

Landulph Parish Climate Action Group Terms of Reference

Mission Statement / Aim:

For the benefit of all future generations, the group aims to engage with all members of the community to reduce the impact of climate change in line with Landulph Parish Council's Climate Change Statement of Intent.

Composition and arrangements of the group

The group is a working party made up of a maximum of three Parish Councillors and five parishioners which is agreed at a full Parish Council meeting.

The Working Party has the ability to invite specialist advisors as required.

Meetings may be held monthly and do not require attendance of the Parish Clerk or formal minutes to be produced.

The Working Party will have no delegated powers and will comply with the Standing Orders of the Parish Council; any recommendations from the Working Party may be ratified by the full Parish Council including any expenditure.

Chair

The Chairperson will be appointed by the Action Group. In the absence of the Chair, the remaining members present shall elect one of themselves to chair the meeting.

Accountability and Reporting

The Chair or a representative shall report regularly to LPC on its proceedings.

Meeting Location - Meetings will take place online or any other designated facility, inside or outside, as needed.

Notice of Meeting - notice of each meeting confirming the venue, time and date together with an agenda will be forwarded to each member of the Action Group and any other person required to attend, at least 3 working days before the date of the meeting.

Agenda and Minutes – Members of the Working Group, shall set the agenda and prepare the note style minutes. Minutes should be distributed within 10 working days of the meeting.

Decision Making – the Working Group will use consensus to decide directions or actions, no voting or quorum are required.

Finance

The Action Group cannot enter into financial commitments, apply for funds or initiate contact with any funder without the written approval of LPC. The Action Group can apply to LPC for the funding of projects.

Approved and adopted by Landulph Parish Council 23 April 2021

Revision: 1

Date: April 2021