



## **Terms of Reference**

### **Environment & Sustainability Working Group**

#### **Type of committee**

The Working Group is a sub-committee to the Full Council of Lilleshall Parish Council.

#### **Purpose**

The purpose of the Working Group is to work with the community to produce ideas and strategies that will have positive impacts on the natural environment of the Parish of Lilleshall and encouraging new ways of improving our impact in the fight against climate change.

#### **Scope and authorities**

This committee shall have no financial delegated authority by Lilleshall Parish Council, however it may apply for grants outside of the Parish Council under the name of the Parish Council but only with approval from the Clerk of the Council in writing.

The Working Group shall be facilitated by the Community Events & Projects Officer of Lilleshall Parish Council but shall formally adopt its own Chairman. There shall be no need for a Secretary or Treasurer as there shall be no financial handling by this group.

Meetings of this group shall be recorded by the Clerk of the Council in the forms of minutes or the Community Events & Projects Officer of the Council in absence of the Clerk.

The Working Group can direct their own scope in terms of which projects or initiatives they wish to review. Any final decision of implementation must be made by Lilleshall Parish Council by a representative member of the Council proposing the Working Groups ideas to the Full Council for resolution.

#### **Membership**

This Working Group shall have no less than two elected members of the Council who take part in the meetings of this group and one paid officer of the Council.

Members of the public can be members of this Working Group and their ideas considered by the collective of the Working Group. There shall be no upper limit of members.

Anyone who takes part in the Working Group who is not a paid officer of the Council shall be voluntary, any expenditure for the group for the purposes of stationary shall be made through a paid officer of the Council only, we are unable to reimburse members of the public or members of the Council.

### **Meeting arrangements**

This Working Group may not have a scheduled list of meeting dates presented to the Full Council at its Annual General Meeting. Instead, this Working Group shall meet as and when required to deal with the matters under the scope of this terms of reference.

Lilleshall Parish Council shall cover the costs of meeting room hire for the purposes of this Working Group to meet.

The time and location of meetings of this group shall be determined by this group.

**These Terms of Reference were adopted by Lilleshall Parish Council at its meeting held Tuesday 6<sup>th</sup> April 2021 and shall be reviewed in May 2023**