



## **LYMINGE PARISH COUNCIL**

### **TERMS OF REFERENCE CLIMATE ACTION COMMITTEE**

Agreed on: 13 January 2025  
Review due: By May 2025

#### **PURPOSE**

1. The purpose of this committee is to guide the council's actions with regard to local climate action, including ensuring that our natural environment is maintained and prioritised.

#### **MEMBERSHIP**

2. The committee will have a minimum of four members.
3. Membership to the committee will be decided at the Annual Meeting of the Parish Council.
4. Existing committee members are eligible for re-election.
5. Should membership fall below the minimum number, the Full Council may appoint substitute members in the interim.

#### **PROCEDURES**

6. The committee will operate within Local Government law and the council's own Standing Orders and Financial Regulations etc.
7. The Chair of the committee will be appointed at the Annual Meeting of the Parish Council.
8. The quorum of the committee shall be no less than three councillors.
9. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
10. Minutes of all meetings are to be kept by the Clerk (or a member of the committee when the Clerk is unavailable).
11. Draft minutes will be sent to all councillors by email within two weeks of the meeting.

## **FREQUENCY OF MEETINGS**

12. The committee will meet, at minimum, once every other month.
13. The committee will meet for additional meetings, on an adhoc basis.
14. A minimum of three clear days' notice will be given when meetings are to take place.

## **CONDITIONS**

15. Only councillor members of the committee may vote on agenda items. Staff and representatives from other organisations will not be formal members of the committee and will not have any voting rights on this committee.
16. Non-Members of the committee are subject to the same rules as committee members regarding confidentiality and the requirements of the Code of Conduct.
17. A member of the committee must declare any conflict of interest and act in the same way as one would in any other meeting in regards to disclosable interests.
18. Regularly report back to the Parish Council on progress, issues arising and outcomes.

## **COMMITTEE FUNCTIONS**

19. The committee will consider and make recommendation to the Council or relevant committee on:
  - Any aspect of the council's actions that may impact, positively or negatively, the natural environment and biodiversity of the parish (for example, grounds maintenance, no mow May, allotments, bodies of water etc).
20. The committee has powers, delegated by full council to:
  - Support local climate action in relation to the natural environment and biodiversity, food and diet, neighbourhood planning, transport, energy (including renewable energy options for local community buildings), education, and research.
  - Liaise with residents of the parish.
  - Lead on any climate action related initiatives.
  - Invite special professional officers or advisors to attend meetings to provide guidance as to matters under discussion. If a cost is involved this must be agreed and resolved at either a F+A committee meeting or full council meeting, whichever is most appropriate, before the attendance of the officer or adviser takes place.
  - Make expenditure within their allocated budget for events: Budget for 2024/2025- £5,000 (approval required for individual purchases that exceed £1000)
  - Costs incurred or due to be incurred that will take expenditure over budget must be considered and approved by the F+A committee or the full council where appropriate.
  - This committee will consider their budget requirements and submit the relevant budget request to the F+A committee by November each year.