist of a minimum of SIX and a maximum of EIGHT serving members of Kings Hill Parish Council. All serving Councillors may request to be appointed to the Committee.
- e) The Committee will be quorate in accordance with the Council's Standing Orders and meetings will normally be held in line with published planning applications received.
- f) The Council's Officers will act as secretariat to the Committee and be responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.
- g) The Committee may in exceptional circumstances and if necessary for timing reasons, agree its response to planning applications by email, subject to the normal quorum and public notification.
- h) Details of planning applications shall be circulated with the agenda by email to all Committee members in accordance with the Council's Standing Orders of three days clear notice.
- i) If it is considered that a planning application or other P & T matter is of great importance to the Parish, the Committee may refer it to the next Full Council Meeting of Kings Hill Parish Council in order that the Parish Council's response can be debated and agreed by all Parish Councillors.

- j) The P & T Committee will take reasonable steps to inform an applicant and their neighbours about the P & T Committee meeting at which their application will be considered, to give them an opportunity to attend the meeting to address their comments to the Committee.
- k) The P & T Committee allows members of the public to address the Committee meeting about planning applications and other items on the agenda. Members of the public may speak for 3 minutes in accordance with the Council's Standing Order and only before the Committee has begun its own deliberations. If required, the committee members may seek clarification of the proposals from the public within the debate. In accordance with the Council's Standing Order members of the public may be excluded from the meeting if confidential business is to be transacted.
- l) The P & T Committee has an obligation to consider all comments made about planning applications from all third parties whether they are provided prior to or during the meeting.
- m) The Clerk / Assistant Clerk will submit the P & T Committee's recommendations to the Planning Authority or other relevant body and will ensure that communications arrive within the timescale required by the Planning Authority.
- n) Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member or members of the Committee to attend the hearing or inquiry to present the Council's views to the Planning Inspector.
- o) The P & T Committee may nominate a representative from the Committee (or the Clerk if appropriate) to attend the Planning Authority's Development Control and other meetings to represent the Parish Council's views in respect of planning applications and other planning matters.
- p) The P & T Committee has a policy not to offer pre-application comments except in cases determined by the Committee.
- q) The P & T Committee will consider all Transport-related issues affecting Kings Hill and the nearby environs and liaise regularly with relevant groups, organisations and local authorities on this area of the committee's remit.
- r) The membership of the P & T Committee is reviewed and voted on annually at the Annual Meeting of Kings Hill Parish Council.
- s) At the first meeting of the P & T Committee following the Annual Meeting of Kings Hill Parish Council the Committee will elect the Committee Chair and Deputy Chair before any other business is conducted.
- t) It is a desirable requirement for Planning and Transport Committee members to attend relevant training.
- u) These Terms of Reference for the P & T Committee shall be reviewed annually.

6. CLIMATE CHANGE & ENVIRONMENT COMMITTEE (CC & E) - TERMS OF REFERENCE

- a. The CC & E Committee is constituted to represent Kings Hill Parish Council in Climate Change & Environment matters affecting Kings Hill.
- b. The CC & E Committee holds delegated authority from Kings Hill Parish Council as defined by the Council's Standing Orders.
- c. Membership will consist of a minimum of FOUR and a maximum of EIGHT serving members of Kings Hill Parish Council. All serving Councillors may request to be appointed to the Committee.

- d. The Committee will be quorate in accordance with the Council's Standing Orders and meetings will normally be held in line with published planning applications received.
- e. The Councils Officers will act as secretariat to the Committee and be responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.
- f. The CC & E Committee allows members of the public to address the Committee meeting about items on the agenda. Members of the public may speak for 3 minutes in accordance with the Council's Standing Orders and only before the Committee has begun its own deliberations.
- g. The CC & E Committee will consider all Climate Change & Environment related issues affecting Kings Hill and the nearby environs and liaise regularly with relevant groups, organisations and local authorities on this area of the committee's remit.
- h. The membership of the CC & E Committee is reviewed and voted on annually at the Annual Meeting of Kings Hill Parish Council.
- i. At the first meeting of the CC & E Committee following the Annual Meeting of Kings Hill Parish Council the Committee will elect the Committee Chair and Deputy Chair before any other business is conducted.
- j. These Terms of Reference shall be reviewed annually by the CC & E Committee.

7. FINANCE COMMITTEE TERMS OF REFERENCE

a) Membership

Five members of the council – Chairman, Vice Chairman, plus three.

b) Purpose of the committee

The Finance Committee will oversee the administration of all matters relating to council finance, audit, and compliance with relevant legislation.

c) Aims and objectives.

