TERMS OF REFERENCE
COUNCIL

Decision Making
Subject to stipulations **(1)-(3)** *(below),* and to the observance of decisions of the Council on matters of principle or policy, with the exception of **(a)-(m)** *(below)* **authority shall be delegated to the Council's Amenities, Finance and Planning Committees or Officers** *(see also Marden Parish Council's (MPC) Scheme of Delegation).*

The acts and proceedings of a Committee shall:
where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council
as regards other matters be subject to confirmation by the Council and, when confirmed, shall be deemed the acts and proceedings of the Council
in all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations, except as otherwise determined by Council

Matters to be resolved only by Council
- issuing the precept
- borrowing money
- approving the end of year Accounts and Annual Return
- incurring capital expenditure over and above the Council's approved budget
- incurring revenue expenditure which is over and above the Council's approved budget and is in excess of £5,000 per item (unless incurred already under Financial Regulation 3.4)
- amending Standing Orders and Financial Regulations
- fixing the number of Committees, and the names and number of Members appointed to each Committee
- determining the functions and constitution of Committees and Sub-Committees
- fixing the dates of routine meetings of the Council and its Committees
- filling of Member vacancies occurring on any Committee or Council (if required to do so by law)
- appointing or nominating persons to fill vacancies on outside bodies
- confirming the appointment of, and dismissing of, the Parish Clerk, Deputy Clerk and any other person/s employed by the Council.
- ratifying all Council and Committee Policies and Risk Assessments.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Officers
The Council may, from time-to-time and by mutual consent, delegate authority to its Proper Officer or other appropriate Officer. *See MPC's Scheme of Delegation.*

Council Chairman & Committee Chairmen
The statutory annual election of a Chairman shall be subject to the following restriction: The length of continuous service of any Chairman of Full Council r the Chairmen of Planning, Finance and Amenities Committees shall be restricted to three years, unless the Council unanimously agrees otherwise. At completion of any three-year term, all Chairmen will stand down for one year and not be eligible for re-election to the post of Chairman until the following annual meeting of the Parish Council and subsequent Committees.

The Chairman and Vice-Chairman of the Parish Council will be ex-officio on Planning, Amenities and Finance Committees and have voting rights.
The Chairman of the Parish Council will be ex-officio on Sub-Committees.

Committee Chairmen
In liaison with the Parish Clerk, the Committee Chairmen/Vice-Chairmen have the authority to cancel or postpone a meeting owing to lack of business or in an emergency.

Safeguards
The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.
Matters delegated to Committee may be referred to Full Council at the request (written or verbal) of two Members of the Council **prior** to the resolution of the matter.

In accordance with Standing Order 7a the Council may, under specified conditions, reverse a Committee (or Council) decision within 6 months.

See Emergency Committee Terms of Reference for further information in the case of meetings not being able to convene.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

TERMS OF REFERENCE
COMMITTEES

Amenities Committee

The Amenities Committee of Marden Parish Council consists of the Chairman and Vice-Chairman of the Parish Council and a minimum of 4/maximum of 6 Cllrs. The appointment of members to this Committee is decided at the Annual Parish Council meeting.

The role of the Amenities Committee is to:

1) Oversee the management and administration of the Southons Field, Marden Playing Field and other open space.

2) Oversee the management and administration of Maidstone Road Cemetery

3) Promote "Marden at Christmas" and other Parish and National events.

4) Promote Youth facilities in the Parish

5) Promote the provision of new or expanded leisure and visitor facilities where there is clear need and demand.

6) Have an appointed Councillor as the representative of Marden Memorial Hall who will provide a written or verbal report to Amenities Committee meetings (written report to be provided prior to meeting if not a member of Committee)

7) Make representations to the appropriate authority on matters relating to the provision and maintenance of leisure facilities for residents and visitors.

8) Make representations to the appropriate authorities in respect of tourism strategies for the Borough and County where those strategies have an impact on the management of tourism within the parish.

9) Make representations to the appropriate authority in respect of the provision and maintenance of litter bins, street cleaning, waste recycling and other related initiatives.

10) Oversee the management and administration of the public conveniences.

11) Make representations to the appropriate authority in relation to the provision and maintenance of all street furniture within the parish.

12) Make representations on Sustainability, Health and Wellbeing issues.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

13) If appropriate, to recommend to the Full Council revenue or capital expenditure over and above Council's approved budget.

