



Kings Hill Parish Council

Terms of Reference and Scheme of Delegation

Adopted 04/05/2022

Document Control

Title	Terms of Reference and Scheme of Delegation
Document Type	Governance
Author	Full Council
Owner	Kings Hill Parish Council
Subject	Terms of Reference
Government Security Classification	Not Protectively Marked
Created	
Approved by	Full Council
Date Approved	4 th May 2022
Review Date	Feb 2023

Version Control

Version	Date	Author	Description of Change
1		Kings Hill Parish Council	Starting version control
2.	17/03/21	KHPC	Updated 11 (b) (x)
3.	04/05/2022	Parish Clerk	Adopting & Composition of Committees and corrections

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1. Chairman and Committee Membership

Parish Council Chairman	Tony Petty
Parish Council Vice Chairman	Shakira Falzon-Thomas
Full Council Tony Petty (Chair) Margaret Colman Shakira Falzon-Thomas Siobhan Kirk David Waller Sarah Barker David Hurring Angela Vincent Andrea Kilvington David Rush	Plan'g, Trans't, Env't and Cli'te Change Tony Petty Margaret Colman Shakira Falzon-Thomas David Rush Sarah Barker Siobhan Kirk
ADVISORY COMMITTEES	
Events and Communications Working Group Tony Petty; Angela Vincent; Andrea Kilvington; Margaret Colman; Siobhan Kirk; Sarah Barker	
Prologis Quarterly Meeting Working Group Tony Petty; Angela Vincent; David Rush; Siobhan Kirk	

2. Representatives on External Bodies

Joint Parish Council Transport Consultation Group (JPCTCG)	Margaret Colman; Sarah Barker
TMBC Parish Partnership Panel	Tony Petty; David Rush; Sarah Barker
Bio Construct / Blaise Farm Liaison Group	Shakira Falzon-Thomas; Margaret Colman; Sarah Barker
TMBC Standards Board	Tony Petty; Sarah Barker
Malling Action Partnership	Margaret Colman; Angela Vincent; David Waller
Broadwater Action Group	Siobhan Kirk; Tony Petty
Doctors Patient Participation Group	Margaret Colman; Tony Petty

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 previous minuted decision of the parish council
- Any matters reserved to the parish council by law

4. Events and Communications Working Group

a) Role of the Working Group

The role of the Events & Communications Working Group is to develop strategies for the Community events and initiatives to Communicate with the residents across the Parish including the marketing thereof. The Group report their findings for recommendation to the Full Council for decisions.

b) Objectives

- i. To create proposals for development in Kings Hill.

c) Membership

- i. The Working Group shall consist of up to 8 Councillors, Officers and Members of the Public appointed by the Full Council.
- ii. The Chairman will be ex-officio member unless on the Working Group.

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. The meetings shall be open to the public unless otherwise arranged.

e) Voting

- i. All proposals from the Working Group shall be determined by majority vote for recommendation to the Full Council.

f) Rights and Powers

- i. The Events Working Group will have no rights and powers

g) Responsibilities

- i. To provide regular updates to the Full Council on progress.
- ii. To provide a recommendation to the Full Council 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

5. Prologis Quarterly Meeting 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

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

c) Membership

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

d) Meetings

- i. 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 the parish council governance.

g) Responsibilities

To provide regular updates to the Full Council.

h) Rules and regulations

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

i) Delegation to the Proper Officer

None

6. Planning Transport, Environment & Climate Change Committee

The role of the Planning, Transport and Environment Committee is to represent the views of the community when consulted on planning applications, to liaise with other agencies to improve transportation issues on Kings Hill and to improve the quality of life in Kings Hill by considering issues on the surrounding environment.

a) Membership

- i. The Committee shall consist of up to **SIX** Councillors appointed at the Annual Meeting of the Parish Council each May.
- ii. Up to **TWO** Councillors will be appointed as substitute members to be used as substitutes when the committee is not quorate.
- iii. Up to **THREE** non-voting members of the public may be appointed by the Committee.
- iv. The Chairman and Vice-Chairman of KHPC will be ex-officio members unless they are committee members.
- v. The Committee will elect a Chair from Councillor members at its first meeting after the Annual Meeting of the Parish Council.
- vi. The Quorum for a meeting will be a minimum of three Councillor Members.

