

Terms of Reference – Environment Committee

The Environment Committee is part of the Full Parish Council according to the Organisational structure presented May 2019

1. Membership (Maximum 5 members of the Council)

- Chairman of this committee and additional 4 council members
- Quorum for recommendations-3 council members
- Meeting not to be held if less than 3 council members present

2. Appointment and accountability

The Parish Council shall at their first meeting following the Annual General Meeting (AGM) in May each year, determine the members of the Committee until the next following AGM.

3. Vacancies

If a vacancy arises prior to the date set in item 2, then a replacement to be approved by the full parish council

4. Frequency of Meetings

- The Committee shall meet not less than 4 times in each year.
- Dates and frequency are to be arranged by the Chairman according to the availability of members referred to in items 1 and 6.

5. Record of Meetings

The Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Parish Council, if possible, in time for the agenda for the following meeting of the full parish council.

A member of the Parish Office team will be available, if requested, at each meeting in order to record notes/minutes to support the Committee

6. Staff or Public Attendance

- Members of the public to be present according to the Standing Orders approved by the Council.
- A period of 15 minutes will play part in the agenda for public to ask questions
- Staff members may, at the discretion of the Chairman of the committee's request, attend meetings as required, including the note taker identified in 5 above or by the Clerk.
- This committee would value input from the Handypersons and would be asked to attend if resources are available

The Parish Clerk/Responsible Finance Officer will provide any relevant information to the Committee upon request

7. Resources and Budget

(As agreed within the Financial Regulations approved by Full Parish Council)

- The council for all items over £1,000;
 - The Environment Committee of the council for items between £500 and £1,000
 - The Clerk, in conjunction with Chairman of Council or Chairman of the finance committee, for any items below £500.
- a) Room hire to facilitate meetings of the Committee are allowed free of charge. However, notice needs to be given by the Chairman in order to book the space. The members of the Committee may be asked to change the venue of the room at short notice if customers require the use which generates extra revenue.

8. Functions of the Committee

- Broad details are included in the list presented by the Clerk at the Annual meeting May 18 (attached appendix a)
- If additional function is required and not listed in other Committees or Sub-Committees, agreement will be required by the Full Parish Council

Signed.......... Chairman of the Council Date 24th June 19

Signed.......... Parish Clerk/R.F.O. Date 24th June 19