

## THE PARISH COUNCIL OF HARTLEY

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27<sup>th</sup> April 2021

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Hartley Parish Council to be held remotely, using “Zoom” on **WEDNESDAY 5<sup>th</sup> MAY 2021** commencing at **7.30 p.m.**

Please log in using meeting code **436 7184 770**.

Yours sincerely

*Helen Boden*

Helen Boden  
**Proper Officer**

**To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to contact the Clerk prior to the day of the meeting.**

**Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.**

**The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, came into force on 4<sup>th</sup> April 2020.**

**Regulation 5 permits the holding of remote meetings.**

**Members of the public wishing to attend the meeting, should contact the Clerk at the Parish Office for further instructions.**

### AGENDA

#### **1. Election of Chairman of the Council**

To elect a Chairman of the Council for the ensuing municipal year.

#### **2. Chairman’s declaration of acceptance of office**

To receive the Chairman’s declaration of acceptance of office or, if not then received, to decide when it shall be received.

#### **3. Election of Vice-Chairman**

To elect a Vice-Chairman of the Council for the ensuing municipal year.

#### **4. Apologies**

To receive and approve, if necessary, any apologies for absence.

#### **5. Declarations of Interest**

To receive Members' declarations of interest which have not already been entered in the Members' Register of Interests or notified to the Monitoring Officer.

*Members are reminded of the duty to register with the Monitoring Officer any change to interests or new interests in Appendices A and B of the Council's adopted Code of Conduct within 28 days of becoming aware of it.*

#### **6. Dispensations**

To consider any request/s received from Members to grant a dispensation in order to participate in discussion and voting, as appropriate, on matter/s to be considered at this meeting where a Member has an interest in Appendices A and/or B of the Council's Code of Conduct adopted on 10<sup>th</sup> November 2014.

#### **7. Resignation**

(a) To receive and note the resignation of Mrs Sheila Bennett, as a Member of Hartley Parish Council.

(b) A Notice of Vacancy was displayed on the Parish Council's noticeboard on 22<sup>nd</sup> April 2021.

If by 13 May, 2021 (14 days excluding Dies Non, after the date of this notice) a request for an election to fill said vacancy is made in writing to the Proper Officer by TEN electors, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

If an election is called, it will take place not later than 16 July, 2021.

If no election is called, the Council must as soon as practicable after the expiry of the 14 day period, fill the vacancy by co-option.

The Council is requested to give this matter its consideration.

#### **8. Minutes**

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 26<sup>th</sup> April 2021. (Annexed).

#### **Adjournment**

*The meeting will be adjourned to receive any reports from the County Councillor and the District Councillors and to allow a public question time.*

**Pursuant to Standing Order 3 (e) the Chairman of the Council will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included in the agenda.**

**9. Appointment of committees,  
Advisory Committees and representatives on outside bodies and joint  
management committees**

(a) To establish Committees and Advisory Committees for the ensuing municipal year and to approve their Terms of Reference and delegated powers.

A schedule showing the Committees and Advisory Committees and their Terms of Reference established during 2020/2021 is also attached as Appendix 1 for Members information. **(YELLOW)**

(b) To appoint the membership of the Committees and Advisory Committees.

A schedule indicating the membership of Committees and Advisory Committees during 2020/21 is attached as Appendix 1. **(YELLOW)**

(c) To approve appointment of representatives to outside bodies and joint management committees.

A schedule showing the appointments made during 2020/2021 is attached as Appendix 2. **(BLUE)**

#### **10. Standing Orders**

To confirm the Council's Standing Orders as approved by the Council on 9<sup>th</sup> July 2018. (Annexed)

#### **11. Financial Regulations**

To confirm the Council's Financial Regulations as reviewed by the Finance Committee at a meeting held on 28<sup>th</sup> April 2021. (Annexed).

#### **12. Complaints Procedure**

To confirm the Council's complaints procedure as approved by the Council on 11<sup>th</sup> May 2020. (Annexed).

#### **13. Publication Scheme, Freedom of Information Act 2000 and Data Protection Act 2018**

To confirm the Council's Publication Scheme and procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018. (Annexed).

