



EAST FARLEIGH

PARISH COUNCIL

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1. Chairman and Committee Membership

Parish Council Chairman	Cllr A Palmer
Parish Council Vice Chairman	Cllr P Beasley
Full Council Adam Palmer (Chair) Peter Beasley (Vice) David Hussein Glyn Charlton Alan White Gina Ashcroft Deborah Abbott Pauline Tranter Theresa Andersson	Highways Working Group David Hussein Deborah Abbott Theresa Andersson Peter Beasley Perry O'Callaghan
Auxiliary Committees	
Human Resources Committee Adam Palmer, Peter Beasley	

2. Representatives on External Bodies

KALC – Cllr Beasley	

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. Highways Working Group

a) Role of the Working Group

The Working Group is appointed to make recommendations to the Parish Council on Highways matters. It will work on behalf of the Council with external agencies including, but not limited to, Kent Highways, Maidstone Borough Council and the Police, to work with the relevant authority to maintain and improve highways matters in East Farleigh and the local area.

b) Objectives

- i. To discuss and liaise with third party stake holders connected with highways in East Farleigh.

c) Membership

- i. The Working Group shall consist of Councillors and members of the public plus officers if necessary.
- ii. The Chairman will be ex-officio member unless on the Working Group
- iii. The Lead member will be nominated by the Council at their first meeting for a term of one year.

d) Meetings

- i. The Working Group is required to hold regular meetings
- ii. The meetings are informal and will have no agenda.
- iii. The meetings are not open to the public unless otherwise arranged.

e) Responsibilities

- i. The Working Group will make recommendations on issues as specified by the Council by examining them in detail reading reports and related materials, examining options and obtaining advice
- ii. It will act as the Council's expert and will liaise with experts from other agencies in producing written reports for, and answering questions from the Council.
- iii. To provide regular updates to the full council.

f) Delegation to the Proper Officer

None

5. Human Resources Working Group

a) Role of the Working Group

The role of the Human Resources Working Group is to deal with all staffing matters. This includes but is not restricted to hiring of parish staff, appraisals, staffing issues and grievances. The working group will also deal with member disciplinary matters and breaches of code of conduct. The Group report their decisions and findings for recommendation to the Full Council.

b) Membership

- i. The Working Group shall consist of **two** Councillors appointed at the Annual Meeting of the Parish Council each May.
- ii. The Chairman and Vice-Chairman of EFPC will be ex-officio members unless they are working group members.
- iii. A meeting will be all members.

c) Meetings

- i. The Working Group will hold meetings as and when required.
- ii. Working Group meetings are informal and therefore no agenda will be displayed publicly, standing orders will still apply.
- iii. If appropriate the Clerk shall attend any meetings.
- iv. The meetings shall not be open to the public.

d) Voting

- i. All decisions of the Working Group shall be determined by majority vote.

e) Responsibilities

- i. The Human Resources Working Group is responsible for all staff and member issues.

6. Roles and responsibilities of councillors

- Highways (HWG) Cllrs Hussein, Abbott, Andersson
- Car Park / Recreation Ground – Cllr Beasley
- Flood Pod Cllr Hussein - Flood Wardens Cllrs Hussein / Beasley
- Landscape Contractor (Pearsons) - Cllr Charlton
- Community Events - Cllr Palmer
- Footpaths – Cllr Abbott

- Defibrillators – Cllr Hussein
- PC Newsletter – Cllr Ashcroft
- KALC – Cllr Beasley
- Bank Signatory – Cllrs Palmer, Beasley, Hussein, Ashcroft

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) To manage the day to day administration for the East Farleigh Parish Council.
- d) Manage day to day maintenance and administration for existing openspaces, street furniture and playgrounds within approved budgets.