



Environment Committee

Terms of Reference

1. Constitution

Itchen Valley Parish Council (“the Council”) hereby resolves to establish a committee of the Council to be known as the Environment Committee (“the Committee”). The Committee shall have no executive powers other than those specifically delegated in these Terms of Reference.

2. Authority

The Committee is authorised by the Council to manage and/or approve any activity within its terms of reference. It is authorised to request any information from any officer and member of the Council and all officers and members of the Council are directed to cooperate with any request made by the Committee.

The Committee shall comply with Itchen Valley Parish Council Standing Orders.

It is not the duty of the Committee to carry out any functions that properly belong to the Council or any of the Council’s committees.

3. Membership

The Committee shall consist of four elected or co-opted members of the Council. The Chairman of the Council may attend ex-officio and shall have full voting rights.

Up to two members of the public may be appointed to the Committee but will not have voting rights. A person cannot be appointed to a committee if he/she would be disqualified from being elected or becoming a councillor.

The quorum necessary for the transaction of business shall be three Parish Council Committee members. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions invested in or exercisable by the Committee.

4. Frequency and Conduct

- The Committee will meet monthly as per the published meeting calendar.
- The Agenda shall be published and the public notified 3 clear working days before



the meeting.

- The Chairman of the Committee shall be the Parish Lead on Climate Change
- Secretarial support, if required, will be provided by the Parish Clerk.
- Official Minutes can be taken by anyone at the meeting and noted at the next Full Council Meeting.
- Public Participation will be allowed as with any other Committee and according to standing orders.

5. Finance

The Environment Committee will operate under the Financial Regulations of the Council. The Committee will submit and agree its annual budget on the same timetable as other committees. Expenditure will be monitored against the agreed budget.

6. Duties and Key Responsibilities

- To propose ways in which the Council can foster an increased awareness of environmental issues within the Itchen Valley.
- To research, share and adopt best practice on environmental issues.
- To design and implement projects that contribute to local environmental improvements.
- To advise the Council on environmental matters, including the Council's contractual responsibilities.
- To liaise with other local government and other non-governmental organisations on environmental matters.
- To support other environmental groups within the Valley.

7. Reporting and Monitoring Responsibilities

The Chairman of the Committee shall draw the attention of the Council to any issues that require disclosure to the Council or require action by the Council.

The Chairman of the Committee shall also report to the Council at each of its meetings on the proceedings of the Committee since the previous meeting.



Itchen Valley Parish Council

Serving the Communities of Avington, Easton, Itchen Abbas & Martyr Worthy

Approved by the Council on: 4th February 2021 Minute Number: 20.113.4

.....
Chairman – Itchen Valley Parish Council