

THE PARISH COUNCIL OF HARTLEY

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6th May 2025

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Hartley Parish Council to be held at the **Pavilion, Manor Field, Church Road** on **MONDAY 12th MAY 2025** commencing at **7.30 p.m.** The business to be transacted at the meeting is:

Yours sincerely

Helen Boden

Helen Boden
Proper Officer

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to contact the Clerk prior to the day of the meeting.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

AGENDA

1. Election of Chairman of the Council

To elect a Chairman of the Council for the ensuing municipal year.

2. Chairman's Declaration of Acceptance of Office

To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.

3. Election of Vice-Chairman

To elect a Vice-Chairman of the Council for the ensuing municipal year.

4. Apologies for absence

To receive and approve, if necessary, any apologies for absence.

5. Declarations of Interest

To receive Members' declarations of interest which have not already been entered in the Members' Register of Interests or notified to the Monitoring Officer.

Members are reminded of the duty to register with the Monitoring Officer any change to interests or new interests in Appendices A and B of the Council's adopted Code of Conduct within 28 days of becoming aware of it.

6. Dispensations

To consider any request/s received from Members to grant a dispensation in order to participate in discussion and voting, as appropriate, on matter/s to be considered at this meeting where a Member has an interest in Appendices A and/or B of the Council's Code of Conduct adopted on 10th November 2014.

7. Minutes (WHITE)

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 14th April 2025. (Annexed).

Adjournment

The meeting will be adjourned to receive any reports from the County Councillor and the District Councillors and to allow a public question time.

Pursuant to Standing Order 3 (e) the Chairman of the Council will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included in the agenda.

8. Appointment of committees

(a) To establish Committees and Advisory Committees for the ensuing municipal year and to approve their Terms of Reference and delegated powers.

A schedule showing the Committees and Advisory Committees and their Terms of Reference established during 2024/2025 is attached as Appendix 1 for Members information. **(YELLOW)**

(b) To appoint the membership of the Committees and Advisory Committees.

A schedule indicating the membership of Committees and Advisory Committees during 2024/25 is attached as Appendix 1. **(YELLOW)**

(c) To approve the appointment of representatives to outside bodies, joint management committees and the Hartley Neighbourhood Plan Steering Group.

A schedule showing the appointments made during 2024/2025 is attached as Appendix 1. **(PINK)**

(d) To review the terms of Reference of the Neighbourhood Plan Steering Group. **(WHITE)**

9. Standing Orders

To confirm the Council's Standing Orders as approved by the Council on 13th May 2024. (Previously circulated by email) The Council's Standing Orders were reviewed by the Standing Orders Advisory Committee on 27th June 2018.

10. Financial Regulations

To confirm the Council's Financial Regulations as reviewed by the Council at a meeting held on 13th January 2025. (Previously circulated by email).

11. Complaints Procedure (CREAM)

To confirm the Council's complaints procedure as approved by the Council on 13th May 2024. (Annexed).

12. Publication Scheme, FOI and Data Protection Act

To confirm the Council's Publication Scheme and procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018. (Annexed).

At a meeting of the Council held on 10th June 2019, it was resolved that the Council's procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018 shall be as set out in Legal Topic Notes published by the National Association of Local Councils, as may be in place at the time of the request.

13. Calendar of Meetings

(a) Meetings of the Council

To approve the dates, times and place of ordinary meetings of the Council during the ensuing municipal year.

Apart from the Annual Meeting of the Council, the Parish Council is required by Schedule 12, paragraph 8 (1) of the Local Government Act 1972 to hold at least 3 other meetings. Standing Order 5 (d) states that ordinary meetings of the Council shall be held on such dates and times as the Council directs.

It has been the custom to hold monthly meetings on the second Monday of each month, except for the month of August when there is no meeting, and that the meetings are held at the Pavilion, Manor Field commencing at 7.30 p.m.

It is suggested that meetings for the ensuing year be held on the following dates:

9th June 2025

14th July 2025

8th September 2025

13th October 2025

10th November 2025

8th December 2025

12th January 2026

9th February 2026

9th March 2026

11th May 2026 (Annual Meeting of the Council)

(b) Annual Parish Meeting

To consider the date for the Annual Parish Meeting.

Annual Parish Meetings must be held annually between 1st March and 1st June (inclusive). Historically the Annual Parish Meeting has been held on a Friday evening

to allow the local Member of Parliament to attend.

