



**Rusthall**  
Parish Council

# **Terms of Reference for Committees**

## **FINANCE COMMITTEE**

### **TERMS OF REFERENCE**

**The appointment of members to this Committee is decided at the Annual Parish Council Meeting.**

1. The Committee will appoint a Chairman and Vice Chairman at the first meeting following the Annual Meeting of the Council in May each year.
2. A Chairman shall serve no more than three consecutive years.
3. In the event of the Chairman`s absence the Vice Chair will lead the meeting.
4. The Committee cannot appoint non Councillors as Committee Members.
5. Each meeting requires a quorum of 3 Members.
6. The Responsible Financial Officer (RFO) will attend all meetings.
7. The Committee will operate in accordance with Local Government Law and in accordance with the Council`s Standing Orders and Financial Regulations.
8. Draft minutes will be sent to all Councillors before the next Full Council meeting.
9. There will be a minimum of three meetings in any financial year. However, the RFO and Committee Chairman can call for further meetings if they feel it necessary to ensure that Members are up to-date with the financial management of the Parish Council.
10. The Committee will hold meetings in October and early November to discuss the budget and make its recommendation on the precept for the following financial year. These meetings will be held in time to report to Full Council at its November or December meeting.
11. **Will review the annual salaries of all employees and make recommendations to full council for ratification.**
12. The Committee has powers to agree, via email, any request from the RFO of a general nature (e.g. recurring grant requests or every day urgent expenditure that cannot be delayed until the next meeting of the Committee) to a maximum of £500 per item.
13. The Committee has spending powers to a maximum of £2,000 per item. The Committee will make recommendations, for submission to Full Council, on all expenditure in excess of this sum.
14. The Terms of Reference will be reviewed annually.

## PLANNING COMMITTEE

### TERMS OF REFERENCE

**The Planning Committee consists of the chairman and Vice – Chairman of the Parish Council. The appointment of members to this Committee is decided at the Annual Parish Council Meeting.**

1. The Committee will appoint a Chairman and Vice Chairman at the first meeting following the Annual Meeting of the Council in May each year.
2. In the event of the Chairman`s absence the Vice Chair will lead the meeting.
3. Each meeting requires a quorum of 3 Members.
4. The Parish Clerk will attend all meetings.
5. The Committee will operate in accordance with Local Government Law and in accordance with the Parish Council`s Standing Orders.
6. Draft minutes will be sent to all Councillors before the next Full Council meeting.
7. The Committee will meet when required, to prepare responses to all routine planning matters. Written minutes will be taken to record the Committee`s decisions and adopted at the next planning meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. All decisions will be relayed to the relevant planning authority by the Clerk. The minutes will be published online.
8. The committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all planning applications in the Parish.
9. Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.
10. The Terms of Reference will be reviewed annually.

## **ALLOTMENT COMMITTEE**

### **TERMS OF REFERENCE**

**The appointment of members to this Committee is decided at the Annual Parish Council Meeting.**

1. The Committee will appoint a Chairman and Vice Chairman at the first meeting following the Annual Meeting of the Council in May each year.
2. In the event of the Chairman`s absence the Vice Chair will lead the meeting.
3. Each meeting requires a quorum of 3 Members.
4. The Committee will operate in accordance with Local Government Law and in accordance with the Parish Council`s Standing Orders.
5. The Chairman will make a report to Full Council at the next Parish meeting succeeding an Allotment Committee meeting.
6. PURPOSE OF COMMITTEE:
  - a) To consider and make decisions on any matters affecting the allotments with the exception of items clearly excluded under points 7 a) and 7 b).
  - b) To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the committee`s remit.
  - c) To exercise the powers delegated to the committee on behalf of the Parish Council, as set out in section 7.
  - d) To make recommendations on an annual basis (no later than February) to the Parish Council of any increase in tenancy fees.
  - e) To approve or comment upon actions taken and reported by the Parish Clerk on allotment matters.
  - f) To carry out the annual Risk Assessment and bring to the attention of the Parish Council any identified health and safety risks.
  - g) To manage all aspects of allocating allotments, including maintaining the waiting list in a strict chronological order, carrying out site visits with prospective tenants in order to identify size of plot required
  - h) To identify cases where tenancy agreements, policies or rules are not being observed and follow procedure for non-compliance.

#### 7. DELEGATED AUTHORITY:

- a) The Allotments Committee has the delegated power to make decisions on behalf of the Parish Council concerning the detailed operation and management of the allotments and relationships with individual tenants but excluding final decisions on:-
- Rents.
  - Major improvements or material changes to the site.
  - Situations where a dispute between the Committee and a tenant has not been resolved by the Committee and the Council's Complaints Policy is activated.
- b) The Allotments Committee has the delegated power to incur expenditure on behalf of the Parish Council on items of a routine and repetitive nature, where the Committee has already been provided with the agreed revenue budget, in accordance with Financial Regulations, but excluding any items of capital expenditure. The Clerk's emergency Power of Expenditure may be utilised in emergency situations from a maintenance or health and safety nature.

#### 8. MEETINGS:

- a) There will be at least four meetings a year.
- b) Agenda to be prepared by the Clerk in conjunction with the Committee's Chairman and to be displayed no later than three working days before the date of the meeting.

#### 9. WORKING PARTIES:

These may be set up for specific time-limited tasks as required. Clear guidelines to be agreed in writing by the working party and the Committee, including:

- a) purpose of working party.
- b) time scale for objectives to be achieved.
- c) membership.
- d) resources needed and point of contact within the Committee for queries between meetings.
- e) Risk assessment-copy to be given to working party.

10. Draft minutes will be sent to all Councillors before the next Full Council meeting.

11. The Terms of Reference will be reviewed annually.