

Steypning Parish Council
Climate Action Working Party
Terms of Reference

Purpose of Climate Action Working Party

This working party has been formed to:

1. Inform and advise Steypning Parish Council about opportunities for local action to promote resilience to the effects of climate change.
2. Prepare a 10-year action plan, to be submitted to Steypning Parish Council for consideration.
3. Assist in coordinating action following the 10-year plan which aims to reduce Steypning's carbon footprint through significant measures by the year 2030.
4. Set targets and measure progress against the action plan.
5. Work with other organisations towards the same aims in wider or separate areas.

Reporting

The group will regularly report to Steypning Parish Council.

Status and Responsibilities

The Climate Action Working Party is a working group of Steypning Parish Council. It will act in an advisory capacity to the Parish Council. It has no powers to commit the Parish Council to spending and does not hold decision making powers. The Climate Action Working Party may liaise with other Parish Councils, consult with other organisations and seek expert advice.

The final version of the Terms of Reference shall be approved by the Parish Council

Time

The Climate Action Working Party will be constituted for an initial period of three years and five months (until the end of the term). This period may be extended by the Parish Council for an agreed period.

Membership

The Climate Action Working Party will include representatives of the Parish Council. Additional members may be co-opted and/or other interested individuals may be invited to contribute skills and expertise; decided by the group.

The minimum number of Climate Action Working Party members will be four.

Quorum will be three and the group must use their best endeavours to ensure at least two Parish Councillors are in attendance.

The group will appoint a chair and a secretary.

The membership will be approved by the Parish Council.

Meetings

The Climate Action Working Party shall regulate its own business and procedures. Notes of each meeting should be kept and a monthly report including any recommendations presented to the Parish Council, either verbally or written.

The meeting schedule will be set by the group as required.

Conflicts of Interest

All members of the group who have a prejudicial interest in a matter on the agenda must declare that interest at the start of the meeting. If the interest is of significant pecuniary value to themselves or the organisation they represent, they must absent themselves from the room for discussion of that item and not vote on that matter.

Expenses

The group has no budget, and reimbursement for the members' time will not be made.

Food and drink expenses will not be reimbursed.

The group may apply to the Parish Council for reasonable out of pocket expenses incurred in the course of the working group's work.

A recommendation should be made to the Parish Council as to expenses for inclusion in the council's annual budget. Many projects will fall under the remit of different Committees.