The Council is requested to consider the suggested date of Friday 15th May 2026 for the Annual Parish Meeting.

14. Finance & General Purposes Committee (CREAM)

To adopt the minutes of the meeting of the Finance & General Purposes Committee held on 7th May 2025, and to consider any recommendations contained therein. (To be circulated by email).

15. Planning Committee (YELLOW)

To adopt the minutes of the meetings of the Planning Committee held on 16th April 2025, and 30th April 2025 and to consider any recommendations contained therein. (Annexed).

16. Northfield Management Committee (PINK)

To receive and note the minutes of the meeting of the Northfield Management Committee held on 6th May 2025 and to consider any recommendations contained therein. (To follow).

17. Risk Management Review

To confirm the Risk Management Policy Statement and Risk Management Strategy and Risk Register, as reviewed by the Finance & General Purposes Committee at its meeting held on 29th January 2025. (Previously circulated by email).

Background documents

Risk Management Policy Statement approved by the Council on 10th February 2025.

Risk Management Strategy approved by the Council on 10th February 2025.

Risk Register approved by the Council on 10th February 2025.

18. Financial Risk Assessment

To confirm the Financial Risk Assessment as reviewed by the Finance & General Purposes Committee at its meeting held on 29th January 2025. (Previously circulated by email).

Background document

Financial Risk Assessment approved by the Council on 10th February 2025.

19. Statement of Internal Control

To confirm the Statement of Internal Control recommended by the Finance Committee at its meeting held on 29th January 2025. (Previously circulated by email).

Background document

Statement of Internal Control for y/e 31st March 2025.

20. Review of Income and Expenditure (BLUE)

To review the Council's income and expenditure from 1st April 2024 to 31st March 2025. (Annexed).

Background document

Detailed income and expenditure by budget heading as at 31st March 2025.

21. Review of the Effectiveness of the System of Internal Audit

Assertion 2 of the Annual Governance Statement contained in Section 1 of the Annual Governance and Accountability Return, requires Members of Hartley Parish Council to confirm that they have “*maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness*”.

This Assertion covers the Council’s responsibility to ensure that its affairs are managed in accordance with proper standards of financial conduct and that arrangements exist to prevent and detect fraud and corruption. The Council is required to confirm that it has tested these arrangements, at least once in the year to make sure they are working in an adequate and effective way.

When completing Assertion 2, 6 and 7 in the Annual Governance Statement, local councils should consider the outcome of any review of internal audit. Guidance on how the review could be conducted is set out in the Governance & Accountability for Local Councils – A Practitioners’ Guide (England) March 2024, pages 24 to 33 inclusive.

A review of the effectiveness of the system of internal audit was undertaken on 29th January 2025 by the Finance Committee. (Previously circulated).

Background document

Review of the effectiveness of the system of internal audit undertaken on 29th January 2025. (Previously circulated by email)

Governance & Accountability for Local Councils – A Practitioners’ Guide (England) March 2024, pages 24 to 33 inclusive. (Previously circulated by email)

22. Internal Auditor’s Report 2024 - 2025

a) To consider the Internal Auditor’s Report for the year ending 31st March 2025. (Annexed). **(GREEN)**.

b) To receive and note the Annual Internal Audit Report 2024/25 (Page 3 of the Annual Governance and Accountability Return. (Annexed). **(WHITE)**.

c) The Internal Auditor that the 2025/26 Annual Governance and Accountability Return will have an additional assertion included on Page 4, Section 1, Annual Governance Statement. This has been added to clarify data compliance.

To warrant a positive response to this assertion, the Council is required to take a number of actions. (Annexed – list of actions required) **(PINK)**.

To consider the new requirements and to agree a course of action.

23. Annual Governance Statement 2024/25 (WHITE)

The Council is required to complete and approve Page 4, Section 1 of the Annual Governance and Accountability Return, entitled Annual Governance Statement, which sets out a number of assurances relating to the preparation of the statement of accounts and the Council’s internal controls. A copy of Section 1 of the Statement of Assurance is circulated for Members’ attention. (Annexed).

Background document

Pages 8 – 14 of the Governance & Accountability for Smaller Authorities in England, A Practitioners Guide March 2024. (Previously circulated)

24. Accounts for the Financial Y/E 31st March 2025 – Accounting Statements

To consider the accounts for the year ending 31st March 2025 and to confirm the dates selected for the period of exercise of public rights.

