

# TERMS OF REFERENCE

## Rodington Parish Climate & Nature Steering Group

### **Type of committee**

The steering group is an advisory group of Rodington Parish Council. It is not a committee.

### **Purpose**

The purpose of the steering group is to work with the community, local authorities, neighbouring parishes and other bodies to produce recommendations for strategies and projects that will enhance the environmental performance of Rodington parish. These will be based on the approved Rodington Parish Climate & Nature Vision and associated Action Plan.

### **Scope and authorities**

This steering group shall have no financial delegated authority by Rodington Parish Council. Any recommendations or suggestions for making financial contributions towards environmental schemes shall be made to the Clerk of the parish council who can make the formal recommendations to the Full Council if they are deemed practicable and compliant with relevant legislative powers.

The steering group shall be facilitated by Rodington Parish Council and is aimed at involving as many residents as possible.

This steering group shall elect its own Chairperson for the purposes of presiding over the business to be transacted at meetings of the steering group. This person may be a Councillor or non-Councillor and should live within Rodington parish. The Chairperson role shall be re-elected each year at an annual meeting of the Steering Group. Ideally the Chairperson shall serve no more than 2 consecutive years in order to bring a fresh focus to the group after this time. A previous Chairperson is not prevented from continuing as a steering group member or from serving another term as Chairperson in the future.

There shall be no need for a Treasurer as there shall be no financial handling by this group. Meetings of this group shall be noted by the Clerk of Rodington Parish Council, or a

nominated appropriate person and minutes shall be made available on the parish council's website.

This steering group may conduct meetings with officers of Telford & Wrekin Council and other authorities without repeated approval of Rodington Parish Council, provided those meetings are kept open to all members of this steering group and comply with these terms of reference. Furthermore, this group may converse through email and written letter to officers as named above, but this must be done through the Chairperson or Secretary of this steering group and reported back through meetings of this steering group.

Decisions made by this steering group shall be made on a consensus basis wherever possible. If a vote is required, the Chairperson will have the casting vote on any ties.

The steering group will provide an annual report to each Annual General Meeting of Rodington Parish Council.

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**Adopted:** 2<sup>nd</sup> November 2022  
**Schedule of review:** November 2025

## **Membership**

- Local electors within Rodington parish or those conducting business within the parish may be members.
- Elected members and officers of Telford & Wrekin Council are invited to be members of this steering group.
- Others may be invited by the Secretary of the steering group in conjunction with the Chair of the steering group.
- In order to facilitate effective decision making, there shall be an upper limit of 10 voting members on this steering group.
- Steering group members are expected to commit to attending at least 2/3 of scheduled meetings in any one year.
- Other residents of the parish and interested parties may attend meetings of this steering group but will not have voting rights.
- Additional working groups (task and finish groups) may be formed in order to plan and/or deliver individual projects coming from the steering group. These may involve a combination of steering group members and others but should be led by a steering group member.
- Anyone who takes part in the steering group who is not a paid officer of the Rodington Parish Council shall be voluntary. Any expenditure for the group such as for the purposes of stationary shall be approved through the Clerk of Rodington Parish Council only.
- Steering group members will abide by the code of conduct of Rodington Parish Council.

## **Meeting arrangements**

This working group will not have a scheduled list of meeting dates presented to the Full Council of Rodington Parish Council at its Annual General Meeting. However, meetings will occur monthly where possible with additional meetings as and when required to deal with matters under the scope of this terms of reference.

Rodington Parish Council shall cover the costs of meeting room hire for the purposes of this steering group and any related working groups to meet. The time and location of meetings of this group shall be determined by this group.

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**Reviewed:** March 2026

