

**EXMINSTER PARISH COUNCIL
ENVIRONMENT WORKING PARTY
TERMS OF REFERENCE**

1. Introduction

The Environment Working Party ('the Working Party') is a Working Party of Exminster Parish Council ('the Council'). The aim of the Working Party is to provide the Council with recommendations and ideas on ways to protect and enhance the environment within which we live and work by developing within six months an initial action plan that reflects the Environment Policy.

2. Membership

The Membership of the Working Party shall be up to three members of the Council (Council' members'), and up to four members of the community ('Community members'). The Chairman and the Vice Chairman of the Council shall be ex officio members. Members shall be appointed by resolution of the Council. Membership shall be reviewed annually at the Annual Council Meeting

The Chair of the Working Party shall be chosen by the Working Party Members at its first meeting following the Annual Council Meeting and may either be a Member of the Council or not.

The Chairman will be the main point of contact for the Working Party and will convene and chair meetings.

If the appointed Council Member of the Working Party is unable to attend a meeting, then a substitute Councillor can be asked to attend on their behalf.

On being nominated to the Working Party, all members must read and adhere to its Terms of Reference

3. Voting

Each Member of the Working Party has one vote. In case of equality of votes, the Chairman of the meeting has the casting vote whether or not he gave an original vote.

4. Meetings

The Working Party shall meet at least twice a year. Copies of the draft notes of the meeting shall be circulated to all Members and the Council within 10 working days.

Working Party meetings are not required to be held in public.

5. Quorum

The quorum shall be four members of the Working Party provided at least two of them are members of the Council.

If the number of Members present falls below the required quorum, the meeting shall be adjourned, and business not transacted until the next meeting or on such other day as the Chairman may fix.

6. Responsibilities

The key objective will be to work under the principles as set out in the agreed Environment Policy and develop an action plan.

The action plan will be designed using Specific, Measurable, Achievable, Relevant and Timely principles to:

- Promote positive opportunities for the environment.

- Identify more sustainable approaches and help address wider negative impacts on the environment including those caused by development pressures, pollution and climate change.
- To recommend options for more sustainable energy use including exploring solar energy potential.
- To identify further opportunities for enhancement of natural assets including potential for tree planting and hedgerow improvement (working with the Green Spaces Group).
- To identify ways to maximise recycling.
- To raise public awareness of the principles and opportunities offered through the Environmental Policy and seek their support in these issues.
- To make recommendations which fall beyond our capabilities, via the Council, to District and/or County.
- Members should all adhere to the Parish Council's Staff, Employee and Role holder policy as displayed on the Council web site, particularly when communicating by email
<http://www.exminsterparishcouncil.gov.uk/wp/download/dataprotection/2018-04-Staff-and-Councillor-Privacy-Notice.pdf>
- Members are to adhere to the Parish Council's Safeguarding Policy as displayed on the Council web site
<http://www.exminsterparishcouncil.gov.uk/wp/download/policies/APPROVED-EPC-Safeguarding-Policy-.pdf>

7. Life of the Environment Working Party

The Working Party shall continue until the action plan is adopted by the Council, deemed unnecessary by the Council or until such time as the Working Party Members determine.

8. Review

The Terms of Reference shall be reviewed by the Council in June of each year.