BRENCHLEY AND MATFIELD PARISH COUNCIL
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU
Tel: 01892 723586 www.brenchleyandmatfield-pc.gov.uk

Terms of Reference: Policy and Management Committee **Date of adoption:** 1st December 2025

1. An informal, advisory group meeting as required.
2. The Group shall have at least three Parish Councillors as members, as well as the Clerk. With the agreement of the Council, non-Councillors may be co-opted to the Group when desirable. (As it will be an advisory group voting will not be necessary.)
3. The Group will consider all policy and administration issues which are referred to it by the full Council, and which do not fall within the ambit of the Finance or Planning Committees.
4. The Group will oversee strategic planning and development policy and GDPR compliance and will consider any action which may be required by changes in legislation or regulations.
5. The Group will make recommendations to the full Council in relation to items 3 and 4 above
6. The Group will review staff workflow, responsibilities, training needs and interaction with Councillors, in conjunction with the appraisal process undertaken by the Personnel Committee.