

LYNSTED WITH KINGSDOWN PARISH COUNCIL

Terms of Reference for Committees and Representatives

The following committees exist from time to time and the terms of reference are as follows:-

Planning Committee

Duties of Clerk:

On receipt of a planning application the Clerk to

- Record the:
- Date received
- Reference
- Location
- Details
- Case number
- Put these onto a planning schedule
- Pass planning application to the Chairman
- Ensure a suitable date for a Planning Committee meeting is agreed within the time limit and notified to members
- Agenda to be posted on all PC notice boards at least 3 working days before the meeting
- Send confirmation of planning meeting to the applicant with agenda and invitation to attend
- Arrange a venue in a building accessible to the general public
- Take minutes, as appropriate, of Planning Committee meetings
- Compose, on behalf of the Chairman, and send timely submissions, based on the draft minutes of the relevant meeting, to Swale Borough Council
- Display Planning Committee minutes on the notice boards in Teynham Library and on the Parish Council website. Also send a copy to the Clerk of Teynham Parish Council
- Circulate the minutes and planning schedule to all LKPC members

The duties of the Planning Committee are:

- To discuss all applications and make a decision to be submitted, with reasons, to Swale Borough Council within the allotted time
- To note reasons for decisions on the planning minutes
- To make a report at full Parish Council Meetings
- To be represented, when required, at all site meetings
- To liaise with Swale Borough Council Planning Officers
- To take part in consultation regarding the Development Plan or any other matters relating to planning

Finance Committee

The duties of the RFO are:

- To record every transaction
- To manage the bank accounts
- On receipt of an invoice, to propose payment to the full Parish Council
- To prepare a precept for consideration by the Finance Committee
- To pass on any application for Parish Grants to the Finance Committee for consideration and recommendation to the Parish Council
- To record the business of Finance Committee meetings
- To arrange insurance according to the original job specification

The duties of the Finance Committee are:

- To consider the budget
- To amend as required
- To recommend the proposed precept to the Parish Council
- To consider Parish Grant applications and make recommendations to the Parish Council
- To consider the clerk's salary and conditions
- To ensure the appropriate insurance is in place

Properties Representative

- To biannually inspect the properties of the Parish
- To report on their condition to the Parish Council
- To recommend to the Parish Council replacement or repair of assets

Lighting Representative

- To inspect and report on the condition of street lighting throughout Lynsted with Kingsdown to the Parish Council. The Parish Council to instruct the Clerk to take necessary action.

Footpaths Representative

- To inspect and report on the condition of footpaths throughout Lynsted with Kingsdown to the Parish Council
- To instruct the Clerk to report issues to the relevant authority and take any necessary action to keep the footpaths (rights of way) open to the public.

Tree Warden

- To be available for advice to the Parish Council and Parishioners as a 'first stop shop' on tree matters
- To liaise with the Tree Officer at Swale Borough Council
- To report on any relevant matters to the Parish Council

Police Representative

- To liaise with the Community Police Support Officer on any police matter relating to Lynsted with Kingsdown
- To report any relevant matters for the Parish Council

Transport and Highways Representative

- To receive and collate all correspondence/communications relating to transport and highways
- To report to the Parish Council on highway maintenance to the highways authorities
- To pass on all relevant requests for highway maintenance to the highways authorities
- To maintain a log of problems notified and work carried out
- To report to the highways authorities any problems which have not been resolved in a timely manner

Website/Publicity

- To prepare and post up all information the Parish Council wishes to have in the public domain
- To ensure a report of the Parish Council meetings and any other relevant information appears in the parish magazine
- To ensure website complies with any legal requirements and to review and recommend changes to the website

Standards Committee

- To review all matters relating to the conduct of the Parish Council on a regular basis
- To recommend changes to the standing orders
- To review recommendation or identify to the Parish Council matters relating to compliance with legal or regulatory obligations

Parish Plan Working Group

To be added

Note: The Standing Orders of the Council apply to LKPC and to any Committee or Working Group that it elects or appoints