

# **SNODLAND TOWN COUNCIL**

## **TERMS OF REFERENCE FOR THE TOWN COUNCIL**

### **1 COUNCIL**

The Town Council is the final authority on matters of policy and the powers of duties exercised by the Council. The Town Council will be solely responsible for the following specific functions:-

- (a) The power of raising loans and setting the precept.
- (b) The power of incurring capital expenditure not specifically included in the Council's approved estimates of expenditure for the time being.
- (c) The appointment or dismissal of the Chief Executive.
- (d) Appointment of Committees, Chairman and Vice Chairman thereof.
- (e) Appointment of Representatives on Outside Bodies.
- (f) Annual Subscriptions.
- (g) Standing Orders as to the conduct of the Council's business.
- (h) The Committee Structure including terms of reference, membership etc.

### **STANDING COMMITTEES**

Councillors shall be members of the Standing Committees of the Council in accordance with standing orders. The Standing Committees of the Council Shall be:

- Policy and Resources Committee
- Amenities and Recreation Committee
- Planning Committee

## **SNODLAND TOWN COUNCIL**

### **TERMS OF REFERENCE OF THE POLICY AND RESOURCES COMMITTEE**

#### **MEMBERSHIP**

The Committee shall consist of not less than 5 Councillors which shall include the Chairman of each committee of the Council who shall be elected and ratified each year at the Annual Meeting of the Town Council.

Existing Committee members are eligible for re-election.

The Committee may, at its discretion, elect or co-opt non- Councillors whose expertise and knowledge will be beneficial to Committee deliberations.

#### **PROCEDURES**

The Committee will operate within Local Government law and within the Council's own Standing Orders.

The Chairman and Vice Chairman of the Committee shall be elected at the Annual Meeting of the Town Council.

Both the Chairman and Vice Chairman may stand for re-election.

The quorum of the Committee shall be a minimum of 25% of all those entitled to attend (including non-Councillors) and, in any event, no less than 3 Councillors.

The Committee may submit a budget to the Council as part of the Council's overall budget process.

The Committee will submit minutes of its meetings to the next Council meeting for ratification.

Where the Committee makes recommendations these shall be submitted to the next Council meeting for approval.

#### **FREQUENCY OF MEETINGS**

A schedule of meetings will be agreed at the Annual Meeting of the Council.

## COMMITTEE FUNCTIONS

The Committee will decide on behalf of the Council the following issues (except where expenditure by the Council of £2001 or more will be incurred on any single item in which case this must be put as a recommendation to the Council)

- A. To study the long term aims and objectives of the Town Council and recommend such forward programmes and other steps as may be necessary to achieve the Council's objectives in whole or in part during specific time spans.
- B. To consider all the following matters and have executive powers once general Policy and expenditure has been approved by the Town Council.
- (a) All financial matters and accounts for payment as provided for by the Financial Regulations
  - (b) Annual Estimates
  - (c) Capital Works Programme
  - (d) Grant Aid
  - (f) Public Offices
  - (g) Executive powers to be granted to officers and Committee Chairmen
  - (h) Projects for the benefit of the Snodland Community and to make recommendations thereon to the Council
  - (i) Annual Management letter from the Auditors
  - (j) Insurance policies
  - (k) Asset Register
  - (l) To consider any general purposes business
  - (m) Tourist Information
  - (n) Council Charities
  - (o) Christmas Lighting

**The Committee will consider and make recommendations to the Council on the following issues:**

- Any item of expenditure that will incur a cost to the council of £2001 or more
- The Annual Budget of the Council which shall be submitted by no later than 15 January in any year.
- Any Sub Committee set up under the authority of the Committee

## **SNODLAND TOWN COUNCIL**

### **TERMS OF REFERENCE OF THE PLANNING AND ENVIRONMENT COMMITTEE**

#### **MEMBERSHIP**

The Committee shall consist of not less than 5 Councillors of which at least 2 members shall represent Snodland East and 2 represent Snodland West, who shall be elected each year at the Annual Meeting of the Town Council.

Existing Committee members are eligible for re-election.

The Committee may, at its discretion, elect or co-opt non-Councillors whose expertise and knowledge will be beneficial to Committee deliberations.

#### **PROCEDURES**

The Committee will operate within Local Government law and within the Council's own Standing Orders.

The Chairman and Vice Chairman of the Committee shall be elected and ratified at the Annual Meeting of the Town Council.

Both the Chairman and Vice Chairman may stand for re-election.

The quorum of the Committee shall be a minimum of 25% of all those entitled to attend (including non-Councillors) and, in any event, no less than 3 Councillors.