At a meeting of the Council held on 10<sup>th</sup> June 2019, it was resolved that the Council's procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018 shall be as set out in Legal Topic Notes published by the National Association of Local Councils, as may be in place at the time of the request.

#### **14. Calendar of Meetings**

##### **(a) Meetings of the Council**

To approve the dates, times and place of ordinary meetings of the Council during the ensuing municipal year.

Apart from the Annual Meeting of the Council, the Parish Council is required by Schedule 12, paragraph 8 (1) of the Local Government Act 1972 to hold at least 3 other meetings. Standing Order 5 (d) states that ordinary meetings of the Council shall be held on such dates and times as the Council directs.

It has been the custom to hold monthly meetings on the second Monday of each month, except for the month of August when there is no meeting, and that the meetings are held at the Pavilion, Manor Field commencing at 7.30 p.m.

It is suggested that meetings for the ensuing year be held on the following dates:

14 <sup>th</sup> June 2021	12 <sup>th</sup> July 2021
13 <sup>th</sup> September 2021	11 <sup>th</sup> October 2021
8 <sup>th</sup> November 2021	13 <sup>th</sup> December 2021
10 <sup>th</sup> January 2022	14 <sup>th</sup> February 2022
14 <sup>th</sup> March 2022	11 <sup>th</sup> April 2022

9<sup>th</sup> May 2022 (Annual Meeting of the Council)

(b) Annual Parish Meeting

To consider the date for the Annual Parish Meeting. Annual Parish Meetings must be held annually between 1<sup>st</sup> March and 1<sup>st</sup> June (inclusive). Historically the Annual Parish Meeting has been held on a Friday evening to allow the local Member of Parliament to attend.

The Council is requested to consider the suggested date of Friday 13<sup>th</sup> May 2022 for the Annual Parish Meeting.

**15. Amenities & Open Spaces Committee**

To adopt the minutes of the meeting of the Amenities & Open Spaces Committee held on 28<sup>th</sup> April 2021 and to consider any recommendations contained therein. (To follow).

**16. Finance Committee**

To adopt the minutes of the meeting of the Finance Committee held on 28<sup>th</sup> April 2021 and to consider any recommendations contained therein. (To follow).

**17. Planning Committee**

To adopt the minutes of the meetings of the Planning Committee held on 28<sup>th</sup> April 2021 (To follow) and to consider any recommendations contained therein.

**18. Risk Management Review**

To confirm the Risk Management Policy Statement and Risk Management Strategy and Risk Register, as reviewed by the Finance Committee at its meeting held on 10<sup>th</sup> February 2021. (Annexed).

Background documents

*Risk Management Policy Statement approved by the Council on 8<sup>th</sup> March 2021. (Annexed)*

*Risk Management Strategy approved by the Council on 8<sup>th</sup> March 2021. (Annexed).*

*Risk Register approved by the Council on 8<sup>th</sup> March 2021. (Annexed).*

## **19. Financial Risk Assessment**

To confirm the Financial Risk Assessment as reviewed by the Finance Committee at its meeting held on 10<sup>th</sup> February 2021. (Annexed).

### Background document

*Financial Risk Assessment approved by the Council on 8<sup>th</sup> March 2021. (Annexed).*

## **20. Statement of Internal Control**

To confirm the Statement of Internal Control recommended by the Finance Committee at its meeting held on 10<sup>th</sup> February 2021.

### Background document

*Statement of Internal Control for y/e 31<sup>st</sup> March 2021. (Annexed).*

## **21. Review of the Effectiveness of the System of Internal Audit**

Assertion 2 of the Annual Governance Statement contained in Section 1 of the Annual Governance and Accountability Return, requires Members of Hartley Parish Council to confirm that they have “*maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness*”.

This Assertion covers the Council’s responsibility to ensure that its affairs are managed in accordance with proper standards of financial conduct and arrangements exist to prevent and detect fraud and corruption. The Council is required to confirm that it has tested those arrangements, at least once in the year, to make sure that they are working in an adequate and effective way.