14) Review S106/CIL spending on Marden Open Spaces

Take up any additional tasks assigned to it by the Full Council as appropriate.

15) Delegate to the Cemetery Sub-Committee responsibility for items 4 to 9 of the Cemetery Sub-Committee Terms of Reference.

16) Appoint sub-committees and/or working groups to undertake any specific project work as necessary. This may include non-elected members.

17) Review Amenities Policies and Risk Assessments periodically

See Emergency Committee Terms of Reference for further information in the case of meetings not being able to convene

Delegated Powers to Amenities Committee:

Byelaws
Recommending the making or adoption of byelaws

Capital Expenditure
Recommending capital works and resourcing their implications

Cemetery
Managing Marden Cemetery. Authority to spend according to the Cemetery budget amount.

Christmas Expenditure
To manage the "Marden at Christmas" event. Authority to spend according to the Christmas budget amount.

Committee and Member Support
Recommending changes to Amenities Committee Terms of Reference

Community Support
Managing community support activities including provision and maintenance of facilities, liaison with other bodies and cultural support

External Consultation and Representation
Commenting on consultation documents from other bodies

Events
Managing Parish Council events. Authority to spend according to the Events budget amount.

Finance
To authorise the payment of accounts/invoices at Committee meetings.

Grounds Maintenance
To main the areas of open space at the play area and Napoleon Drive. Authority to spend according to the Grounds Maintenance/Open Space budgets amount.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Land Management
Managing and maintaining the Council's various buildings. Authority to spend according to the buildings budget amounts.
Maintaining the Council's various areas of amenity land, play areas, recreation grounds and open spaces including setting hire charges. Authority to spend according to budgets relevant to open spaces.

Play Area
See Land Management above

Play Scheme Expenditure
To manage the Annual Summer Play Scheme. Authority to spend according to the Play Scheme budget amount.

Trees
To manage and maintain tree issues/scheduled work. Authority to spend according to the Trees budget amount.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

TERMS OF REFERENCE
COMMITTEES

Finance Committee
The Finance Committee of Marden Parish Council consists of the Chairman and Vice-Chairman of the Parish Council and a minimum of 3/maximum of 5 Cllrs. The appointment of members to this Committee is decided at the Annual Parish Council meeting.

The role of the Finance Committee is to:

1) Review and update the Financial Regulations and ensure they are observed by the Council.

2) Review and update Financial Risk Assessments regularly

3) Oversee the financial administration of the Council.

4) Maintain the Financial planning system including the determination of budgets.

5) Monitor performance against budgets and taking any necessary action

6) Draft annual budget and precept before making recommendation to Full Council

7) Monitor purchasing decisions to ensure a value for money approach to all aspects of Council activity in accordance with Financial Regulations.

8) Receive and review audit reports and arranging for implementation of any recommendations.

9) Develop, maintain and monitor the policy on the management of reserves.

10) Undertake quarterly internal audit checks on accounts and reconciling accounts.

11) Monitor the work of the Responsible Financial Officer (RFO) to ensure proper accounting records and adequate internal financial controls are in place.

12) Provide advice and guidance to the Chairmen of other Committees and to the Full Council on all aspects of financial management.

13) Review the annual salaries of all employees following a report from the HR Sub-Committee and make recommendations to Full Council for ratification

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

14) Take up any additional tasks assigned to it by the Full Council as appropriate.

15) Appoint sub-committees and/or working groups to undertake any specific project work as necessary.

16) Review Financial Policies and Risk Assessments periodically.

See Emergency Committee Terms of Reference for further information in the case of meetings not being able to convene.

Delegated Powers to Finance Committee:

Audit

Responsibility for maintaining a continuous internal audit system.
Receiving and considering reports on intern audit.
Receiving and consider reports of the External Auditor.

Budgetary Control

Recommending the annual Budget and resolutions for the level of precept
Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approval budget of a committee.

Capital Expenditure

Recommending capital works and resourcing their implications

Committee and Member Support

Recommending changes to Financial Regulations and Financial Risk Assessment
Recommending changes to Finance Committee Terms of Reference

External Consultation and Representation

Commenting on consultation documents from other bodies

Financial Matters

Managing the Council's financial affairs.

Finance

To authorise the payment of accounts/invoices at Committee meetings.

Grants

Award of general revenue grants to local organisations and groups within the Grants budget amount.