The Council has received notice from the external auditor, Mazars, that the Annual Governance and Accountability Return for the financial year ending 31st March 2025, should be returned by no later than 30th June 2025, with the following documentation;

- (1) a fully completed and approved Annual Governance and Accountability Return (AGAR). **Section 1 must be approved before Section 2 either at separate meetings or as separate agenda items in the correct order and both MUST be approved and published on the Parish Council website before 1st July 2025;**
- (2) a confirmation regarding the exercise of public rights, using a signed form stating the period chosen by the authority;
- (3) a bank reconciliation showing balances of all bank and building society accounts as at 31st March 2025;
- (4) a full explanation with figures of all significant variances in income & expenditure in 2024/25 compared to the previous financial year;
- (5) a reconciliation between the closing balances in Section 2, Box 7 and Box 8, where applicable;
- (6) a breakdown of the types of reserves held between general reserves, earmarked reserves and restricted (ring-fenced), where the general reserve is outside the guidance levels of paragraph 5.34 of the Practitioners' Guide and/or the authority is holding earmarked and other reserves;
- (7) a confirmation of contact details for the Clerk, RFO (where different) and Chair;
- (8) details of action taken in respect of all recommendations made by the external auditor in 2023/24.

On the basis of information from previous years, (income or expenditure of over £200,000 in 2024/25), the external auditor is required to undertake an intermediate audit, which involves additional procedures selected from a list provided by the National Audit Office.

Page 3 of the Annual Governance and Accountability Return relates to the internal audit report to be completed by the Council's internal auditor. The Council's internal auditor undertook an internal audit of the Council's accounts on 30th April 2025.

The Parish Council must inform the electorate of an exact 30 day working period during which public rights may be exercised under the Local Audit and Accountability Act 2014, Sections 26 and 27, and the Accounts and Audit Regulations 2015 (SI 2015/234).

The inspection period **must** commence no later than 1 July 2025 and must **include the first 10 working days of July.**

The notice of appointment of date for the exercise of electors' rights shall be displayed on the Council's website and on the notice board outside Hartley Library.

The elector's rights must start **exactly** one day after the annual return has been published on the Parish Council's website.

Background documents

RBS Software Solutions: Income and expenditure account, balance sheet, trial balance, creditors and debtors, Council detail report, year-end reconciliation of current accounts and savings accounts

Explanation of significant variances (Annexed)

Annual Return, Section 1 – working details

Annual Return, Section 2 – Accounting Statements 2024/25 (Annexed)

Form confirming dates of the period for the provision of public rights (Annexed)

25. Supporting Statement

To consider the supporting statement to the accounts for the year ending 31st March 2025. (See Finance Minutes 7th May 2025).

26. Signatories

To approve the signatories to the Council's bank accounts.

Currently there are five signatories to the Council's bank accounts and each cheque/internet banking payment requires the signature of two of the five signatories.

The current signatories are Councillors Abraham, Perry Cole, Graeme, Oxtoby and Ross. The Clerk and the Assistant Clerk have limited and restricted access to the Council's bank accounts to obtain account information, make fund transfers between Barclays bank accounts held in the Council's name and to set up internet banking payments for Unity Bank.

27. Insurance

a) To note that the Parish Council's insurance policy falls due for renewal on 1st June 2025

The current long term agreement is due to expire in May 2026.

(b) To consider the insurance Pre Renewal Questionnaire. (Annexed).

(c) To consider the Renewal Schedule. (Previously circulated by email).

Background document

Pre Renewal Questionnaire. (Annexed). Renewal Schedule. (Previously circulated by email).

28. Community Warden Service Review

At the meeting of the Parish Council held on 10th March 2025, Members considered the final draft of the formal agreement received from the Head of Community Safety at KCC and agreed that there were a number of matters requiring clarification.

It was agreed that legal advice should be sought from KALC, regarding the formal agreement and that the Clerk be requested to contact the Parish Council's Solicitor to obtain a quote for them to consider the agreement and make a report to the Council

The Clerk had contacted the Head of Community Safety at KCC to seek clarification on a number of clauses in the draft agreement and he had advised that he was in the process of collating the comments received from Hartley Parish Council and a number of other parishes and that once completed, he would seek advice from KCC's lawyers regarding the proposed changes.

The Council's Solicitor had advised that they are unable to assist with this matter.

Advice has been sought from KALC and they have suggested a number of Solicitors that may be able to assist once the final agreement has been received from KCC.