When completing Assertion 2, 6 and 7 in the Annual Governance Statement, local councils should consider the outcome of any review of internal audit. Guidance on how the review could be conducted is set out in the Governance & Accountability for Local Councils – A Practitioners’ Guide (England) March 2019, pages 36 to 38 inclusive.

A review of the effectiveness of the system of internal audit was undertaken on 27<sup>th</sup> January 2021 by Cllrs Abraham, Bennett and Sewell. (Annexed).

At the meeting of the Finance Committee held on 10<sup>th</sup> February 2021, Members considered and approved the review of the effectiveness of internal audit, undertaken on 27<sup>th</sup> January 2021, by Cllrs Abraham, Bennett and Sewell.

### Background document

*Review of the effectiveness of the system of internal audit undertaken on 27<sup>th</sup> January 2021. (Annexed)*

*Governance & Accountability for Local Councils – A Practitioners’ Guide (England) March 2019, pages 36 to 38 inclusive. (Annexed)*

## **22. Internal Auditor’s Report 2020 - 21**

To consider the Internal Auditor’s Report for the year ending 31<sup>st</sup> March 2021. (Annexed).

## **23. Annual Governance Statement 2020/21**

The Council is required to complete and approve Page 4, Section 1 of the Annual Governance and Accountability Return, entitled Annual Governance Statement,

which sets out a number of assurances relating to the preparation of the statement of accounts and the Council's internal controls. A copy of Section 1 of the Statement of Assurance is circulated for Members' attention. (Annexed).

Background document

Pages 8 –15 of the Governance & Accountability for Smaller Authorities in England, A Practitioners Guide March 2019. (Annexed) (CREAM)

## **24. Accounts for the Financial Year Ended 31<sup>st</sup> March 2021 Accounting Statements**

To consider the accounts for the year ending 31<sup>st</sup> March 2021 and to confirm the dates selected for the period of exercise of public rights.

The Council has received notice from the external auditor, PKF Littlejohn, that the Annual Governance and Accountability Return for the financial year ending 31<sup>st</sup> March 2021, should be returned by **Friday 2<sup>nd</sup> July 2021**, with the following documentation;

- (1) a fully completed and signed Annual Governance and Accountability Return (AGAR). **Section 1 must be approved before Section 2 either at separate meetings or as separate agenda items in the correct order;**
- (2) the completed form confirming the dates planned for the provision for the exercise of public rights;
- (3) a bank reconciliation showing how the cash balance in Box 8 is arrived at;
- (4) a full explanation, with figures, of any significant variances between the current and prior accounting statements;
- (5) a reconciliation for the difference between Boxes 7 and 8 of Section 1 of the AGAR.

The Council has not been selected within the 5% sample for intermediate level review procedures.

Page 3 of the Annual Governance and Accountability Return relates to the internal audit report to be completed by the Council's Internal Auditor. The Council's Internal Auditor undertook an internal audit of the Council's accounts on 12<sup>th</sup> April 2021.

The Audit Commission had suggested **Monday 14<sup>th</sup> June 2021**, as the date on or after which interested parties and local electors for the area to which the Annual Governance and Accountability Return for the financial year ending 31<sup>st</sup> March 2021 relates, may exercise their rights under the Local Audit and Accountability Act 2014, Sections 26 and 27, and the Accounts and Audit Regulations 2015 (SI 2015/234).

The notice of appointment of date for the exercise of electors' rights shall be displayed on the Council's notice board outside Hartley Library. It is a requirement of the Regulations, that this notice is published not less than one day before the start of the inspection period.

Background documents

*Annual Governance & Accountability Return Section 1 – Annual Governance Statement 2020/21*

*RBS Software Solutions: Income and expenditure account, balance sheet, trial balance, creditors and debtors, Council detail report, year-end reconciliation of current accounts and business saver account*

*Explanation of significant variances*

*Annual Governance and Accountability Return, Section 2 – working details*

*Annual Governance and Accountability Return, Section 2 – Accounting Statements 2020/21*

*Yellow form confirming dates of the period for the provision of public rights*

## **25. Supporting Statement**

To consider the supporting statement to the accounts for the year ending 31<sup>st</sup> March 2021. (Annexed).