Insurance

Arranging and maintaining cover in respect of the Council's assets and activities against a wide range of risks.

Risk Management

Managing the Council's risk management practices and procedures

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

TERMS OF REFERENCE
COMMITTEES

Planning Committee
The Planning Committee of Marden Parish Council consists of the Chairman and Vice-Chairman of the Parish Council and a minimum of 4/maximum of 6 Cllrs. The appointment of members to this Committee is decided at the Annual Parish Council meeting.

The role of the Planning Committee is to:

1) Make representations to the Planning Authority on applications for planning permission.

2) Make representations in respect of appeals against the refusal of planning permission.

3) Make representations in respect of enforcement action or alleged breaches of planning regulations (under confidential item).

4) Make representations regarding street naming.

5) Make representations regarding street trading licences

6) Consider and monitor any development plans relating to the Parish, Borough and County and make appropriate representations.

7) Make representations to the appropriate Planning Authority in respect of all other planning matters not referred to above.

8) Make representations and attend at the Court proceedings (where necessary) on applications for Justices/Transfer of Justices Licences to the Magistrates when notified of such applications.

9) Make representations to the highway authority in respect of highway matters which are relevant to planning.

10) All other matters which are the responsibility of third party agencies and affect directly the Parish's natural environment, built environment and infrastructure.

11) Take up any additional tasks assigned to it by the Full Council as appropriate.

12) Appoint sub-committees and/or working groups to undertake any specific project work as necessary. This may include non-elected members.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

13)Review Planning Policies periodically.

See Emergency Committee Terms of Reference for further information in the case of meetings not being able to convene.

Delegated Powers to Planning Committee:
Committee and Member Support
Recommending changes to Planning Committee Terms of Reference
Conservation
Commenting on proposals for the creation or modification of conservation areas
Development Control
Commenting on planning applications referred to the Council for comment
External Consultation and Representation
Commenting on consultation documents from other bodies
Finance
To authorise the payment of accounts/invoices at Committee meetings.
Planning Policy
Commenting on all planning documents and consultation from the Planning Authority
Street Naming
To recommend names of new streets
Tree Preservation Orders (TPOs)
Commenting on TPO applications received from the Local Planning Authority

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

TERMS OF REFERENCE
COMMITTEES

Emergency Committee
(motions carried at the Extra Ordinary Full Council Meeting held on 24th March 2020)

The Emergency Committee of Marden Parish Council will be brought into force to manage High Consequence Infectious Diseases and other emergencies in the event that it is impractical for the Parish Council to conduct its business through face-to-face meetings. It will consist of all 11 Parish Councillors.

That Standing Order 9.b be suspended under Standing Order 10.a.xv for the duration of an emergency to remove the requirement for four clear days written notice of the wording of a motion.

That the Standing Orders be temporarily added to Under Standing Order 26.b as follows:

A temporary Emergency Committee comprising all Councillors shall be established;

The Emergency Committee shall have full delegated powers to temporarily exercise all functions of the Council (including its committees and sub-committees) to the extent permitted by law.

For the avoidance of doubt, the Emergency Committee has the power to temporarily:

Add to, vary, suspend or revoke Standing Orders under Standing Orders 10.a.xv and 26.b;

Approve any revisions to or suspension of any part of the Financial Regulations as drawn up by the Responsible Financial Officer for consideration under Standing Order 19.a;

Amend the Council's policies and procedures (including the Scheme of Delegation) as may be required for the duration of the emergency; and

Respond to planning applications and any consultations in the name of the Council or its other committees, as applicable.

That further purpose of Standing Order 3.d, the nature of the emergency and its consequential effects be considered special reasons under the Public Bodies (Admission to Meetings) Act 1960 to waive the requirement for meetings of the Emergency Committee to be open to the public.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

That the Standing Orders be temporarily varied under Standing Order 26.b so that the Emergency Committee may operate “virtually”, with meetings called and decisions taken by email correspondence (or other means agreed by the Emergency Committee), without direct public participation but taking account of any representations made to the Council by the public, subject to the meetings being minuted by the Council’s Proper Officer in the normal way.

The Virtual Meetings Policy and Guideline will be added as an addendum to the Standing Orders

That the Emergency Committee should be dissolved after three months unless the Council resolves in accordance with the unamended Standing Orders that a shorter or longer period shall be adopted.

