

Wolvey Environment Committee Terms Of Reference

1 Name

The name shall be The Wolvey Environment Committee

2 Aims And Objectives

The Aims and objectives will be to maintain and enhance the built environment and recreational areas of the Parish of Wolvey, and to specifically maintain the area known as “The Wolvey Old Cricket Field Wetland Reserve”.

The Committee shall carry out works from a pre agreed list of approved tasks. This list will be held by the Clerk, and freely available to all Councillors and Committee members and members of the public. The list will be approved by Full Council, and may only be amended by Full Council at a properly convened meeting.

3) Membership

- a) The Wolvey Environment Committee shall have a minimum of eight members, including at least two members from the Parish Council.
- b) The Wolvey Environment Committee may co-opt additional members at its discretion, subject to clause c.
- c) The membership and appointments are to be approved by the Parish Council and membership information included on the Parish Council website, and the Clerk shall maintain a register of members.
- d) The Committee shall advise of members leaving as soon as Practical to the Clerk. Membership will deem to have ceased after 3 meetings without apology, or 6 without exceptional circumstances.
- e) Appointments shall last for one year, members may reapply for appointment
- f) The Committee will annually elect a Chairman and Vice Chairman, neither of which need to be Councillors. The Council will decide who will be their representatives on the Committee each year.

4) Meetings

- a) The Wolvey Environment Committee shall hold a full meeting at least every two months or more frequently as may be required.
- b) Meeting dates shall be confirmed at least ten days in advance.
- c) The meeting agenda shall be passed to all members, with the details of all supporting documentation, at least 3 clear days prior to each meeting.
- d) Declarations of Interest for Agenda items shall be a standard agenda item at the beginning of each meeting.

- e) The minutes of the meeting shall be produced and circulated by the Secretary to all members within at least 14 days following the meeting, for approval at the following meeting.
- f) Resolutions shall be decided by a majority of votes, with the Chairman having a casting vote if required.
- g) A minimum quorum of members for the transaction of business is 4 members
- h) Meetings will normally be open to all members of the public. If a member of the public wishes to speak on a particular subject, the Chair shall invite him/her to speak when the subject is discussed, for no more than 5 minutes.
- i) The agendas, supporting papers and meeting minutes are to be posted on the Parish Council website to provide the maximum opportunity for community participation. The agenda and meeting minutes will also be posted on the Village notice board, with contact details for those wishing to view the supporting papers. Agendas will be distributed at least 3 clear days before the meeting; draft minutes should be on the website within 1 month of the meeting

The Committee can exclude the public and hold a closed session in exceptional circumstances for matters that are sensitive

5) Working Groups

- a) The committee may appoint working Groups to carry out tasks from the approved task sheet. The committee will appoint a Group leader responsible for the safe conduct of the task. The leader does not have to be a Councillor. The group will have no decision making powers, and will be time limited to the defined tasks set. The group will keep informal notes for the Committee
- b) No task will be undertaken by a person not approved on the Councils register of approved volunteers.
- c) Before any new task is commenced it must be risk assessed and appropriate insurance must be in place

6) Finance

- a) All costs will be met by the Parish Council, if felt prudent and within budgets agreed in the annual budget setting meeting.
- b) Extraordinary costs will be considered during the year and consideration given.

7) General Conduct of Wolvey Environment Committee Members

- a) Members are expected to conduct themselves when working on the NP in a manner consistent with the standards of conduct required for those in public life, i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- b) Members are required to read and sign the Parish Council Register of Interests and Code of Conduct. The Secretary will hold the signed forms in a central place.
- c) Members, including co-opted members, should declare an interest at the beginning of a meeting if the member has a disclosable pecuniary interest relating to an agenda item to be discussed.

8) Public Access to Information

Members of the public, have the right of access to all meetings of the Wolvey Environment Committee, unless specific reasons have been announced in advance when confidential material may be discussed which might be prejudicial to the public interest. It is envisaged that this would rarely, if ever, be implemented.

The agendas, relevant papers and sequent minutes of all Wolvey Environment Committee meetings will be published on the Parish Council website and available for all members of the public to access.