## **26. Signatories**

To approve the signatories to the Council's bank accounts.

Prior to Cllr Bennett's resignation, there were five signatories to the Council's bank accounts and each cheque/internet banking payment required the signature of two of the five signatories.

The current signatories are Councillors Abraham, Graeme, Oxtoby and Ross. The Clerk and the Assistant Clerk have limited and restricted access to the Council's bank accounts to obtain account information, make fund transfers between Barclays bank accounts held in the Council's name and to set up internet banking payments for Unity Bank.

## **27. Delegated Authority**

Section 101 of the Local Government Act 1972, states that a local authority may arrange for the discharge of any of its functions to an officer of the authority.

Should it not be possible to convene a meeting of the Council or Committees in reasonable time, or where restrictions are in place, the Council is requested to consider delegating authority to the Clerk or in the absence of the Clerk, the Assistant Clerk, to make decisions on behalf of the Council where such decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline, or the provision of ongoing Council services and business.

This will be carried out where possible by consultation with the Chairman and Vice Chairman by electronic means, or telephone.

Any decisions made under this delegation shall be noted at the next meeting of the Council.

The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations.

## **28. Covid -19 Pandemic**

To consider any action that may be required due to the Covid-19 Pandemic.

## **29. Insurance**

To note that the Parish Council's insurance policy falls due for renewal on 1<sup>st</sup> June 2021 and is currently insured with Pen Underwriting Limited.

The current long term agreement is due to expire in May 2023.

### **30. Queen's Platinum Anniversary**

To consider a report on the proposed arrangements for the Queen's Platinum Anniversary and to agree a course of action. (Annexed)

### **31. Annual Parish Council Meeting & Annual Parish Meeting**

At the meeting of the Parish Council held on 26<sup>th</sup> April 2021, Members had agreed that the Annual Parish Meeting for 2021 should take place on Friday 21<sup>st</sup> May 2021 at either the Fawkham & Hartley Church Centre or the Hartley Primary Academy, dependent on further Government guidelines and hall capacities.

The legal requirement is for the Annual Meeting of the Council to be held between 1st March and 1st June.

Members are requested to consider an update on arrangements for the meeting.

### **32. Payments**

(a) To approve the payment of the following accounts for May 2021. (Annexed).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 27<sup>th</sup> April. (If available).

(c) To verify the bank reconciliations for the Council's four bank accounts. Bank statements and reconciliations will be available at the meeting.

#### **List of circulated documents**

1. Minutes of the meeting of the Council held on 26<sup>th</sup> April 2021. **(WHITE)**
2. Appendix 1 - List of Committees and Advisory Committees and their Terms of Reference established during 2020/21. **(YELLOW)**
3. Appendix 1 - Committee and Advisory Committee Membership 2020/21. **(YELLOW)**
4. Appendix 2 - Appointments to outside bodies and joint management committees 2020/21. **(BLUE)**
5. Standing Orders as approved by the Council on 9<sup>th</sup> July 2018. **(WHITE)**
6. Financial Regulations as reviewed by the Finance Committee at a meeting held on 28<sup>th</sup> April 2021. **(GREEN)**
7. Complaints procedure approved by the Council on 11<sup>th</sup> May 2020. **(CREAM)**
8. Council's Publication Scheme and procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018. **(WHITE)**
9. Minutes of the meeting of the Amenities & Open Spaces Committee held on 28<sup>th</sup> April 2021. **(GREEN)**
10. Minutes of the meeting of the Finance Committee held on 28<sup>th</sup> April 2021. **(BLUE)**
11. Minutes of the meeting of the Planning Committee held on 28<sup>th</sup> April 2021. **(YELLOW)**

