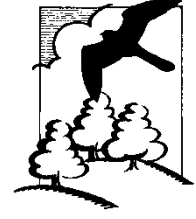


**TERMS OF REFERENCE FOR THE
STRATEGY, ADMINISTRATION
and POLICY COMMITTEE**



A. DELEGATION FROM THE COUNCIL

Under the powers of the Local Government Act 1972 s.101 (Discharge of Functions) these Terms of Reference were agreed by the Parish Council at its meeting on 21st February 2022

B. MEMBERSHIP

This Committee shall consist of no less than three and up to six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Parish Council.

Councillors not elected onto the Committee can attend the Committee meeting as a member of the public or ask the Committee Chairman to speak on a specific agenda item/s at least one day in advance of the meeting.

Non- Councillors can be elected on to the Committee by a majority of the Committee. Non-Councillors do not have voting rights.

C. PROCEDURES

- i) The Committee will operate in accordance with the latest Local Government law and in accordance with the latest adopted Council's Standing Orders (especially in relation to the procedures of meetings) and Financial Regulations (especially in relations to sections 10 and 11), to manage delegated budgets and reserves.
- ii) At the Annual Meeting of the Parish Council the Council shall elect a Chairman and a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- iii) The Chairman shall liaise with Council Officers to ensure the Committee works within the Council's latest Standing Orders, Financial Regulations and Policies.
- iv) The Committee shall consider reports using the agreed standard reporting format and submit its minutes to the next meeting of the Parish Council.
- v) The Committee will consider a budget in September each year (income, expenditure / projects) and submit a draft budget to the Council for discussion in October each year. Then submit their proposed final budget to Council not later than the end of November each year.

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- vi) The Clerk or RFO of the Council shall provide administrative support for the Committee.

D. FREQUENCY OF MEETINGS

- i) The schedule of meetings shall be agreed at the Annual Meeting of the Parish Council.
- ii) The Committee shall meet as per published meeting schedule unless varied by agreement of the Committee.
- iii) The Committee can set up Sub-Committees or Task and Finish Group of two or more Councillors to research, investigate a specific issue. They do **NOT** have any decision making powers and must report back to the Committee

E. COMMITTEE FUNCTIONS

The Committee shall have responsibility for and focus on the following functions;

- I. Administration, Insurance, Bank Interest, Information Services, Parish Basic Allowance, S137 Grants, Community Services, Historic Hawkhurst and their agreed budgets
- II. Consider and Review Council Policies and make recommendations to Council
- III. Have oversight of Council corporate reporting such as budget monitoring, monitoring of five-year strategy and performance indicators - and report to Council
- IV. Report on specific issues as required
- V. Management of administration, office and staff – note Personnel Committee is a separate Committee
- VI. Delivery of agreed projects
- VII. Report their activities since the previous meeting to Council.
- VIII. Quarterly budget monitoring report for SAP functions to Council
- IX. Place their recommendations (if any) with written reports on non-delegated functions to the Council for approval.