

# **TYWARDREATH AND PAR PARISH COUNCIL TERMS OF REFERENCE - ENVIRONMENT COMMITTEE**

## **1. Introduction:**

The Environment Committee is a Committee of Tywardreath & Par Parish Council with responsibility for liaison with the Allotment Society over the management of allotments, and for footpaths, grass cutting, trees (in association with the Tree Warden), bus shelter maintenance and flowerbed maintenance, and other matters affecting the visible environment of the parish. From time to time the Committee may also be given additional, specific responsibilities by Tywardreath & Par Parish Council

## **2. Aim of the Committee:**

To assume the day to day control of its areas of responsibility, including management of those elements of the budget devolved from Tywardreath and Par Parish Council.

## **3. Notice of Meetings:**

At least three clear days notice (not including the day of issue and the meeting) in writing (to include email) shall be given of any Committee meetings.

## **4. Time and Place of Meetings:**

Meetings should be arranged according to need and should not take place in licensed premises unless no other room is available.

Meetings will be open to the public unless existing powers are used to exclude the press and public in accordance with council guidelines.

A period will be allowed at each meeting for public representations.

## **5. Agenda and Order of Business:**

The agenda shall be prepared by the Parish Clerk in consultation with the Chairman

Business will normally be dealt with in the order that it appears on the agenda, except that the Chairman (or Acting Chair) may, with consent of the meeting, give precedence to special or urgent business.

No items (except very minor observations at the discretion of the Chairman) will be discussed if they are not on the agenda.

The Committee will have the power to form sub Committees in order to support its work.

## **6. Minutes from meetings:**

Minutes will be taken by the Minute Secretary of all meetings and shall include a record of apologies and a list of those attending. Draft minutes should be published as soon as possible, but in any event no later than seven working days after the meeting, to the Parish Clerk following approval from the Chairman. The draft minutes of the previous meeting will be presented at the next meeting for adoption. The Chairman will inform the Parish Clerk of required agenda items no later than seven working days before any anticipated meeting. No meeting may be held if the minutes of the previous meeting are unavailable. Matters arising should be for report only.

## **7. Membership:**

Membership to the Environment Committee shall be up to 5 Councillors, one whom shall be the Chairman

From time to time other individuals or organisations that support the aims of the Environment Committee may be co-opted. The membership of the Committee shall be reviewed annually

## **8. Voting:**

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

If a member so requires, the Minute Secretary shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

The Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes **must** give a casting vote whether or not he gave an original vote.

The Chairman will be voted in annually at the first meeting by simple majority of those attending. The term of office shall be for **one** year from that date. The outgoing Chairman **can** be re-elected. An Acting Chair will be voted in by simple majority, at the beginning of each meeting should the Chairman not be in attendance.

Non Council members appointed to the Committee will only have the power to vote on issues surrounding the management of land. Persons who attend the Committee in an '**advisory capacity**' for specific meetings to talk/advise on specific topics will **not** have the power to vote.

## **9. Quorum:**

At all Committee meetings three people with a power to vote shall form a quorum.

## **10. Rules of debate:**

Members should always address their points to the Chairman (or Acting Chair).

Members should speak clearly and briefly and not repeat views that have already been put forward. A decision on a topic ends discussion on it and the Chairman must rule out of order any attempt at that meeting to reopen the topic.

### **11. Reporting**

The Environment Committee will report monthly to its parent organisation, Tywardreath & Par Parish Council.

### **12. Finance**

The Environment Committee will operate under the financial regulations of Tywardreath & Par Parish Council.

The Committee will submit its budget requirement for consideration by the Finance Committee annually.

Under no circumstances will the Committee incur expenditure beyond the budget authorised by Tywardreath & Par Parish Council. All financial decisions must be by RESOLUTION of the committee and recorded as such. No expenditure whatsoever shall be committed without this.

No member of the Committee shall commit the council to expenditure other than by resolution at a Committee meeting.

No Environment Committee Sub Committee shall commit the Committee to any expenditure.

### **13. Changes to the Terms of Reference:**

On occasion there may be need to change or add to these terms of reference. To do so, this must be raised as an agenda item for a forthcoming meeting of Tywardreath & Par Parish Council.

The Terms of Reference were ratified at a meeting of Tywardreath & Par Parish Council held on .....