



## Environment Committee Terms of Reference

### 1. **Premise**

The purpose of this Committee is to consider how the Council can meet legislative requirements and to provide recommendations on direction and practical matters in respect of the environment and open spaces within the area covered by the Parish Council. This includes but is not limited to the grounds maintenance contract, hanging baskets and planters, land and buildings owned or leased by the Parish Council, and issues raised by Councillors and residents such as parking and cleanliness in the villages.

### 2. **Membership**

The Committee shall comprise of at least five Councillors appointed at the Annual Council meeting or at a Council meeting. At the first meeting of the Committee a Chair will be elected by the members and the proposed terms of reference agreed. The terms of reference must be approved by full Council. All Councillors will receive the agenda and draft minutes for each meeting.

### 3. **Quorum**

A quorum will be three members.

### 4. **Meetings**

The Committee should hold at least four meetings each year of which the dates and times will be agreed at the start of each financial year. Other further meetings will be convened on a needs basis, determined by the Chair in conjunction with the Clerk.

### 5. **Conditions**

5.1 Due to the confidential nature of some items of business to be transacted it may on occasion be necessary to hold meetings (or parts thereof) in private in pursuance of Public Bodies (Admission to Meetings Act 1960 Section 1 as amended 2014 and by the Openness of Local Government Bodies Regulations 2014). This can be done at any point during the meeting.

5.2 Minutes to be an agenda item and presented for noting at the next meeting of the parish Council.

5.3 The Committee may co-opt to fill temporary vacancies.

5.4 The Committee is empowered to invite specialist professional officers or advisers to attend meetings to provide guidance as to matters under discussion. If a cost is involved this must be

agreed and resolved at a Council meeting before the attendance of the officer or adviser takes place.

5.5 The Committee has no powers delegated by full Council but can put forward recommendations and reports to the full Council for resolution, including recommendations on expenditure.

5.6 Only members of the Committee may vote on agenda items. Staff will not be formal members of the Committee and will not have any voting rights on this Committee.

5.7 Non-Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct.

5.8 The Committee will comply with and have due regard to Council policies and guidance, which include (but are not limited to):

- Standing Orders
- Financial Regulations.

## 6. **Restriction**

A member of the Committee must declare any conflict of interest and withdraw from the room and/or abstain from voting as appropriate.

## 7. **The Committee's Responsibilities and Powers**

7.1 The Committee provides recommendations to the full Council.

7.2 Urgent environmental matters requiring expenditure will be dealt with as per the Council's Financial Regulations.

The Terms of Reference were approved by Coxhoe Parish Council at the full Council meeting on XXX 2018.

Signed:

Print Name:

Date:

Signed:

Print Name:

Date: