

Capel Parish Council

Committee Terms of Reference

1. Membership

- 1.1. Each committee will consist of parish councillors appointed by the Council at its Annual Parish Council meeting.
- 1.2. One Councillor is elected to be Chairman and one Councillor is elected to be Vice Chairman (where appropriate) of the committees on an annual basis at the Annual Parish Council meeting.
- 1.3. The Chairman and Vice Chairman of the Parish Council will be ex-officio members of every committee. They may also be a member of a committee with full voting rights.
- 1.4. The quorum for all committees is 3.
- 1.5. The membership of each committee may be reviewed at any time by the Council.
- 1.6. Members of each committee must adhere to the Council's policies and procedure and Code of Conduct.

2. Reporting

- 2.1. The Committee will present draft minutes to full Council.

3. Review

- 3.1. Terms of reference may be reviewed at any time by the Council.

4. Finance and Resources Committee

The purpose of the Finance and Resources Committee is to maintain and manage the assets, property and financial status of the Parish Council, ensuring the Council acts within the required legal and safety regulations.

The Committee meets at least twice a year and at other times when necessary.

Delegated powers include:

- The Committee has delegated powers for expenditure of up to £1,000 within the preset budget available for general maintenance of Parish Assets.
- Any decision for proposed expenditure of over £1,000 for any single project must be ratified by the Parish Council.

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- Any decision for proposed expenditure in excess of the preset budget must be ratified by the Parish Council.
- To oversee and assist the RFO/Parish Council Manager in the production of a proposed budget, precept request, end of year accounts and the annual audit return for approval of the Parish Council.
- The Committee has delegated powers to update and maintain the Risk Assessments, Asset Register, and ensure compliance with the Data Protection Act and Freedom of Information Act.
- The committee has delegated powers to assess the Council's insurance cover and ensure that all necessary information is gathered from third parties to ensure adequate and appropriate insurance cover is being received and that all material facts are disclosed to the Council's insurers.
- To approve minutes as a true and accurate record.
- Draft minutes will be circulated to full Council.

5. The Planning Committee

The Planning Committee meets every month before the Full Council Meeting

The Planning Committee shall have the following delegated functions:

- To consider all planning aspects of development within the Parish.
- To decide the council's responses to consultations on planning applications from Tunbridge Wells Borough Council.
- To make recommendations to the council on statutory and non-statutory planning policy documents.
- To respond to any consultation documents relating to planning policies.
- To select from its membership a person or persons to represent the Council at site meetings and public enquiries to represent the Council's previously agreed views.
 - To approve minutes as a true and accurate record.

6. Staff Office & Administration Committee

The Committee meets at least twice a year and at other times when necessary.

The Staff, Office & Administration Committee shall have the following delegated functions:

- To consider the Council's staffing structure.
- To recommend job descriptions of staff for full council approval, as necessary.
- To consider the deployment, welfare, superannuation, remuneration, recruitment, training,

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qualifications, health and safety aspects and other conditions of service of all employees.

- To ensure that an annual appraisal for staff takes place
- To recommend staff salaries/pensions or other benefits to be approved by the Full Council.
- To deal with recruitment of Council staff as necessary
- To hear and determine matters of discipline and efficiency.
- To negotiate and consult with representatives of the Council's employee(s).
 - To approve minutes as a true and accurate record.