



## **ENVIRONMENT WORKING GROUP: TERMS OF REFERENCE**

### **1 Membership**

The Environment Working Group shall comprise no fewer than four councillors selected at a meeting of the parish council, which would normally be the annual parish council meeting.

### **2 Quorum**

The quorum of the working group shall be not less than two councillors.

### **3 Attendance by others**

Other members of the council may attend meetings of the working group, but may not vote.

The working group may co-opt or invite persons other than parish councillors to attend meetings of the working group.

### **4 Chair**

The councillors on the working group shall appoint one of their number to be the chair of the working group.

### **5 Purpose**

The purpose of the working group shall be to:

- consider all matters relating to the improvement of the environment in the parish, including matters related to climate change and environmental harm, excluding those matters covered by the Highways & Footpaths Working Group and the Emergency Planning Working Group
- advise and make recommendations to the parish council in relation to the environment and associated matters
- prepare and regularly update the parish council on environmental issues

- annually, and before the date set by the parish council, advise the parish council of any budgetary requirements in relation to environmental improvements.

## **6 Meetings**

The working group shall arrange such meetings as its members determine.

The chair of the working group should ensure that notes are produced of meetings of the working group.

Notes of working group meetings must be presented to the next following meeting of the parish council.

## **7 Authority**

The working group shall have no delegated powers except those specifically authorized by the parish council.

May 2023