

Clun Climate and Environment Group Terms of Reference

Background

At a meeting of the Clun Town Council in May 2019 a member of the public proposed to the Council to declare a climate emergency for both its wards, and this was approved by the TC at the June meeting. The Council then proposed the setting up of a volunteer group with the task of informing and making recommendations to the TC on issues of climate emergency as they affect the area and this was approved in the July meeting.

The CCEG has been set up in response to the proposal of the Council. It was agreed that at least one Town Councillor will be nominated to work with the volunteer group set up for this purpose. The Town Councillor nominee may choose whether s/he wishes to serve as a full member.

The Clun Climate and Environment Group (“CCEG”)

The CCEG has been recognized by the TC as a community-led volunteer group whose primary function is to bring together useful information and identify solutions for the betterment of the environment in order to combat the climate emergency and species loss, and to communicate these to the Council, interested parties and the public with the goal of raising awareness of the issues and furthering possible solutions. The group will:

1. seek out, monitor and exchange information to add to the TC’s knowledge of this area and make suggestions and propose actions for consideration by the TC, and for its endorsement where deemed appropriate.
2. network with involved parties such as the farming community, businesses, other councils and organisations working in the same field and foster such networking and information exchange to increase both the TC’s and the public’s knowledge of this area and of up to date developments and initiatives
3. communicate its findings not only to the TC but also to interested parties and the public with the goal of widening awareness of the issues and furthering possible actions in the community at large.
4. Seek the support of the TC in making recommendations to Shropshire Council and other bodies as appropriate

The CCEG will report to the TC on its findings and make recommendations, but the TC will not be under any obligation to act on them. The CCEG equally will not be accountable to the TC or responsible for any of the TC’s actions or recommendations. The CCEG will act as an independent body which the TC will recognize and with which it will be prepared to enter into a close working relationship on climate and environment related matters. It is understood the TC agrees to respond to any query or proposal of the Group put to the TC in relation to such matters.

The CCEG (hereinafter also called ‘the Group’) will monitor decisions and progress on matters of concern to the Group and the chairman or designated alternate will attend public meetings of the TC and report to the TC on progress of relevant matters and raise any issues which may arise within its area of activity.

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The Chair (or designated alternate) will attend all TC meetings and will present short reports when necessary in the Public Session. This is important not just for the provision of information to the TC and for creating a good working relationship, but also allows the Group the opportunity to question the TC on its decisions within the Group's area of interest as defined herein.

Membership of the CCEG

Membership of the CCEG is open to any person residing within the parish boundaries of Clun and Chapel Lawn.

Members of the Group are residents who attend meetings of the Group.

Every Group member has one vote.

The Group may appoint co-opted members in addition to the Members. Co-opted members will not have voting rights. The nominated representative of the TC may elect to be a full member but otherwise be regarded as a co-opted member by default.

Group members must not be paid or gain financially from the CCEG.

Declarations of interest must be made promptly to the next Meeting of the Group.

Chairman and Secretary Group and other Officers

A temporary Chairman and Secretary will have submitted these ToRs for review at a Group meeting. At the next meeting of the CCEG, The chairman and secretary shall stand down and a new chairman and secretary be appointed by a vote of the Members to take office for a maximum period of one year). They may stand down earlier but they must undertake to remain in office for at least 6 months, unless under duress or they are removed by vote of a majority of those present. Either may appoint an alternate, but not for two consecutive meetings.

Similarly, the Group may elect other officers on the same terms

Meetings of the Group

The Group will hold at least six meetings each year, save that in the first year meetings will be held every month, until the end of 2019;

These meetings are open to all members of the CCEG,

At least three members of the Group must be present to form a quorum and so able to take decisions.

Records

The Group will keep minutes of its meetings which will be available to all members and to the TC once approved, and a draft of the minutes will be circulated within 10 days of the meeting. The Agenda will be circulated not later than three days prior to the following meeting for approval at that meeting.

Separately, the Group will approve the form of an extract of the minutes for publication as agreed in relevant newsletters within 14 days of the meeting . This extract will be drafted by the Secretary and

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approved by the Chair and one other designated member of the Group. It shall then be circulated by email to all Members who were present at the meeting who will be given 48 hours from distribution of the email to register any objection. The decision of the chairman shall be final. This procedure will also be followed for articles submitted to the Clun Chronicle, the Redlake Newsletter and any other newsletters or publicity material .

The extracts will be circulated at the same time directly to any resident or other interested party who has expressed an interest in being kept informed of the activities of the group.

Changes to the Constitution

Proposed changes to the constitution or a decision to wind up the CCEG must be confirmed by a two thirds majority of members present at a meeting of the Group and thereafter ratified by a two thirds vote at a general meeting of members called with 14 days notice.

Where the Group deems a Member to be acting clearly and consistently against the interests of the Group as defined in these ToRS, the Group may remove that member in a meeting of the Group by a two thirds majority of those present.

Scope of powers

In order to carry out its aims, the CCEG will cooperate with other groups and organisations and do all such other lawful things as are necessary to achieve the aims.

It is not currently envisaged that in its early days the CCEG will enter into any kind of financial transaction, although it will not prohibit its members from doing so in support of its activities, providing such transaction is essential to its work and is unanimously approved by the Group and an itemised account of transactions made available. Such transactions might include provision of refreshments or the hiring of a hall for an event. This policy shall be kept under review as the group matures.