

## WITHYHAM PARISH COUNCIL

### CLIMATE & ECOLOGY ADVISORY GROUP

**Responsibility:** Climate & Ecology Working Group/Full Council

**Review Cycle:** Annually

Date of Adoption/Renewal	Date for review
July 2023	May 2024

### TERMS OF REFERENCE

The Climate & Ecology Advisory Group is an advisory\* group of Withyham Parish Council [“the Council”].

### CONSTITUTION

3 parish Councillors will normally be appointed to the Climate & Ecology Advisory Group, and up to 9 other Members of the Public may be co-opted as required.

### CHAIR

The Climate & Ecology Advisory Group shall elect from its number a Chair and Vice Chair annually. The Chair should not serve more than 3 consecutive years.

### MEETINGS

1. The Climate & Ecology Advisory Group shall meet with reasonable frequency as required to fulfil its purpose / with a minimum of 3 meetings per year, with additional meetings as required.
2. Meetings will normally be supported by the Community Engagement Coordinator.
3. If the Community Engagement Coordinator is present they will take notes, if not present a person shall be nominated to so.
4. The dates and venues and agenda will be notified at least three days in advance, emergencies excepted.
5. Members of the public may attend.
6. Notes of each meeting will be drawn up (and distributed to all Councillors and members of the Committee within 10 working days) and duly signed at the next meeting.
7. Members of the public may be co-opted to the Committee by their expressing an interest to the Community Engagement Coordinator or by recommendation from the existing Group members to the Group where a vote will be held.

### QUORUM

This must comprise three members. In the event that the committee is not quorate for a particular meeting, the Community Engagement Coordinator will identify an alternative date.

### PURPOSE

To find, discuss and evaluate actions that Withyham Parish Council can take to reduce the carbon emissions produced both by the Council directly and by residents of the Parish, as well as to find ways to enhance the local ecology, and to recommend actions which will be decided on by Councillors at Full Council meetings.

- a. To consider possible routes Council can take to reduce carbon emissions, support the local ecology, and contribute to climate focused initiatives
- b. To consider the results of carbon calculators, and recommend actions appropriate to Withyham Parish's community, and within the scope of the Parish Plan to reduce carbon emissions and enhance the local ecology
- c. To advise Council on how to manage WPC in an environmentally sustainable manner, making recommendations to processes, policies and committees as pertaining to carbon reduction and enhancing the local ecology
- d. Encouraging, educating and embedding environmental best practice within the community and other stakeholders
- e. To reduce the environmental footprint of the Parish by communicating and promoting sustainable carbon reducing initiatives and initiatives to enhance the ecology of the local area
- f. To invite experts/members of the public to address WPC on environmental topics as appropriate
- g. To update residents via the Newsletter, local magazines, WPC website and social media
- h. To encourage residents' ideas on conservation and environmental improvements e.g. engaging with school children, litter picks
- i. To work in partnership with likeminded local environment organisations and local groups and societies on carbon reduction and enhancing the local ecology wherever feasible and reasonably practical
- j. To identify training as appropriate
- k. To support where reasonably practical and feasible District, County and Government initiatives
- l. To recommend to Council the allocation of funds to specific projects that the Council may, in its discretion, allot to the Advisory Group for its use. WPC has an Earmarked Reserve of £5,000 Any proposed expenditure must have approval of the Parish Council or the Finance Committee

*\*An Advisory Committee makes recommendations to Council*