The role of the Committee is to consider, approve issues and make recommendations to full council relating to:

- the administration of the council's financial affairs
- fixed assets/asset management
- internal controls including a review of the effectiveness of internal audit and internal controls.
- virements between revenue budgets
- financial terms and conditions relating to council employees.
- charges or fees associated with council facilities.
- tendering, contract and purchasing arrangements in line with council Financial Regulations
- awards of grants to local organisations
- receipts of committee proposals for inclusion in the forthcoming annual budget
- authorisation for payment of council invoices

The Committee will consider and make recommendations to the full council on:

- annual budget and precept amount in time for approval at the full council meeting in January as per council Financial Regulations
- any review or amendments of Financial Regulations, Standing Orders or Terms of Reference relevant to this committee.

- any financial borrowing or loans
- any use of financial reserves
- proposals for inclusion in the capital works programme

d) Meeting arrangements and frequency

Meetings will be held six times per year.

A calendar will be agreed at the annual council meeting. The election of the committee chairman will be the first business of the initial committee meeting. The Clerk and/or Finance Officer will Clerk the meetings. Meetings will begin at 6.00 p.m. unless otherwise stated on the agenda. Standing orders on rules of debate and on the interests of members in contracts or other matters shall apply.

e) Quorum

A minimum number of three Committee members is required for decision-making purposes.

f) Reporting and accountability

The group will be a committee of the Council and as such will refer any matters to the Council that are deemed significant enough to require full Council consideration or approval.

g) Review arrangements

The committee will be a standing committee of the council. The appointment of the committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the committee as required.

8. SPORTS PARK COMMITTEE TERMS OF REFERENCE

a) Membership

FOUR members of the council – Committee Chairman, Committee Deputy Chairman plus two and a Substitute Member

b) Purpose of the Committee

The Sports Park Committee will oversee the administration of all matters relating to Sports Park.

c) Aims and objectives.

The role of the Committee is to consider, approve issues and make recommendations to the Full Council relating to the Sports Park.

d) Meeting arrangements and frequency

Meetings will be held a MINIMUM of six times per year. A calendar will be agreed at the annual council meeting. The election of the committee chairman will be the first business of the initial committee meeting. The Clerk and/or Assistant Clerk will Clerk the meetings. Meetings will begin at 6.00 p.m. unless otherwise stated on the agenda. Standing orders on rules of debate and on the interests of members in contracts or other matters shall apply.

e) Quorum

A minimum number of three Committee members is required for decision-making purposes.

f) Reporting and accountability

The group will be a Committee of the Council and as such will refer any matters to the Council that are deemed significant enough to require full Council consideration or approval.

g) Review arrangements

The committee will be a standing committee of the council. The appointment of the committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the committee as required.

9. CLIMATE CHANGE WORKING GROUP

a) Role of the Working Group

The role of the Climate Change Working Group is to develop the strategy for the Parish Council regarding Climate Change and report their findings for recommendation to the CC & E Committee.

b) Objectives

- i. To develop a climate change strategy and make recommendations to the CC & E Committee for its development.
- ii. To support the development of a Climate Action Plan for recommendation to the CC & E Committee.
- iii. Work collaboratively to coalesce around key priorities.
- iv. Propose actions.

c) Membership

- i. The Working Group shall consist of up to 4 Councillors who are members of the CC & E Committee.
- ii. The Chairman and Vice-Chairman will be ex-officio members unless they are Working Group members.

d) Meetings

- i. The Working Group will arrange meetings as required.
- ii. Working Group meetings are informal and therefore there is no requirement to display the agenda publicly.
- iii. Whilst the meetings shall not be open to the public, membership of the Working Group can be extended to residents who have specific expertise and knowledge in Climate Change matters.

e) Voting

All decisions of the Working Group shall be determined by a majority vote by the CC & E Committee.

f) Rights and Powers

The Climate Change Strategy Working Group will have no rights and powers.

g) Responsibilities

- i. To provide regular updates to the CC & E Committee.
- ii. To provide recommendations to the CC & E Committee for consideration including an assessment of potential risks/benefits and estimated costs of the undertaking.

h) Rules and regulations

The Councillor's Code of Conduct will apply to all Members of the Working Group.

i) Delegation to the Proper Officer

None however the Parish Clerk and/or Assistant Clerk will provide administrative support to the Working Group

