

Knockholt Parish Council

Name of Committee: Finance

Membership: Treasurer and three other Councillors

Quorum: 3 members – one must be the Treasurer

Additional Membership: N/A

Terms of Reference:

- Membership should be the Treasurer and three other Councillors
- Meetings will be held as required from time to time to fulfil the following responsibilities:

Support of the Treasurer in any financial matters that the Treasurer might request.

Proactive pursuit of ways to improve the financial income to the Council.

The making of recommendations, for adoption by the full Council, and subsequent submission to the District Council, of the Annual Precept

To ensure that the correct procedure is adopted for all purchases over £100

To ensure the correct application of the tender process for all purchases over £1000.

To review tenders with the relevant council ‘purchaser’ and to make recommendations relating to these tenders for adoption by the full council.

Date of Agreement: May 2003

Reviewed: August 2004

Name of Committee: Planning &Transportation

Membership: John Crick, Alan Hildrew, Bob Martin, Barry Page

Quorum: 3 members

Additional Membership: Mr M. Stevens – co-opted

Terms of Reference:

- To consider all matters pertaining to planning and especially planning applications referred to the Council by the Planning Authority and make delegated decisions concerning the suitability of any proposed development in the light of public knowledge and precedent.
- To liaise with transport providers and local authorities regarding transportation to and from Knockholt.
- To encourage the transport service providers to supply such information as is relevant to the parish in all matters pertaining to their services, both current and proposed.

Date of Agreement: August 2004

Reviewed: August 2004

Name of Committee: Open Spaces

Membership: John Crick (Footpaths), Emma Crafter, Joe Malzer, Rita Radford
Peter Bowley(if a quorum is not available)

Quorum: 3 members

Additional Membership: N/A

Terms of Reference:

- To monitor all footpaths and bridleways in the Parish and ensure that there is clear access to them.
- To liaise with the proper authorities (through the Parish Clerk) to ensure the maintenance of all stiles, gates and paths.
- To inform and negotiate with landowners (through the Parish Clerk) about any damage to or obstruction of, any paths, stiles or fences on their land.
- To administer the Recreation Ground and advise the Council on a regular basis of matters related to property and equipment owned by the Council in particular with regard to matters related to public safety.
- To discuss, as necessary, matters related to the use of the Recreation Ground facilities with the Council's tenants i.e the sports clubs.
- To manage and maintain open spaces owned by the Council or for which it is responsible.
- To monitor access and use by the public of all areas within the Parish of common land, village greens or other lands in, or under, public ownership, control or usage.
- To ensure that the Council's stated policy concerning such lands is observed.

Date of Agreement: August 2004

Reviewed: August 2004

Name of Committee: Publicity and Media

Membership: Alan Hildrew, Bob Martin, Barry Page

Quorum: N/A

Additional Membership: N/A

Terms of Reference:

- To prepare and issue statements for the information of electors, to the media and replies to media enquiries.
- To prepare articles on the proceedings and work of the Council for the Knockholt Parish magazine.
- To edit and publish the Parish Council Newsletter
- To edit and publish material to be put on the Council's website.

Date of Agreement: May 2003

Reviewed: August 2004