At the meeting of the Parish Council held on 14th April 2025, it was agreed that upon receipt of the final agreement, the Clerk be requested to seek quotations from the list of Solicitors provided by KALC, for them to review the agreement and make recommendation to the Council and delegated authority be given to the Clerk, in consultation with the Chairman of the Council, to accept the most suitable quotation, and to appoint the Solicitor to review the agreement and make recommendation to the Council.

To receive an update.

29. Pavilion – Showers

To receive an update on arrangements for the re-opening of the changing rooms and showers at the Pavilion.

30. Payments

(a) To approve the payment of the following accounts for May 2025. (To follow).

(b) To receive and note a Council detail report setting out actual income and expenditure against budgeted estimates as at 6th May 2025. (If available).

(c) To verify the bank reconciliations for the Council's four bank accounts. Bank statements and reconciliations will be available at the meeting.

Pursuant to Standing Order 3 (d) the press and public will be excluded from the meeting during consideration of agenda item 31, Personnel Committee, due to the confidential nature of the business to be transacted.

31. Personnel Committee

To adopt the minutes of the meeting of the Personnel Committee held on 30th April 2025, and to consider any recommendations contained therein. (Annexed).

List of circulated documents

1. Minutes of the meeting of the Council held on 14th April 2025. **(WHITE)**
2. Appendix 1 - List of Committees and Advisory Committees and their Terms of Reference established during 2024/25. **(YELLOW)**
3. Appendix 1 - Committee and Advisory Committee Membership 2024/25. **(YELLOW)**

4. Appendix 2 - Appointments to outside bodies, joint management committees and the Hartley Neighbourhood Plan Steering Group 2024/25. **(PINK)**
5. Terms of Reference of the Neighbourhood Plan Steering Group. **(WHITE)**
6. Complaints procedure approved by the Council on 13th May 2024. **(CREAM)**
7. Council's Publication Scheme and procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018. **(WHITE)**
8. Minutes of the meeting of the Finance & General Purposes Committee held on 7th May 2025. **(CREAM)**
9. Minutes of the meetings of the Planning Committee held on 16th April 2025 and 30th April 2025. **(YELLOW)**
10. Minutes of the meeting of the Northfield Management Committee held on 6th May 2025. **(PINK)**
11. Detailed income and expenditure by budget heading as at 31st March 2025 **(BLUE)**
12. Internal Auditor's Report 2024/25. **(GREEN)**
13. Annual Internal Audit Report. **(WHITE)**
14. Annual Governance & Accountability Return Section 1 - Annual Governance Statement 2024/25. **(WHITE)**
15. Annual Governance and Accountability Return Section 2 - Accounting Statements. **(WHITE)**
16. Form confirming dates of the period for the provision of public rights. **(WHITE)**
17. Insurance pre- renewal questionnaire. **(CREAM)**
18. Schedule of payments for May 2025. **(BLUE)**
19. Minutes of the meeting of the Personnel Committee held on 30th April 2025. **(GREEN)**

HARTLEY PARISH COUNCIL

Appointments to Committees and Advisory Committees 2024 – 25 (As approved at the Meeting of the Council held on 13th May 2024).

Chairman and Vice Chairman are ex officio members on all committees –
Chairman and Vice Chairman are marked with an * and shown in *italics*.

Amenities and Open Spaces Committee (7)

Cllrs **Abraham*, Conroy, Glander, Graeme, Malham, * *Oxtoby* and Sewell.

Burial Grounds and Gardens of Remembrance Committee (6)

Cllrs **Abraham*, Perry Cole, Driscoll, * *Oxtoby*, Ramsay and Ross

Finance & General Purposes Committee (6)

Cllrs **Abraham*, Colwell, Conroy* *Oxtoby*, Ramsay and Sewell.

Personnel Committee (3)

Chairman of the Council, Vice Chairman of the Council and Chairman of the Finance & General Purposes Committee.

Planning Committee (7)

Cllrs **Abraham*, Colwell, Driscoll, * *Oxtoby*, Ramsay, Ross and Sewell.

