



## COMMITTEE TERMS OF REFERENCE

These committees are selected by councillors with members putting themselves forward or being nominated by other councillors. This is then ratified at Full Council OR the Annual General Meeting along with membership of all Committees being confirmed.

### Development Control Committee

The Development Control Committee is consulted on all planning applications within the parish. The committee may listen to comments from residents before responding with comments to Sevenoaks District Council which is the Planning Authority for the area.

The Development Control Committee shall as far as possible and practical have due regard to the political balance of the Council and allocate places to other parties accordingly. The Council may exercise discretion by allocating seats to an independent individual councillor not in a political group.

The Development Control Committee shall have the following powers:

- a) To consider and comment on planning applications notified to the Council under the Town and Country Planning Acts and to resolve its decisions thereon.
- b) If the meeting is inquorate urgent applications will be referred to Full Council should there not be another Committee meeting prior to the response deadline.
- c) To consider and monitor local development plans and strategic planning issues.
- d) Review STC strategy with regard the Development of its own existing or new facilities within the town.
- e) Explore Commercial Development within the town both for STC and for the local business community.
- f) Seek government and other forms of funding as appropriate to support future Development in areas of the town which create opportunities for economic development.

## Estates and Facilities Committee

The Estates and Facilities Committee is responsible for the management and maintenance of all leisure facilities, parks and open spaces and land or buildings owned or managed by Swanley Town Council including St Mary's Recreation Ground (in conjunction with the charity trustees) verge and maintenance contracts with KCC and SDC, footpaths and allotments.

The Committee is also responsible for liaising with Kent Highways Services and Sevenoaks District Council on all issues related to roads, including road maintenance, flood issues, bus services and winter plans.

The Estates and Facilities Committee shall be as far as possible and practical have due regard to the political balance of the Council. The Council may exercise discretion by allocating seats to an independent individual councillor not in a political group.

The Estates and Facilities Committee shall have the following powers:

- a) To resolve minor matters connected with the following.
- b) Highways and traffic regulations, including bus services.
- c) Trees and Planting, TPOs.
- d) Access licences over Council property.
- e) Street naming and numbering, naming of buildings.
- f) To respond to consultative documents concerning highways, transportation and environmental issues.
- g) To review litter/fly tipping issues and create an action plan to improve the area.
- h) To consider and develop a Swanley Plan.
- i) To consider the environmental impacts to the Town and make recommendations of actions to Full Council for the improvement of these.
- j) Where possible to seek external funding to develop activities for all age groups within the town creating opportunities for intergenerational partnership and networking where possible.
- k) To manage the facilities and activities within Swanley Park and review developments there annually.
- l) To review all Risk Assessments and Procedures relating to park and facilities activities at least every 3 years and for every new activity created prior to the commencement of such activities.

## Policy and Finance Committee

The Policy and Finance Committee are responsible for all financial, legal and audit issues of the Council.

The Policy and Finance Committee shall be as far as possible and practical have due regard to the political balance of the Council. The Council may exercise discretion by allocating seats to an independent individual councillor not in a political group.

The Policy and Finance Committee shall have the following powers:

- a) The power to consider the financial estimates of the Council and recommend the level of precept to be levied to Full Council.
- b) The power to approve and oversee the Council's revenue and capital budget following approval by Full Council.
- c) To ensure the proper collection and reporting of all types of all revenue streams for the Town Council and the raising and/or renewal of local and insurances are carried out.
- d) To be responsible for the banking, financial and accounting methods of the Council and their regular inspections.
- e) To consider and develop the annual budget for adoption by Full Council in conjunction with the CEO and other council officers.
- f) To consider and approve all items relating to income and expenditure as set out in the Council's budget.
- g) To allocate Grant Aid as set out in the Grant Aid procedure.
- h) To consider the Annual Audit Report and take action to resolve any recommendation therein.
- i) To review probity and the effectiveness of the internal controls including the action recommended in the internal Auditor's annual report.
- j) To review all major assets (valued over £25,000) of the Council annually and review minor assets (Valued under £25,000) at least 3 yearly with the CEO and Parks Manager.
- k) To review contracts, concessions and service plans which are provided by external contractors upon renewal.

## Personnel & Appeals Committee

The Personnel Committee is responsible for HR matters of the Council.

The Personnel Committee shall be as far as possible and practical have due regard to the political balance of the Council. The Council may exercise discretion by allocating seats to an independent individual councillor not in a political group.

The Personnel Committee shall have the following powers:

- a) To oversee all matters relating to general staffing, grievance, disciplinary issues in accordance with the Council's established policy
- b) To consider the development, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees
- c) To consider schemes of employment such as modern apprenticeships
- d) To determine and approve the policies and procedures of the Council in connection with all matters of personnel
- e) Deal with matters referred to it by either individual staff members or by the Council

**Recommendation: That the Personnel & Appeals Committee is only formed as and when required when requested by the Chair of the Committee and/or CEO.**