12. Risk Management Policy Statement approved by the Council on 8<sup>th</sup> March 2021. **(PINK)**
13. Risk Management Strategy approved by the Council on 8<sup>th</sup> March 2021. **(PINK)**
14. Risk Register approved by the Council on 8<sup>th</sup> March 2021. **(PINK)**
15. Financial Risk Assessment approved by the Council on 8<sup>th</sup> March 2021. **(GREEN)**
16. Statement of Internal Control for y/e 31/03/21. **(WHITE)**
17. Review of the effectiveness of the system of internal audit undertaken on 27<sup>th</sup> January 2021. **(CREAM)**
18. *Governance & Accountability for Local Council's – A Practitioners' Guide (England) March 2019, pages 36 to 38 inclusive.* **(CREAM)**
19. Internal Auditor's Report 2020/21. **(GREEN)**
20. Annual Governance & Accountability Return Section 1 - Annual Governance Statement 2020/21. **(WHITE)**
21. Pages 8 –15 of the Governance & Accountability for Smaller Authorities in England, A Practitioners Guide March 2019. **(CREAM)**
22. RBS Software Solutions: Income & Expenditure, Balance Sheet, Trial Balance, Creditors & Debtors, Council Detail Report, year end reconciliation of current accounts and business saver account. **(WHITE)**
23. Explanation of Significant Variances. **(WHITE)**
24. Annual Governance and Accountability Return Section 2 - Accounting Statements. **(WHITE)**
25. Annual Governance and Accountability Return Section 2 working details. **(WHITE)**
26. Yellow form confirming dates of the period for the provision of public rights. **(YELLOW)**
27. Supporting Statement for the y/e 31<sup>st</sup> March 2021. **(GREEN)**
28. Schedule of payments for May 2021. **(BLUE)**

## **HARTLEY PARISH COUNCIL**

### **Appointments to Committees and Advisory Committees 2020 – 21 (As approved at the Annual Council meeting held on 11<sup>th</sup> May 2020 and revised at the Parish Council meeting held on 14<sup>th</sup> October 2020).**

Chairman and Vice Chairman are ex officio members on all committees –  
Chairman and Vice Chairman are marked with an \* and shown in *italics*.

#### **Amenities and Open Spaces Committee** (7)

Cllrs \**Abraham*, Driscoll, Graeme, Hughes, Malham, \**Oxtoby* and Sewell.

#### **Burial Grounds and Gardens of Remembrance Committee** (5)

Cllrs \**Abraham*, Cole, Cole, \**Oxtoby* and Ross

#### **Finance Committee** (4)

Cllrs \**Abraham*, Alford, \**Oxtoby* and Sewell.

#### **General Purposes Committee** (8)

Cllrs \**Abraham*, Alford, Cole, Cole, Driscoll, Graeme, \**Oxtoby* and Sewell.

#### **Personnel Committee** (3)

Chairman of the Council, Vice Chairman of the Council and Chairman of the Finance Committee.

#### **Planning Committee** (5)

Cllrs \**Abraham*, Alford, \**Oxtoby*, Ross and Sewell.

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### **Advisory Committees**

#### **Standing Orders Advisory Committee**

Cllrs Abraham, Alford and Oxtoby

#### **Amenities and Open Spaces Committee**

##### **Terms of Reference**

1. To manage the operation of the Manor Field, Pavilion and all open spaces, woodland, playing fields, recreation grounds, play grounds owned by the

Council and the allotments at Woodland Avenue; and such land owned by the Council at the village pond and lay-by, with the exception of the open space known as Northfield. Such operation shall include making recommendations to the Council on scales of hiring charges for the use of facilities together with conditions of hire.

2. To arrange for the maintenance of the Pavilion.
3. To review and monitor the grass cutting contracts together with the maintenance of all open spaces and to ensure that they are in safe condition for their use by the public.
4. To undertake and monitor health and safety inspections of all playground equipment.
5. To prepare an annual budget for review by the Council's Finance Committee each year and to monitor expenditure against the annual budget approved by the Council.
6. To keep under review opportunities to secure funding support from external sources.
7. To be responsible for dealing with all matters relating to public rights of way to ensure the general upkeep of footpaths within the Parish, making recommendation to Council where necessary.

#### **Delegated Powers**

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. To respond, on behalf of the Council, to orders for the diversion, stopping-up, extinguishment or creation of a public path.