Financial Regulations
That Financial Regulation 18 be temporarily revised for the duration of the emergency so that the Emergency Committee may take the place of the Council, its Finance Committee and Human Resources Sub-Committee as required for each purpose to the extent permitted by law.

Scheme of Delegation
That the Scheme of Delegation be temporarily amended for the duration of an emergency so that the Emergency Committee may further delegate any functions of the Council (including its committees and sub-committees) to the Chairman, an agreed number of Councillors, the Proper Officer*, the Responsible Financial Officer or any combination thereof, as appropriate, to the extent permitted by law.

Signed by Cllrs Boswell, Adam and Tippen in the presence of Cllr Newton and the Proper Officer (Alison Hooker) on 24th March 2020.

*In the absence of the Proper Officer the Deputy Clerk will take on the role.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

TERMS OF REFERENCE
SUB-COMMITTEES

Human Resources (HR) Sub-Committee
Reports to Finance Committee

The Human Resources Sub-Committee of Marden Parish Council is a sub-committee of the Finance Committee and consists of the Chairman of the Parish Council and a minimum of 2/maximum of 4 Cllrs. The appointment of members to this Sub-Committee is decided at the Annual Parish Council meeting.

The role of the HR Sub-Committee is to:

1) Recruit, retain and develop staff to undertake the work of the council.

2) Review the pay and conditions of employment of the staff and to update these as necessary to comply with the law and with good practice.

3) Provide an annual report to Finance Committee for the budget setting meeting recommending the pay award for all employees.

4) Determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically.

5) Ensure the health and safety of staff employed by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health and safety at work.

6) Undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to Full Council.

7) Undertake regular staff appraisals of both employed and self-employed staff

8) Review staff appraisal forms and act on any recommendations.

9) Make proposals to the Finance Committee following agreement of staff appraisal recommendations.

10) Undertake reviews of risk assessments for all employees and volunteers

11) Liaise with the HR Support (Peninsula) on any staffing issues that may arise were additional support is required

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

12) Take up any additional tasks assigned to it by the Full Council or Finance Committee as appropriate.

13) Ensure the disciplinary procedure/policy and grievance procedure/ policy remains up to date following guidance received from Peninsula.

14) Investigate and resolve a disciplinary or grievance matter being raised by an employee and to appoint a Councillor/Councillors or the Clerk in line with MPC's Disciplinary/Grievance Policies.

15) Review Financial Regulations and Financial Risk Assessment which are relevant to HR matters to ensure up to date and relevant

16) Review HR Policies and Risk Assessments periodically

See Emergency Committee Terms of Reference for further information in the case of meetings not being able to convene

Delegated Powers to HR Sub-Committee:
Committee and Member Support
Recommending changes to Finance Committee Terms of Reference
Finance
To authorise the payment of accounts/invoices at Sub-Committee meetings.
Risk Management
Managing the Council's risk management practices and procedures
Staffing
Recommending changes to the Council's approved staffing establishment
Reviewing and monitoring the Council's employment arrangements.
Managing staff appraisals.
Reporting of appraisal recommendations.
To implement national pay awards and conditions of service.
To review new/existing job descriptions.
To draft job adverts and undertake interviews of new staff to the Council.
To appoint successful applicants to relevant positions and to report decision to the next available Full Council.
Clerk to the Council/Proper Officer
Recommending the appointment of the Clerk/Proper Officer to Full Council.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

TERMS OF REFERENCE
SUB-COMMITTEES

Open Spaces Sub-Committee
Reports to Amenities Committee

From May 2026 – the Cemetery Sub-Committee was combined with the Open Spaces Sub-Committee.
The Open Spaces Sub-Committee of Marden Parish Council is a sub-committee of the Amenities Committee and consists of the Chairman of the Parish Council and a minimum of 2/maximum of 6 Cllrs. The appointment of members to this Sub-Committee is decided at the Annual Parish Council meeting.

The role of the Open Spaces Sub-Committee is to:

1) Review the terms and conditions of Open Space bookings (ie Southons Field and Playing Field) and the cemetery rules and regulations, at least annually and put before Amenities Committee for ratification.

2) Review and recommend the fees for Southons Field, Playing Field, and the cemetery, annually in October and report to Finance Committee for budgeting purposes.

3) Undertake and attend at least two site meetings annually at Southons Field, Playing Field, Cemetery and Public Conveniences (April and September) and report back to Amenities Committee.