b) Meetings

- i. The Committee is required to hold meetings on a monthly basis.
- ii. The Committee will produce a schedule of regular meeting dates in preparation for the Annual Meeting of the Parish Council.
- iii. Changes to meeting dates and times should be kept to a minimum. Changes to meeting dates and times must be approved by a majority of the Committee.
- iv. It is the responsibility of Committee Members to notify the office of their absence and apologies in response to the advertising of the agenda.
- v. The Committee will have the right to convene special meetings in accordance with the Council's standing orders.
- vi. Committee meetings are formal and therefore the agenda will be displayed publicly and standing orders will apply.
- vii. If possible the Clerk or other appropriate officer shall attend all Committee Meetings. The attending officer shall be responsible for producing accurate minutes of the meetings.
- viii. The meetings shall be open to the public.
- ix. The Committee will hold no meetings in August unless there is urgent business to conduct. Any applications that are received

during this time will be forwarded to the Committee and a response will be agreed via email. This will also apply during any period of National Emergency when meetings cannot be held.

- x. Any planning applications that cannot be heard within the Local Planning Authority 21-day policy will be emailed to the Committee and a response will be agreed via email. The email decisions will be ratified at the next committee meeting.

c) Voting

- i. All decisions of the Committee shall be determined by majority vote. The Chair of the Committee has the casting vote when there are equal numbers of votes.
- ii. The co-opted and ex-officio members may not vote on resolutions, unless they are full committee members, or they are there as a substitute member.

d) Rights and Powers

The Planning, Transport and Environment Committee will have delegated powers to:

- i. When recommending undertaking a new activity / event / service provision to the Council, the Committee will provide an assessment of potential risks / benefits and estimated costs of the undertaking To the Full Council.
- ii. Spend costs up to the limit of the approved annual budget.
- iii. The Committee shall develop relevant policies and procedures for planning management and consider all matters relating to development plans.
- iv. Consider and make representations to the Local Planning Authority on planning applications and other related applications.
- v. Make recommendations to Council for large outline applications for extending the development in relation to all future Section 106 agreements.
- vi. Make recommendations to Council for all s106 obligations.
- vii. Make representations on appeals and to attend public inquiries.
- viii. To have input into street names proposed by the developer/ house builder.
- ix. To work with other agencies on transportation matters for the benefit of the community to include highways; road crossings; bus shelters; winter plans; road & footpath maintenance; reduction of speeding; public transport; parking and street lighting.
- x. To work with other agencies on matters for the benefit of the community to include dog bins, road cleaning, salt bins, highway maintenance and highway cleaning.
- xi. Manage the on-going maintenance of Council's Street furniture
- xii. Research and investigate new activities / events / service provision within its remit / role for consideration by the Full Council for

- approval.
- xiii. Make recommendations to the Council for consideration and approval.
- xiv. The Committee may appoint an appropriate sub-committee or Working Group(s) to facilitate the work of the committee within their delegated rights and powers.

e) Responsibilities

- i. The Committee is responsible for the production of written estimates of proposed income and expenditure for the Committee for the next financial year for submission to the Full Council no later than September each year. Approval is subject to Full Council approval in December each year.
- ii. The Committee is responsible for ascertaining if they have the power to spend for any project from the Proper Officer.

f) Rules and regulations

- i. The Councillor's Code of Conduct will apply to all Members of the Committee.
- ii. The conduct of the meeting will be governed by the Council's Standing Orders.
- iii. Any financial transaction approved by the Committee will be governed by the Council's Financial Regulations.

7. Delegation to Proper Officer

- a) To spend costs up to the limit as within the constraints of the annual budget within the financial regulations.
- b) To approve Council expenditure up to £500 outside of 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 band 1 and 2.
- e) To authorise staff and Members' attendance at conferences, courses and meetings within the budget.
- f) To manage the day to day administration for the Kings Hill Allotment.
- g) Manage day to day maintenance and administration for existing open spaces, street furniture and playgrounds within approved budgets.
- h) Manage the operation of the Community Centre on a day-to-day basis within pre-approved budgets.