10. COMMUNICATIONS AND EVENTS WORKING GROUP

a) Role of the Working Group: The role of the Communications and Events Working Group is to develop strategies for Parish Council-organized community events and initiatives and to communicate with residents across the parish. The remit of the group also includes the production of the council's quarterly newsletter "The View from the Hill".

b) Objectives

- i. To develop communication strategies leading to effective communication with residents.
- ii. Organize community events and initiatives to benefit residents across the parish.
- iii. To make recommendations to the Full Council for the advertising policy and terms and conditions of advertising within Kings Hill on an annual basis.
- iv. To make recommendations to the Full Council for the editorial planning process for the View from the Hill, the newsletter of Kings Hill Parish Council
- v. To monitor the content of the website and make recommendations to the Full Council for its development and ongoing maintenance. To undertake an annual audit of the website for submission to Full Council.
- vi. To monitor the content of the Council's Social Media profiles and make recommendations for its development and ongoing maintenance.
- vii. To make recommendations to the Full Council about the Council's branding and design.
- viii. To make recommendations to the Full Council for its public relations.
- ix. To make recommendations to the Full Council for the strategic plan for all council-run events
- x. To make recommendations to the Full Council to increase Community Engagement with residents and local groups and organisations.
- xi. To ensure the information displayed and maintenance of noticeboards.

c) Membership

- i. The Working Group shall consist of up to SIX Councillors who shall be elected each year at the Annual Parish Council Meeting.
- ii. The Chairman and Deputy Chairman of the Council shall be ex-officio members of the Working Group.
- iii. The quorum of the Communications and Events Working Group will be THREE Members.

d) Meetings

- i. The Working Group will arrange meetings as required.
 - ii. Working Group meetings are informal and there is no requirement to display the agenda publicly.
 - iii. Meetings of the Working Group shall not be open to the public.

e) Voting: All decisions of the Working Group shall be determined by a majority vote for recommendation to the Full Council.

f) Rights and Powers: The Communications and Events Working Group will have no rights and powers.

g) Responsibilities

- i. To provide regular updates to the Full Council Planning, Transport, Environment and Climate Change Committee on progress.
- ii. To provide a recommendation to the Planning, Transport, Environment and Climate Change Committee for consideration including an assessment of potential risks/benefits and estimated costs of the undertaking.

h) Rules and regulations

The Councillor's Code of Conduct will apply to all Members of the Working Group.

- i) Delegation to the Proper Officer:** None however the Parish Council Officers will provide administrative support for the Working Group.

11. STRATEGIC PLANNING WORKING GROUP

a. Role of the Working Group

The working group has delegated authority to work within the responsibilities outlined below.

- To review priorities put forward by the Council's Standing Committees and working groups.
- To draft a strategic plan encompassing key priorities and projects for the next 4 years, for consideration by the full Council

b. Membership

The Working Group shall consist of up to SEVEN Councillors who shall be elected each year at the Annual Parish Council Meeting. The Chairman and Deputy Chairman of the Council shall be ex-officio members of the Working Group. The quorum of the Communications and Events Working Group will be THREE Members.

c. Meetings

- The Working Group will arrange meetings as required.
- Working Group meetings are informal and there is no requirement to display the agenda publicly.
- Meetings of the Working Group shall not be open to the public.

d. Voting

All decisions of the Working Group shall be determined by a majority vote for recommendation to the Full Council.

e. Rights and Powers

The Communications and Events Working Group will have no rights and powers.

f. Responsibilities

- To provide regular updates to the Full Council on progress.
- To provide a recommendation to Full Council for consideration including an assessment of potential risks/benefits and estimated costs of the undertaking.

g. Rules and regulations

The Councillor's Code of Conduct will apply to all Members of the Working Group.

h. Delegation to the Proper Officer

None however the Parish Clerk and /or Assistant Clerk will provide administrative support for the Working Group.

12. DELEGATION TO THE PROPER OFFICER

- a) To spend up to the limit within the constraints of the annual budget within the financial regulations.
- b) To approve Council expenditure up to £1,000 outside pre-approved budgets in cases of extreme risk.
- c) Day-to-day management of all staff of the council in line with the Employee Handbook.
- d) Recruitment of staff to approved posts at bands 1 and 2.
- e) To authorize staff and Members' attendance at conferences, courses and meetings within the budget
- f) To manage the day-to-day administration of the Kings Hill Allotment sites
- g) Manage day-to-day maintenance and administration for existing open spaces, street furniture and playgrounds within approved budgets.
- h) Manage council expenditure in respect of the Sports Park within pre-approved budgets.
- i) Manage the operation of the Community Centre on a day-to-day basis within preapproved budgets.