4) Be responsible for directing the maintenance of the Parish Council owned open space and the cemetery within a schedule agreed by the Amenities Committee in order to maintain a good standard of appearance.

5) To review and make a decision on any open spaces booking requests that are outside of the terms and conditions.

6) Ensure that all buildings, trees and gravestones are in a safe condition.

7) Review the open spaces mowing contract on a three-year basis (or earlier if required) and take to Amenities Committee/Finance Committee for ratification.

8) Recommend how to spend money within the budget on projects relating to the open spaces and cemetery, reporting to the Amenities Committee/Finance Committee for ratification.

9) Provide a list of small items of work to be undertaken by caretaking staff to the Clerk and/or Deputy Clerk when need arises.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

10) Agree memorial/inscription applications at the cemetery if issues arise by the Clerk.

11) Agree burial/interment of ashes at the cemetery, if not resident of parish if concerns raised by Clerk.

12) Be responsible for the operation of the cemetery with the use of the Parish Council's rules and regulations to ensure the safety, dignity and ongoing use of the cemetery.

13) Ensure the Clerk has effectively documented procedures in place to take day to day operational decision on the management of the cemetery. All procedures will be referred to the Parish Council for approval if needed to include:
    a) Keeping records of all burials and interment of ashes and their locations;
    b) To liaise with funeral directors appertaining to all interments;
    c) To receive all documentation and fees from the funeral director at least three days before the funeral and sending relevant documents to the Register of Deaths.

14) Recommend how to spend money within the budget of the cemetery on projects relating to the cemetery and reporting to the Amenities Committee/Finance Committee for ratification

The Open Spaces Sub-Committee will make no decisions other than those outlined above. All other recommendations will be required to be ratified at the next Amenities Committee or Full Council meeting.

Delegated Powers to Open Spaces Sub-Committee:

- Managing Marden Cemetery
- To agree memorial/inscription applications if issues arise by the Clerk.
- To agree burial/interment of ashes if not resident of parish and concerns raised by the Clerk
- To be responsible for the direction of maintenance of the Parish Council owned open spaces and the cemetery within a schedule agreed by the Amenities Committee in order to maintain a good standard of appearance
- To be responsible for the direction of the operation of the cemetery with the use of the Parish Council's rules and regulations to ensure the safety, dignity and ongoing use of the cemetery.
- To ensure the Clerk has effectively documented procedures in place to take day to day operational decision on the management of the cemetery. All procedures will be referred to the Parish Council for approval if needed.
- To ensure all buildings, trees and gravestones are in a safe condition.
- To make a decision on open spaces bookings if outside of normal terms and conditions.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

TERMS OF REFERENCE
SUB-GROUPS/WORKING GROUPS

Communication Sub-Group
Reports to Full Council

The membership of the Communications Sub-Group will be appointed at the Annual Parish Council meeting and will be reviewed annually. The Sub-Group will consist of two Cllrs and the Chairman of the Council. The Deputy Clerk will clerk the meeting

The role of the Communications Sub-Group is to:

1) Oversee the Parish Council's communication as set out in the Communication and Newsletter Policies and recommend to Full Council.

2) Review all aspects of communications relevant to the Parish Council and recommend to Full Council.

3) Review the Communication and Newsletter Policies annually or, if required, during the course of the year and recommend to Full Council.

The Communications Sub-Group will not make decisions on behalf of the Parish Council. Any recommendations made by the Sub-Group will be subject to agreement by the Parish Council, or delegated Committee.

Delegated Powers to Communications Sub-Group
No delegated or spending powers given to the Communications Sub-Group.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

TERMS OF REFERENCE
SUB-GROUPS/WORKING GROUPS

Play Scheme Sub-Group
Reports to Amenities Committee

The membership of the Play Scheme Sub-Group will be appointed at the Annual Parish Council meeting and will be reviewed annually. The Sub-Group will consist of two Cllrs, the Chairman of the Council, the Clerk and Deputy Clerk. The Clerk will clerk the meeting

The role of the Play Scheme Sub-Group is to:

1) Oversee the running of the Summer Play Scheme.

2) Review Play Scheme Policies and Risk Assessments annually and recommend to Full Council.

3) Recommend location and dates for the Summer Play Scheme to the Amenities Committee

4) Recommend staffing to the HR Sub-Committee.

5) Recommend expenditure to the Amenities Committee within the agreed budget.

