
Full Council Terms of Reference

1. Introduction

- 1.1. Pembury Parish Council ("the Council") has agreed to adopt the Terms of Reference at its meeting held on 12/05/2025 and has recorded the decision under Minute 25/08.
- 1.2. The Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1. All thirteen members of the Council.
- 2.2. A minimum number of **FIVE** members (or one-third of the total seats if greater) are required for decision-making purposes in line with Council's Standing Orders.

3. Purpose

- 3.1. The Full Council will consider and resolve all required matters as set out in the Scheme of Delegation relating to legislative and statutory law, policy, planning, strategic direction, finance and audit and issues having major impact on the parish.
- 3.2. The Council may ratify recommendations from Committees and Working Groups as necessary in line with the above.

4. Legislative and Statutory

- 4.1. To elect a Chair and Vice-Chair.
- 4.2. To review and resolve Standing Orders, Financial Regulations, Scheme of Delegation and Terms of Reference for Committees annually.
- 4.3. To fix the annual calendar of meetings for Council and Committees.
- 4.4. To fill member vacancies (in the case of co-option) occurring on the Council.
- 4.5. To appoint or nominate persons to outside bodies or organisations.
- 4.6. To approve delegation of powers to the Clerk and Responsible Financial Officer.
- 4.7. To consider any matters in connection with statutory legislation (including freedom of information, data protection, equality, by-laws, etc) Strategy and Policy.



- 4.8. To approve and monitor strategic plans and policy objectives.
- 4.9. To consider major or other planning applications not dealt with under delegated authority.
- 4.10. To review asset management and capital works programme.

5. Finance and Audit

- 5.1. To resolve annual and medium-term budgets.
- 5.2. To resolve annual precept request.
- 5.3. To resolve financial borrowing or loan repayments.
- 5.4. To approve expenditure from reserves.
- 5.5. To approve end of year accounts and Annual Return.
- 5.6. To receive audit reports.
- 5.7. To resolve financial terms relating to Council employees.
- 5.8. To resolve tendering, contract and procurement arrangements in line with financial regulations.
- 5.9. To review effectiveness of internal controls.

6. Employment

- 6.1. To consider all employment issues relating to the Clerk.
- 6.2. To resolve contractual terms relating to Council employees.

7. Other

- 7.1. Any other matter not specifically within the remit of any Committee of the Council.

8. Meeting Arrangements and Frequency

- 8.1. Ordinary meetings will be held up to eleven times per year.
- 8.2. A calendar will be agreed at the Annual Parish Council meeting.



- 8.3. Election of the Chair will be the first business of Annual Parish Council meeting.
- 8.4. The Clerk or other appropriate officer will record meetings.
- 8.5. Meetings will begin at 7.15pm unless otherwise stated on the agenda.
- 8.6. Standing orders on rules of debate and on interests of Councillors in contracts or other matters shall apply.