

SANDGATE PARISH COUNCIL

TERMS OF REFERENCE OF THE ENVIRONMENT COMMITTEE

DELEGATION FROM THE COUNCIL

1. These Terms of Reference were agreed by the full Council on 11th June 2013 and recorded in the minutes.

MEMBERSHIP

2. The Committee shall consist of a minimum of 6 and a maximum of 10 Councillors who shall be elected each year at the Annual Meeting of the Parish Council.

3. Existing Committee members are eligible for re-election.

PROCEDURES

5. The Committee will operate within Local Government law and within the Council's own Standing Orders and Financial Regulations.

6. The Committee shall, at its first meeting after the Council's Annual Meeting, elect a Chairman. It may, at that or any other time, elect a Vice Chairman.

7. Both the Chairman and Vice Chairman may stand for re-election.

8. The quorum of the Committee shall be a minimum of 50% of all those entitled to attend and, in any event, no less than 3 Councillors.

9. The Council delegates, under section 101 of the Local Government Act 1972, all matters referred to in the section "Committee Functions" for consideration by the Committee and for its recommendations to be submitted to the next meeting of the full Council for decision.

10. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible. The use of e-mail shall be encouraged with appropriate records of communications kept.

11. Minutes of all meetings are to be kept by the Clerk and the drafts will be sent to all councillors by email within two weeks of the meetings.

12. The Committee will submit minutes of its meetings to the next Council meeting for ratification and/or for approval of recommendations.

13. The Committee will review its Terms of Reference twice yearly, at six month intervals.

FREQUENCY OF MEETINGS

14. A schedule of meetings will be agreed at the Annual Meeting of the Council.

COMMITTEE FUNCTIONS

15. The Committee will **consider and make recommendations** to the Council on the following issues within the Parish:

15.1 Beaches

15.2 Transport, highways and parking

15.3 Business and tourism

15.4 Signage, bins, notice boards etc

15.5 Other environmental issues affecting the Parish

15.8 The Committee may submit a budget to Council as part of the overall budget process

16. The Committee will have **delegated powers** on behalf of the Council on the following issues:

16.1 Financial matters – days to day and routine issues affecting environmental issues of the Parish so long as any expenditure is within the agreed budget, and not exceeding £600 per item.

16.2 Practical matters – day to day and routine issues affecting environmental issues of the Parish

16.3 The establishment of sub-committees and working groups and appointment of advisers as and when necessary to assist in its work

17. The Committee will endeavour to ensure that the Parish Council and its committees make decisions, take actions and carry out projects with full regard to the protection of the environment and, furthermore, will make suggestions so that the functioning of the Council will improve its environmental standing.

Recommended by the Environment Committee on 4th June 2013

Agreed by full Council on 11th June 2013