6) Assist with the set up and day to day running of the scheme.

7) Review end of scheme expenditure and refer recommendations to Finance Committee for the next year's budget

The Play Scheme Sub-Group will not make decisions on behalf of the Parish Council. Any recommendations made by the Sub-Group will be subject to agreement by the Amenities Committee or other delegated committee.

Delegated Powers to Play Scheme Sub-Group
No delegated or spending powers given to the Play Scheme Sub-Group.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

TERMS OF REFERENCE
SUB-GROUPS/WORKING GROUPS

Village Events Sub-Group
Reports to Amenities Committee

The membership of the Village Events Sub-Group will be appointed at the Annual Parish Council meeting and will be reviewed annually. The Sub-Group will consist of four Cllrs and the Chairman of the Council. The Deputy Clerk will clerk any meetings

The role of the Village Events Sub-Group is to:

1) Consider village events being run by the Parish Council throughout the year and recommend to the Amenities Committee.

2) Discuss and consider dates and times of village litter picks and recommend to the Amenities Committee.

3) Consider where litter picking to take place.

4) Review litter pick risk assessments and policies and recommend to the Amenities Committee.

5) Consider what equipment is required and request additional purchases to Amenities Committee.

6) Discuss Christmas dates and recommend structure and expenditure to Amenities Committee.

7) Review Christmas risk assessments and policies and recommend to Amenities Committee.

8) Discuss and make recommendations on ad hoc events within the parish to the Amenities Committee.

9) Review risk assessments for ad hoc events and recommend to the Amenities Committee.

10) Delegated powers to cancel or postpone any future event organised by Marden Parish Council.

11) Delegated powers to cancel any event on Parish Council owned land in the case of extreme weather conditions.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

The Village Events Sub-Group will, other than items (10) or (11) above, not make decisions on behalf of the Parish Council. Any recommendations made by the Sub-Group will be subject to agreement by the Amenities Committee or delegated committee.

No spending powers given to the Village Events Sub-Group.

Delegated Powers to Village Events Sub-Group
Events
To cancel, or postpone, any future events organised by Marden Parish Council
To cancel and event on Parish Council owned land in the case of extreme weather conditions

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

TERMS OF REFERENCE
SUB-GROUPS/WORKING GROUPS

Environmental Sub-Group
Reports to Amenities Committee/Full Council

The membership of the Environment Sub-Group will be appointed at the Annual Parish Council meeting and will be reviewed annually. The Sub-Group will consist minimum of 3/maximum of 6 Cllrs. Notes of the meetings will be taken by a Cllr in attendance. The Administrative Assistant will provide admin support.

Members of the public can be members of the Sub-Group which can be up to 12 members. Members of the public, who are not members of the Sub-Group, are entitled to attend meetings, and contribute, towards recommendations put to the Amenities Committee.

The role of the Environmental Sub-Group is to:

1) Work with the community to produce ideas and strategies that will have positive impacts on the natural environment of the Parish of Marden and encourage new ways to enhance the sustainability and biodiversity of the Parish and contribute to the fight against climate change.

2) Aid in the compliance of the Parish Council with its Environment Policy Aims.

3) Direct their own scope in terms of which projects or initiatives they wish to consider and review. (Note: Any final recommendations must first be made to the Amenities Committee for a final decision on the action to be taken, and whether the Parish Council wishes to pursue the projects or initiatives.)

4) Set out aims within the Environment Policy of Marden Parish Council.

5) Aim to comply with, and promote, and Principles of the Parish Council's Environment Policy.

6) Review the Environmental Policy and any risk assessment associated with this Sub-Group periodically and make recommendations to Amenities Committee.

The Environmental Sub-Group will not make decisions on behalf of the Parish Council. Any recommendations made by the Sub-Group will be subject to agreement by the Amenities Committee or Full Council.

The Environmental Sub-Group shall have no financial delegated authority. Any financial expenditure requests must be agreed by the Amenities Committee. The

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Sub-Group may apply for grants outside of the Parish Council under the name of the Parish Council, but the requests must first be approved by the Amenities Committee.

Members of the Environmental Sub-Group shall be acting voluntarily. Any expenditure for the group for the purposes of stationery shall be made through the Clerk of the Parish Council only. There will be no reimbursements for members of the public, nor members of the Council, unless payments are explicitly authorised by the Clerk/Amenities Committee in advance.

