



Badgers Mount Parish Council – Terms of Reference (2026 Update)

Adopted by resolution of the Parish Council on July 16, 2026

These Terms of Reference set out the structure, responsibilities, and delegated authority of the Council's committees and advisory groups. They reflect current good practice recommended by NALC and ensure clarity, accountability, and lawful decision-making.

1. General Principles

Badgers Mount Parish Council ("the Council") may establish committees and advisory groups to support efficient governance and decision-making. All committees operate under:

- Local Government Act 1972
- Council's Standing Orders
- Council's Financial Regulations
- Council's adopted policies (e.g., Code of Conduct, Complaints Procedure, Grievance Procedure)

Unless explicitly delegated, **all decisions remain with the full Council.**

Committees must:

- Act within their delegated authority
- Maintain proper records
- Report to the next available Council meeting
- Refer any matter outside their remit back to Council

2. Delegation from the Council

- Delegations are reviewed annually at the Annual Meeting of the Parish Council.
- Committees may not further delegate their powers unless authorised by Council.
- Committees may not incur expenditure unless budgeted or specifically authorised by Council.

3. Committee Procedures

All committees shall:

- Operate in accordance with Standing Orders
- Elect a Chair at their first meeting after the Annual Meeting
- Be quorate with **three members** unless otherwise stated
- Publish agendas and minutes in accordance with legislation
- Submit minutes to the next full Council meeting for ratification



4. Planning Committee – Terms of Reference

The **Planning Committee** is established to ensure timely and informed responses to planning consultations.

4.1 Membership

- Minimum of three councillors appointed annually.
- The Committee may invite non-voting advisors where specialist knowledge is required.

4.2 Responsibilities

The Committee shall:

- Consider and determine the Council's response to planning applications from Sevenoaks District Council and Kent County Council.
- Review and comment on statutory and non-statutory planning policy documents.
- Monitor enforcement issues and report concerns to the relevant authority.
- Attend site visits, hearings, and public inquiries to represent the Council's agreed position.
- Draft responses to consultations for approval by full Council where required.

4.3 Limitations

- The Committee may not incur expenditure without Council approval.
- The Committee may not make decisions that alter Council policy.

5. Complaints & Grievance Committee – Terms of Reference

The **Complaints Committee** ensures fair, lawful, and transparent handling of complaints and staff grievances.

5.1 Membership

- Three councillors, excluding the Chair of the Council where appropriate to avoid conflicts.
- Members involved in the subject of a complaint must withdraw.

5.2 Responsibilities

The Committee shall:

- Recommend procedures for handling complaints and grievances.
- Hear formally raised complaints against the Council in accordance with the adopted Complaints Procedure.
- Hear formally raised employee grievances in accordance with the Council's Grievance Procedure.
- Appoint a panel for grievance hearings or appeals.
- Seek legal or HR advice where necessary.
- Arrange suitable meeting venues where confidentiality is required.
- Take disciplinary actions arising from complaints or grievances, where delegated.

5.3 Confidentiality

All proceedings are confidential and subject to data protection legislation.

6. Finance & General Purposes Advisory Group – Terms of Reference

This **Finance Advisory Group** supports the Clerk and Council in financial oversight.

6.1 Status

- This is an **advisory group**, not a decision-making committee.
- It may not authorise expenditure or make binding decisions.

6.2 Responsibilities

The Group shall assist the Clerk with:

- Budget preparation and monitoring
- Cash flow oversight
- Review of insurance, risk management, and asset protection
- Review of investments and reserves
- Preparation of financial reports for Council
- Review of internal and external audit recommendations

6.3 Reporting

Recommendations must be submitted to full Council for approval.

7. Personnel Committee – Terms of Reference (New)

The **Staffing Committee** oversees employment matters, ensuring lawful, fair, and confidential management of staff.

7.1 Membership

- Three councillors appointed annually.
- The Chair of Council may serve but should not automatically chair the Committee.
- Members must avoid conflicts of interest.

7.2 Responsibilities

The Committee shall:

- Conduct the annual performance review of the Clerk.
- Set and recommend remuneration, pay progression, and contractual amendments for approval by full Council.
- Lead recruitment processes, including drafting job descriptions, contracts, and interview arrangements.



- Ensure compliance with employment law and NALC model policies.
- Manage staff welfare, training, and development needs.
- Address conduct or capability concerns in accordance with adopted procedures.
- Maintain secure and confidential personnel records.

7.3 Delegated Authority

The Committee may:

- Manage day-to-day staffing matters within approved budgets.
- Instruct the Clerk on operational matters relating to staff management (if additional staff are appointed).
- Seek professional HR or legal advice where necessary.

7.4 Confidentiality

- All staffing matters are strictly confidential.
- Individual remuneration details must not be disclosed beyond the Committee and full Council where required by law.

8. Review of Terms of Reference

These Terms of Reference shall be reviewed:

- Annually at the Annual Meeting of the Parish Council
- When legislation, NALC guidance, or Council policy changes
- When a committee requests amendments