The Committee may submit a budget to the Council as part of the Council's overall budget process.

The Committee will submit minutes of its meetings to the next Council meeting for ratification.

Where the Committee makes recommendations these shall be submitted to the next Full Council meeting for approval.

#### **FREQUENCY OF MEETINGS**

A schedule of meetings will be agreed at the Annual Meeting of the Council.

#### **COMMITTEE FUNCTIONS**

The Committee will decide on behalf of the Council the following issues (except where expenditure by the Council of £2001 or more will be incurred on any single item in which case this must be put as a recommendation to the Council)

- All matters relating to development schemes including the provision of attendant roads and ancillary parking.
- All Planning application consultations sent by Tonbridge and Malling Borough Council and any other authorities.

- The Chairman of the Committee or in his /her absence the Vice Chairman, in consultation with one other Committee Member (to be a ward member for the premises concerned) and the CEO, to have executive powers to make observations in respect of planning applications referred to the Town Council, where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of observations to the Planning Officer.

(Where this executive power has been exercised, the observations made to the Planning Officer are to be reported to the next meeting of the Town Planning Committee or direct to the next meeting of the Town Council if sooner.)

- The selection of a person, or persons, to represent the Council at site meetings,
- All matters relating to Highways (including footway lighting) within the area of the Town Council including parking restrictions and street car parks, street signs, street numbering, traffic movements and routes, one way systems, maintenance and cleaning.
- All matters relating to road safety.
- Rights of Way on both footpaths and bridleways including obstructions and applications for diversions; closure or creation of rights of way and to have executive powers regarding action necessary for dealing with obstructions of right of way

**The Committee will consider and make recommendations to the Council on the following issues:**

- All items that will incur expenditure by the Council of £2001 or more
- Planning Applications to be put forward by the Council
- Statutory and non-statutory planning policy documents from whatever source.
- The selection of a person, or persons, to represent the Council at site meetings, planning appeals, public inquiries, etc using the Council's previously agreed and authorised comments.
- Any long term aims and objectives of the Town Council in relation to the Local Plan and the Local Development Framework; Town Development and other strategic Town and Country Planning matters.
- Conservation Areas and Environmental Improvements.
- Any Sub Committee set up under the authority of the Committee

## **SNODLAND TOWN COUNCIL**

### **TERMS OF REFERENCE OF THE AMENITIES AND RECREATION COMMITTEE**

#### **MEMBERSHIP**

The Committee shall consist of not less than 5 Councillors who shall be elected each year at the Annual Meeting of the Town Council.

Existing Committee members are eligible for re-election.

The Committee may, at its discretion, elect or co-opt non- Councillors whose expertise and knowledge will be beneficial to Committee deliberations.

#### **PROCEDURES**

The Committee will operate within Local Government law and within the Council's own Standing Orders.

The Chairman and Vice Chairman of the Committee shall be elected and ratified at the Annual Meeting of the Town Council.

Both the Chairman and Vice Chairman may stand for re-election.

The quorum of the Committee shall be a minimum of 25% of all those entitled to attend (including non-Councillors) and, in any event, no less than 3 Councillors.

The Committee may submit a budget to the Council as part of the Council's overall budget process.

The Committee will submit minutes of its meetings to the next Council meeting for ratification.

Where the Committee makes recommendations these shall be submitted to the next Full Council meeting for approval.

#### **FREQUENCY OF MEETINGS**

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## **COMMITTEE FUNCTIONS**

The Committee will decide on behalf of the Council the following issues (except where expenditure by the Council of £2001 or more will be incurred on any single item in which case this must be put as a recommendation to the Council)

To consider all matters relating to the following items and have executive powers once general policy and expenditure has been approved by the Council.

- (a) Cemetery
- (b) Cemetery Lodge
- (c) Recreational and Sports Facilities
- (d) Grit Bins/Litter Bins/ Dog Bins
- (e) Allotments
- (f) Town Events: Carnival, Christmas in Snodland, Remembrance Day Parade, Fireworks and any other event that may from time to time be run by the Council.
- (g) The Open Spaces, Parks, Woodlands, Lakes and Common Areas in the Council's ownership or under the Council's control
- (h) Devonshire Rooms, Museum, Cricket Pavilion, Brooklands Lake Cafe
- (i) All Council owned Land at Potyns
- (o) The Clock Tower
- (s) Any Bye Laws to be introduced by the Town Council

**The Committee will consider and make recommendations to the Council on the following issues:**

- Any item of expenditure that will incur a cost to the Council of £2001 or more
- Any Sub Committee set up under the authority of the Committee