The Environmental Sub-Group shall meet as and when required to deal with matters under the scope of this terms of reference with times and locations of the meetings being determined by the Sub-Group members. (It is anticipated that the Sub-Group should meet on a 2 monthly basis)

Delegated Powers to Environmental Sub-Group
No delegated or spending powers given to the Environmental Sub-Group.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

TERMS OF REFERENCE
SUB-GROUPS/WORKING GROUPS

Highways Working Group
Reports to Full Council

The membership of the Highways Working Group will be appointed at the Annual Parish Council meeting and will be reviewed annually. The Working Group will consist minimum of 3/maximum of 6 Cllrs together with up to 3 residents. Notes of the meetings will be taken by the Clerk or a Cllr in attendance.

Members of the public, who are not members of the Sub-Group, are entitled to attend meetings, and contribute, towards recommendations put to the Full Council.

The role of the Highways Working Group is to:

1) Review the Highways Improvement Plan (HIP), draft the 5 priorities annually and report these to Full Council at the January meeting for ratification.

2) Liaise with Kent Highways on items from the HIP

3) Liaise with residents regarding highways issues and discuss at Working Group meetings – take forward any proposals to Full Council.

4) To consider responses on the annual National Highways and Transport Survey – to report to Full Council prior to closing dates.

5) To receive reports/notes from highways seminars.

6) To make proposals to Full Council/Finance Committee on additional funding for projects prior to budget setting.

The Highways Working Group will not make decisions on behalf of the Parish Council. Any recommendations made by the Working Group will be subject to agreement by Full Council.

The Highways Working Group shall have no financial delegated authority. Any financial expenditure requests must be agreed by Full Council. The Working Group may consider applying for grants outside of the Parish Council but the requests must first be approved by Full Council.

Delegated Powers to Highways Working Group
No delegated or spending powers given to the Highways Working Group.

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

TERMS OF REFERENCE
OTHER

Marden Neighbourhood Plan Steering Group

Marden Neighbourhood Plan (MNP) Steering Group will consist of Parish Councillors and members of the public. The Parish Clerk will clerk the meetings.

MNP will appoint a Chairman from the membership of the Group

The role of the Marden Neighbourhood Plan Steering Group is to:

1) Oversee the preparation and any reviews of the Parish's Neighbourhood Plan and to make recommendations to the Full Council.

2) Recommend to the Finance Committee any budget required for the ongoing work of the MNP.

3) To recommend to the Finance Committee, as part of the annual budget process, any items which it requires the Finance Committee to consider and approve for the next financial year.

4) Encourage residents to take an active part in their community, its activities and its future to ensure the MNP is representative of the community's ambitions.

5) Arrange consultations and other parish events to ensure a high level of community engagement throughout the planning process.

6) Produce, monitor and update the MNP project/review timetable.

7) Identify sources of funding and resource requirements. All grants and funding will be applied for by the Parish Council who will ringfence the funds for the MNP work.

8) Liaise with relevant authorities and organisations to make the MNP as effective as possible.

9) Keep under review the legislative requirements around neighbourhood planning to ensure the MNP meets all requirements.

10) Agree, subject to ratification of the Full Council, a final submission to Maidstone Borough Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

No business shall be dealt with unless five members of the Group are present, with at least three of these being Cllrs. If not quorate, any items to be discussed will be deferred until a future meeting.

MNP will be open to any Cllr or member of the public to attend who may speak or comment on any item.

Members, whether Cllrs or members of the public, will adhere to the Council's Code of Conduct

Meetings will be held on dates determined by the Group.

Delegated Powers to Marden Neighbourhood Steering Group (MNP)
No delegated or spending powers given to the Marden Neighbourhood Plan Steering Group.

Marden Parish Council Terms of Reference
Adopted by Marden Parish Council on: 12th June 2018
Reviewed on: 13th June 2017 / 12th June 2018 / 11th June 2019
Amended on: 24th March 2020 / 10th May 2022 / 9th May 2023 / 9th April 2024 / 11th March 2025 / 10th March 2026
Updated: November 2026 (following amalgamation of Cemetery and Open Spaces Sub-Committees)
Review date: March 2027

Office Opening Times:
Mondays, Tuesdays & Fridays 10am - 12 noon
Email: clerk@mardenkent-pc.gov.uk
Website: www.mardenkent-pc.gov.uk

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD