



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

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VAT reg. no. 135837105

ENVIRONMENT WORKING GROUP TERMS OF REFERENCE

1. The Environment Working Group is constituted as a Working Group of East Wittering and Bracklesham Parish Council.
2. The Working Group composition shall be a minimum of three and no more than six Councillors as voting members with at least one third of the number of members and not less than three members of the group constituting a quorum
3. Members from outside bodies may be invited to join the Working Group.
4. Membership of the Environment Working Group shall be ratified at the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Committee.
6. The Environment Working Group shall be administered and managed in accordance with these Terms of Reference.
7. The Environment Working Group shall meet at least three times a year.
8. The objective of the Environment Working Group shall be
 - a. To advise on matters of an environmental nature on behalf of the Parish Council, referring major issues to the full Parish Council.
 - b. To consider and respond to issues relating to Climate Change and the improvement of the environment and biodiversity in the Parish.
 - c. To ensure that the Parish Council and its Committees make decisions, take actions and carry out projects with full regard to the protection of the environment, and further to make suggestions so that the functioning of the Council will improve its environmental standing
9. The Environment Working Groups shall have delegated powers-
 - To prepare project proposals for approval in the annual budget at the November Parish Council meeting that deliver the Parish Councils specified environmental and climate commitments.
 - To make project and proposal recommendations to Council for consideration and approval throughout the year.
10. The Environment Working Group may appoint appropriate sub-groups to facilitate the work of the Group
11. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
12. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Parish Council.