

CLIMATE AND NATURE COMMITTEE

TERMS OF REFERENCE

Meeting

The Climate and Nature Committee is constituted as a Committee of Frampton Cotterell Parish Council.

Up to Eight Parish councillors will be appointed annually at the Annual Meeting of the Parish Council as voting members. The quorum of the Committee shall be three members.

Only those appointed may vote at a meeting. In the case of an equal vote the Chair of the Committee shall have a second or casting vote.

- In line with Council standing order 4v *“may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend.”*

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 an interest then considers the interest to prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates.

The Chair and Vice Chair of the Committee to be elected by the Committee at their first meeting

The Committee will meet no less than quarterly but more frequently if required. In accordance with FCPC Standing Order 3 clear days' notice will be given.

All meetings of the Committee are to be publicised, held in public and minutes taken, published and lodged with the Parish Council in accordance with the Parish Council Standing Orders.

Terms of Reference of the Committee will be reviewed regularly by the Climate & Nature Committee and will be approved by Full Council.

The Chair of the Committee must present Minutes of the Climate and Nature Committee to the first Full Council Meeting following the meeting of the Climate and Nature Committee and they will report on any Committee decisions or recommendations.

Purpose of the committee to include Delegated Power

- To keep under review all contracts pertaining to the Centenary Field.
- To manage all work/enhancements to the Centenary Field in accordance with the Councils' intended purpose of the area.
- To manage all budgetary expenditure related to Climate and Nature matters. Reporting to the Finance and Governance Committee any overspends/requests for virements to be made.
- To establish in consultation with the Finance and Governance Committee Ear Marked Reserves.
- To put forward to the Parish Council (in consultation with the Finance and Governance Committee) proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.

Reviewed at the Climate & Nature Committee meeting 17.07.2024

Ratified by FCPC Council meeting held on 25.07.2024

Next Review date: June/July 2025

- To lead on and approve tenders for all aspects of maintenance and ground works in accordance with the Parish Council's financial regulations.
- To put forward policy to the Finance and Governance Committee for approval.
- To manage all areas considered to be conservation areas at The Park (outer boarders) in consultation with the Parks and Recreation Committee.
- To manage all tree and hedge works on Parish Council owned land, always following robust survey plans and Council Policy.
- To work in partnership with appropriate funding bodies to improve the Parish Council's nature and biodiversity projects.
- To prepare an annual report to summarise the work undertaken in exercise of its delegated powers for consideration by the Parish Council
- To oversee all contracts for work entered in to by the Parish Council in relation to Climate and Nature activities.
- To facilitate all working groups formed to discuss projects relating to Climate and Nature.
- Working groups shall be staffed, notes taken and presented to the Committee for approval.
- Any business outside of the Committees terms of reference shall be presented to the Parish Council for approval.
- To put forward (in consultation with the Parks and Recreation Committee) proposals for any improvements or changes to landscaping.
- To ensure the necessary Health and Safety of all sites is met.
- To seek permissions from land/asset owners outside of the Parish Councils remit/ownership

Referred Business

- To consider items referred by the Parks and Recreation Committee

Admission of Public and Press

The Public and Press shall be admitted to all meetings. If required, they may be temporarily excluded by means of a special resolution as follows. In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 "the Press and Public will be excluded from the meeting during consideration of these items due to the confidential nature of the business about to be transacted". The Public and Press may also be excluded where disclosure of information may lead to identification of individuals and therefore breach the first data protection principle (fair, transparent and lawful processing): in such cases s40(2) of the FOI Act 2000 would apply.