#### **Burial Grounds and Gardens of Remembrance Committee**

##### **Terms of Reference**

1. To ensure the Burial Grounds, Gardens of Remembrance and Closed Churchyard remain areas of peace and tranquillity for the benefit of the residents.
2. To make arrangements for the general maintenance of the Burial Grounds and Gardens of Remembrance subject to the approval of the Parish Council
3. To be responsible for the display and notification of the Parish Council approved Rules and Regulations and ensure these are observed.

4. To work towards establishing a new Burial Ground and obtain the necessary costings.

### **Delegated Powers**

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. The Clerk, in consultation with the Chairman of the Burial Grounds and Gardens of Remembrance Committee, be authorised to approve applications to place memorials, inscriptions and additional inscriptions on memorials in the Burial Ground and to approve applications to place plaques and tablets in the Garden of Remembrance, provided such applications comply with the Council's rules and regulations.

### **Finance Committee**

#### **Terms of Reference**

1. To make recommendations to the Council on the Budget for the ensuing year; such Budget shall be prepared having regard to the Council's statutory duties, obligations and such objectives that the Council wishes to undertake for the benefit of the Parish.
2. To undertake reviews of income and expenditure against the approved Budget and to report thereon to the Council highlighting any variations.
3. To consider applications for financial assistance including expenditure under the provisions of Section 137 of the Local Government Act 1972, if appropriate.
4. To undertake the evaluation of tenders and quotations for work to be undertaken on the Council's behalf and to recommend to the Council the most appropriate tender(s) for acceptance where these do not already fall within another Committee.
5. To ensure proper arrangements for the conduct of the interim audit of the Council's accounts and statutory annual audit, including the appointment of the internal auditor.
6. To review the effectiveness of the Council's systems of internal controls and internal audit, as required by the Audit Regulations.
7. To approve the Annual Statement of Accounts and submit them to the Council for adoption.
8. To undertake a regular review of the Council's banking arrangements, investments and insurance.
9. To review the Council's financial risk assessment.

10. To review donations to outside organisations.
11. To review the subscriptions/licences falling to be paid annually.
12. To review the assets and the land leased by the Council annually.

### **General Purposes Committee**

#### **Terms of Reference**

#### **Administrative functions**

1. To review the administrative functions of the Council and make recommendations to the Council, as appropriate.
2. To review the Council's office accommodation.

#### **Communications**

1. To inform residents about the Council's business and activities through the newsletter and website.
2. To publish a newsletter quarterly and an annual report.
3. To monitor and update the website at least monthly.
4. To undertake any initiatives thought necessary to inform and consult with residents.
5. To maintain and update the Councillors' handbook.
6. To monitor the Council's Quality Parish status.
7. To prepare and review the Parish Council's Emergency Plan.

#### **Highways**

1. To determine the issues and assess the priorities associated with traffic, highway and associated infrastructure within the Parish and make recommendation, as appropriate, to the Council.

#### **Youth**

1. To work on behalf of all of the Youth of Hartley to assist them in taking a full and active role in the life of the village.
2. To engage with any organisation involved with youth work and young people to work with the Council for the benefit of the Youth of Hartley.

## **General**

1. To deal with any matters which do not fall within the Terms of Reference of any other committee.

## **Delegated powers**

1. To authorise expenditure on Youth matters that fall within the sums contained in the annual Budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council.
2. To authorise expenditure on those matters relating to the publication of the Council's quarterly regular newsletters, Annual Report and the Council's website up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council
3. To co-opt for such time as is necessary members, in a non voting capacity, to assist with specific items or who have expertise in a particular matter.

## **Personnel Committee**

### **Terms of Reference**

1. To review the Clerk's and the Assistant Clerk's terms and conditions of employment and make recommendation to Council.
2. To review the Council's disciplinary and grievance procedures and make recommendation to Council.
3. To ensure staff have annual appraisals.
4. To deal with any other matters relating to staff and make recommendation to Council.

## **PLANNING COMMITTEE**

### **Terms of Reference**

#### **Delegation from the Council**

These Terms of Reference were agreed by the Parish Council at its meeting held on **11<sup>th</sup> May 2020** and recorded in the minute number **8 (a)**.

#### **Membership**

The Committee shall be elected, and may be re-elected, at the Annual Meeting of the Council.