Advisory Committees

Standing Orders Advisory Committee

Cllrs Abraham, Perry Cole and Oxtoby

Amenities and Open Spaces Committee

Terms of Reference

1. To manage the operation of the Manor Field, Pavilion and all open spaces, woodland, playing fields, recreation grounds, play grounds owned by the Council and the allotments at Woodland Avenue; and such land owned by the Council at the village pond and lay-by, with the exception of the open space known as Northfield. Such operation shall include making recommendations to the Council on scales of hiring charges for the use of facilities together with conditions of hire.
2. To arrange for the maintenance of the Pavilion.
3. To review and monitor the grass cutting contracts together with the maintenance of all open spaces and to ensure that they are in safe condition for their use by the public.
4. To undertake and monitor health and safety inspections of all playground equipment.
5. To prepare an annual budget for review by the Council's Finance Committee each year and to monitor expenditure against the annual budget approved by the Council.
6. To keep under review opportunities to secure funding support from external sources.
7. To be responsible for dealing with all matters relating to public rights of way to ensure the general upkeep of footpaths within the Parish, making recommendation to Council where necessary.

Delegated Powers

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. To respond, on behalf of the Council, to orders for the diversion, stopping-up, extinguishment or creation of a public path.

Burial Grounds and Gardens of Remembrance Committee

Terms of Reference

1. To ensure the Burial Grounds, Gardens of Remembrance and Closed Churchyard remain areas of peace and tranquillity for the benefit of the residents.
2. To make arrangements for the general maintenance of the Burial Grounds and Gardens of Remembrance subject to the approval of the Parish Council
3. To be responsible for the display and notification of the Parish Council approved Rules and Regulations and ensure these are observed.

Delegated Powers

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. The Clerk, in consultation with the Chairman of the Burial Grounds and Gardens of Remembrance Committee, be authorised to approve applications to place memorials, inscriptions and additional inscriptions on memorials in the Burial Ground and to approve applications to place plaques and tablets in the Garden of Remembrance, provided such applications comply with the Council's rules and regulations.

Finance & General Purposes Committee

Terms of Reference

1. To make recommendations to the Council on the Budget for the ensuing year; such Budget shall be prepared having regard to the Council's statutory duties, obligations and such objectives that the Council wishes to undertake for the benefit of the Parish.
2. To undertake reviews of income and expenditure against the approved Budget and to report thereon to the Council highlighting any variations.
3. To consider applications for financial assistance including expenditure under the provisions of Section 137 of the Local Government Act 1972, if appropriate.
4. To undertake the evaluation of tenders and quotations for work to be undertaken on the Council's behalf and to recommend to the Council the most appropriate tender(s) for acceptance where these do not already fall within another Committee.
5. To ensure proper arrangements for the conduct of the interim audit of the Council's accounts and statutory annual audit, including the appointment of the internal auditor.
6. To review the effectiveness of the Council's systems of internal controls and internal audit, as required by the Audit Regulations.

7. To approve the Annual Statement of Accounts and submit them to the Council for adoption.
8. To undertake a regular review of the Council's banking arrangements, investments and insurance.
9. To review the Council's financial risk assessment.
10. To review donations to outside organisations.
11. To review the subscriptions/licences falling to be paid annually.
12. To review the assets and the land leased by the Council annually.

Communications

1. To inform residents about the Council's business and activities through the newsletter and website.
2. To publish a newsletter quarterly and an annual report.
3. To monitor and update the website at least monthly.
4. To undertake any initiatives thought necessary to inform and consult with residents.
5. To maintain and update the Councillors' handbook.
6. To monitor the Council's Quality Parish status.
7. To prepare and review the Parish Council's Emergency Plan.

Youth

1. To work on behalf of all of the Youth of Hartley to assist them in taking a full and active role in the life of the village.
2. To engage with any organisation involved with youth work and young people to work with the Council for the benefit of the Youth of Hartley.

General

1. To deal with any matters which do not fall within the Terms of Reference of any other committee.

Delegated powers

1. To authorise expenditure on Youth matters that fall within the sums contained in the annual Budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council.
2. To authorise expenditure on those matters relating to the publication of the Council's quarterly regular newsletters, Annual Report and the Council's website up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council
3. To co-opt for such time as is necessary members, in a non voting capacity, to assist with specific items or who have expertise in a particular matter.

Personnel Committee **Terms of Reference**

1. To review the Clerk's and the Assistant Clerk's terms and conditions of employment and make recommendation to Council.
2. To review the Council's disciplinary and grievance procedures and make recommendation to Council.
3. To ensure staff have annual appraisals.
4. To deal with any other matters relating to staff and make recommendation to Council.

PLANNING COMMITTEE

Terms of Reference

Delegation from the Council

These Terms of Reference were agreed by the Parish Council at its meeting held on 13th **May 2024** and recorded in the minute number **8 (a)**.

Membership

The Committee shall be elected, and may be re-elected, at the Annual Meeting of the Council.

