



SANDGATE PARISH COUNCIL

TERMS OF REFERENCE OF THE ENVIRONMENT COMMITTEE

DELEGATION FROM THE COUNCIL

1. These Terms of Reference was agreed by the Full Council on 19th May 2025 and recorded in the minutes.

MEMBERSHIP

2. The Committee shall consist of up to 5 Councillors who shall be elected each year at the Annual Meeting of the Parish Council.
3. Existing Committee members are eligible for re-election.
4. As is the case with all committees, all councillors are appointed substitutes for this committee and up to two may be selected by the clerks in the event of known absences.

PROCEDURES

5. The Committee will operate within Local Government law and within the Council's own Standing Orders and Financial Regulations.
6. The Chairman of the Committee shall be appointed by the full Council.
7. The quorum of the Committee will be no less than three Councillors.
8. 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.
9. 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.
10. Minutes of all meetings are to be kept by the Clerk and the drafts will be sent to all councillors by email normally within two weeks of the meetings.
11. The Committee will report on its meetings to the next Council meeting for ratification and/or for approval of recommendations.

FREQUENCY OF MEETINGS

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

COMMITTEE FUNCTIONS

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

- 13.1 Beaches
- 13.2 Transport, highways and parking
- 13.3 Business and tourism
- 13.4 Signage, bins, notice boards etc
- 13.5 Other environmental issues affecting the Parish
- 13.8 The Committee may submit a budget to Council as part of the overall budget process

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

- 14.1 Financial matters – day to day and routine issues affecting environmental issues of the Parish so long as any expenditure is within the agreed budget, and not exceeding £1000 per item. There are a number of delegated budgets for the Environment Committee. These are
 - Environment Improvements
 - Hanging Basket and Memorial Troughs
 - Christmas Lights
 - Ground Maintenance
 - CCTV
- 14.2 Practical matters – day to day and routine issues affecting environmental issues of the Parish
- 14.3 The establishment of sub-committees and working groups and appointment of advisers as and when necessary to assist in its work

15. 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.