### Procedures

- (1) The Committee shall operate in accordance with the Council's Standing Orders and the Guidelines on Procedure at Meetings of the Planning Committee adopted by the Council on 7th February 2005.
- (2) At the first meeting of the Committee after the Annual Meeting of the Parish Council, the Committee shall elect a Chairman and, if the Committee deems necessary, a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman, if appointed, may be re-elected.
- (3) The Committee shall submit its minutes for adoption to the next meeting of the Parish Council.
- (4) The Clerk or Assistant Clerk shall provide administrative support for the Committee.

### Committee functions

- (1) To respond on behalf of the Council to requests from the local planning authorities for comments on planning applications, tree preservation orders and breaches of planning control.
- (2) Where appropriate, prepare for the Council, grounds for supporting the local planning authority in any planning appeals against refusal of planning permission.
- (3) To advise the Council on all planning matters including changes to the Sevenoaks District Local Plan.
- (4) To respond on behalf of the Council to applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits
- (5) To respond on behalf of the Council to consultation documents from any appropriate Government body and other local Councils.

### Delegated Powers

- (1) To determine and submit the Council's observations on planning applications, applications concerning tree preservation orders and breaches of planning control.
- (2) To undertake such action, publicity and consultations considered necessary to provide residents with an opportunity to make representations on planning applications and other planning matters.
- (3) To appoint working groups to research and advise the Committee on planning applications and appeals.
- (4) To determine and submit the Council's comments on applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits.
- (5) To determine and submit the Council's comments on consultation documents from any appropriate Government body and other local Councils.

### **Guidelines on procedure at meetings of the Planning Committee**

- (1) Meetings of the Planning Committee to be held on a fortnightly basis or as necessary, in order to respond to the Local Planning Authority within the statutory consultation period.
- (2) Meetings to be held at 10.00 a.m. at a location decided by the Chairman
- (3) The Chairman or in his absence the Vice Chairman be authorised to determine, if any applications are to be the subject of a site visit by Members of the Committee. Such visits to take place prior to the meeting of the Committee at the Chairman's discretion.

- (4) Members of the public will be permitted to speak for or against an application. Members of the public permitted to speak will be invited to do so before each application is considered by the Committee.
- (5) The procedure, as set out below, shall be followed at each meeting:
- (a) The Chairman will introduce each application for familiarisation by Members of the Committee.
  - (b) The Chairman will ask which members of the public present at the meeting wish to speak for and against the application.
  - (c) Members of the public wishing to speak in favour of the application will be invited to speak for a maximum of 3 minutes.
  - (d) Members of the public wishing to speak against the application will be invited to speak for a maximum of 3 minutes.
  - (e) Members of the Committee will be invited by the Chairman to participate in the debate, before the motion or any subsequent amendment is put to the vote.
  - (f) The motion will then be put by the Vice Chairman or any other Member of the Committee
  - (g) After determination of the motion no further discussion on the application will take place.
  - (h) The procedures detailed above shall all be subject to the Chairman's discretion.

As approved by Council at its meeting on 11<sup>th</sup> May 2020

### **Standing Orders Advisory Committee**

#### **Terms of Reference**

1. To undertake a review of the Council's Standing Orders and Code of Conduct, and deal with any other issues referred to it by Council.

**Appointment of representatives on outside bodies and joint management committees**

**(as approved at the Annual meeting of the Council on 11<sup>th</sup> May 2020)**

<b>Organisation</b>	<b>Membership</b>
Kent Association of Local Councils (2 representatives)	Cllr L Abraham Cllr Perry Cole
Northfield Management Committee (the Constitution states that the Chairman of the Council and two other members will be appointed)	Cllr D Graeme Cllr A Oxtoby (Chairman) Cllr V Sewell
Footpaths Representative	Mrs J Rye

**HARTLEY VILLAGE HALL MANAGEMENT COMMITTEE**

Cllr Christopher Alford  
Cllr Penny Cole  
Cllr Perry Cole  
Cllr David Graeme  
Cllr Fiona Hughes  
Cllr Mally Malham

Plus three representatives from the main user groups of the Hall, i.e. Hartley Women's Institute, Hartley Players and HGS Productions.