Procedures

(1) The Committee shall operate in accordance with the Council's Standing Orders and the Guidelines on Procedure at Meetings of the Planning Committee adopted by the Council on 7th February 2005.

(2) At the first meeting of the Committee after the Annual Meeting of the Parish Council, the Committee shall elect a Chairman and, if the Committee deems necessary, a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman, if appointed, may be re-elected.

(3) The Committee shall submit its minutes for adoption to the next meeting of the Parish Council.

(4) The Clerk or Assistant Clerk shall provide administrative support for the Committee.

Committee functions

(1) To respond on behalf of the Council to requests from the local planning authorities for comments on planning applications, tree preservation orders and breaches of planning control.

(2) Where appropriate, prepare for the Council, grounds for supporting the local planning authority in any planning appeals against refusal of planning permission.

(3) To advise the Council on all planning matters including changes to the Sevenoaks District Local Plan.

(4) To respond on behalf of the Council to applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits

(5) To respond on behalf of the Council to consultation documents from any appropriate Government body and other local Councils.

Delegated Powers

(1) To determine and submit the Council's observations on planning applications, applications concerning tree preservation orders and breaches of planning control.

(2) To undertake such action, publicity and consultations considered necessary to provide residents with an opportunity to make representations on planning applications and other planning matters.

(3) To appoint working groups to research and advise the Committee on planning applications and appeals.

(4) To determine and submit the Council's comments on applications for the grant and/or transfer of Personal and Premises Licences and Gaming Permits.

(5) To determine and submit the Council's comments on consultation documents from any appropriate Government body and other local Councils.

Guidelines on procedure at meetings of the Planning Committee

(1) Meetings of the Planning Committee to be held on a fortnightly basis or as necessary, in order to respond to the Local Planning Authority within the statutory consultation period.

(2) Meetings to be held at 10.00 a.m. at a location decided by the Chairman

(3) The Chairman or in his absence the Vice Chairman be authorised to determine, if any applications are to be the subject of a site visit by Members of the Committee. Such visits to take place prior to the meeting of the Committee at the Chairman's discretion.

(4) Members of the public will be permitted to speak for or against an application. Members of the public permitted to speak will be invited to do so before each application is considered by the Committee.

(5) The procedure, as set out below, shall be followed at each meeting:

- (a) The Chairman will introduce each application for familiarisation by Members of the Committee.
- (b) The Chairman will ask which members of the public present at the meeting wish to speak for and against the application.
- (c) Members of the public wishing to speak in favour of the application will be invited to speak for a maximum of 3 minutes.
- (d) Members of the public wishing to speak against the application will be invited to speak for a maximum of 3 minutes.
- (e) Members of the Committee will be invited by the Chairman to participate in the debate, before the motion or any subsequent amendment is put to the vote.
- (f) The motion will then be put by the Vice Chairman or any other Member of the Committee
- (g) After determination of the motion no further discussion on the application will take place.
- (h) The procedures detailed above shall all be subject to the Chairman's discretion.

As approved by Council at its meeting on 13th May 2024

Standing Orders Advisory Committee

Terms of Reference

1. To undertake a review of the Council's Standing Orders and Code of Conduct, and deal with any other issues referred to it by Council.

Appointment of representatives on outside bodies and joint management committees

(as approved at the Annual Meeting of the Council on 13th May 2024)

Organisation	Membership
Kent Association of Local Councils (2 representatives)	Cllr Perry Cole
Northfield Management Committee (the Constitution states that the Chairman of the Council and two other members will be appointed)	VACANCY Cllr L Glander Cllr A Oxtoby (Chairman) Cllr V Sewell
Hartley Neighbourhood Plan Steering	Cllr Perry Cole

Organisation

Group
(the Terms of Reference state that the Steering Group will be made up of 3 Parish Councillors, one of whom shall be appointed Chairman or Vice Chairman of the Steering Group, together with up to 9 volunteers)
Footpaths Representative

Membership

Cllr J Colwell
Cllr D Conroy
Cllr I Ross
Cllr V Sewell

Mrs J Rye

HARTLEY VILLAGE HALL MANAGEMENT COMMITTEE

Cllr Penny Cole
Cllr Perry Cole
Cllr Lesley Driscoll
Cllr Laurence Glander
Cllr David Graeme
Cllr Mally Malham

plus three representatives from the main user groups of the Hall, i.e. Hartley Women's Institute, Hartley Players and HGS Productions.