

TERMS OF REFERENCE

ENVIRONMENT COMMITTEE

Name of Committee	Environment
Date of acceptance by committee	26/09/2023
Date of adoption by Full Council	05/10/2023
Last authorisation	16/05/2024: 19112
Version	2023/24 - 01
Description of committee	The Environment Committee handles items passed from Full Council associated with horticulture, the environment, and any lands that the Parish Council owns, rents, or manages.
Number of councillors on committee	6
Number required to reach quorum	3
Ex-officio members	The Chairman of the Parish Council.
Voting rights	Only committee member councillors hold voting rights.
Review of committee membership	The membership of the Committee will be reviewed annually at the annual meeting of the Parish Council in May.
Chairmanship	<p>The Committee will have the power to elect a chairman, who will be elected at the first meeting following the annual appointment of the Committee.</p> <p>The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.</p> <p>No councillor that holds membership of a co-opted community group can hold chairmanship of the Committee.</p>
Frequency of meetings per year	Quarterly
External Agencies allowed to sit on committee	<p>Yes. It is recommended to invite Barkisland, Soyland and Ripponden in Bloom groups, Rishworth Environmental Group, CROWS, The South Pennines Park, representatives of Calderdale Council and Together Housing.</p> <p>Councillor Committee members who are members of a co-opted group must declare a prejudicial interest.</p>
Secretariat services	The Parish Council Clerk will provide secretarial services.
Ratification of minutes	The Committee will approve its own minutes, and then send these to full council for information and inclusion in the formal Minute Book record. The council will retain minutes in perpetuity.
Convening	The Clerk will convene Environment Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972.
Standing orders	The Standing Orders of the Council will apply to meetings of the Environment Committee.
Delegated Authority	
Create sub-committee for projects	No
Review budget	Yes
Authorise spending from Committee budget	No

Decide on dates of meetings	Yes
Liaise with external agencies	Yes
Alter policy without significant change to Council policy or incurring any liability	No
Aims	
1	To handles items passed from Full Council associated with horticulture, the environment, and any lands that the Parish Council owns, rents, or manages.
2	To work in partnership with Calderdale Council, Together Housing, and local community groups over horticulture and environmental issues.
3	To manage and maintain the Council's burial grounds.
4	To examine the management of milestones and benches.
5	To monitor Ripponden War Memorial.
6	To manage the annual Garden Competition.