



Environment Committee Terms of Reference 2023-24

1. Committee

- 1.1. The Environment Committee is constituted as a Standing Committee of Lymm Parish Council.
- 1.2. The Committee will operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.

2. Membership

- 2.1. The committee will comprise of not less than 3 members of the Parish Council and up to 6 who are all elected annually by Full Council during the May meeting.
- 2.2. The Council will appoint a Chairman at the May meeting each year.
- 2.3. A Chairman shall serve no more than 3 consecutive years.
- 2.4. In the event of the Chairman's absence the members of the committee present will appoint a Chairman at the beginning of the meeting.
- 2.5. The Committee cannot appoint non-Councillors as Committee Members.
- 2.6. Each meeting requires a quorum of 3 Members.

3. Frequency of Meetings

- 3.1. The Committee will meet once a year to discuss the Environment Strategy for the year and then as the workload requires.
- 3.2. The agenda must be prepared and distributed with 3 clear days' notice.
- 3.3. Draft Minutes of all meetings are to be forwarded by e-mail to members of the Committee as soon as practicable following the meeting.

4. Voting at Meetings

- 4.1. Only designated Committee members are allowed to vote at meetings. Ex-officio Councillors are able to participate but cannot vote.

5. Interests of Members

- 5.1. If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.
- 5.2. If a Member has declared an interest then considers the interest to be prejudicial, they must withdraw from the meeting during consideration of the agenda item to which the interest relates.

6. Purpose – General Delegated Powers



- 6.1. The Committee is authorised to spend 5 amounts of up to £500 in each financial year on projects taking place in the parish.
- 6.2. Members will be advised by the Clerk to the Council whether or not a particular item under discussion is within the committee's delegated powers or is a matter that has been delegated by Full Council. If it is within delegated powers the minute will record the decision as **Resolved**. If not, then the minutes will record the decision as **Recommended** and it will be brought to the attention of the Council for decision when tabling the committee minutes.

7. Purpose – Specific Delegated Powers

- 7.1. To maintain and enhance Lymm's public outdoor environment.
- 7.2. To lead the management of the resources to meet all other purposes.
- 7.3. To advise the Resources Committee and Full Council on priorities and requirements for environmental expenditure.
- 7.4. To represent the needs and views of the community with respect to the management, maintenance, use and development of facilities in the village.
- 7.5. To oversee cooperative working between Warrington Borough Council and the Parish Council employees concerning the maintenance of the village environment.
- 7.6. To suggest and progress ideas for improving the physical environment of the village.
- 7.7. To suggest and progress ideas to reduce damage to the ecosphere.
- 7.8. To encourage the formation of Friends Groups to assist with the maintenance and improvement of specific areas in the village.
- 7.9. To work with organisations within Lymm and external organisations such as Peel Holdings / Bridgewater Canal Company to improve the physical appearance of the village.

8. Review of the Terms of Reference

- 8.1. Terms will be reviewed at the Annual Parish Council meeting in May or before if required.

9. Admission of the public and press

- 9.1. The Public and Press may be admitted to all meetings. If required they may be temporarily excluded by means of a special resolution as follows: "In accordance with the Public Bodies (admission to Meetings) Act 1960 and the Local Government Act 1972, ss100 and 102, the following agenda items are likely to be considered with members of the public and press excluded from the meeting for the reason that the nature of the business being discussed is of a confidential nature and that matters appertaining to the employment of staff are confidential."