

## **TERMS OF REFERENCE**

### **CLIMATE AND NATURE COMMITTEE**

These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

#### **1. COMPOSITION**

- 1.1 The Committee shall consist of a 6 Councillors.
- 1.2 All members shall be in position for one year. Membership of the group shall be determined annually at the Annual Meeting of the Town Council.
- 1.3 There will be up to six non-councillor members of the Committee, who will not have voting rights. These can be drawn from:
  - 1.3.1.1 The Thornbury Town Council Tree Warden (if this post is held by a Councillor/Committee member, then they will have voting rights in that capacity)
  - 1.3.1.2 A representative from Sustainable Thornbury
  - 1.3.1.3 A representative from the Holy Mowers
  - 1.3.1.4 A representative from Thornbury In Bloom
  - 1.3.1.5 A representative from Plastic Free Thornbury
  - 1.3.1.6 Additional members of the public as elected by the Climate and Nature Committee on the basis of their expertise, knowledge or experience in relation to climate or nature matters. The number of these additional members should take the non-Councillor membership up to six.

#### **2. CHAIR**

- 2.1 The Committee Chair must be a councillor and will be elected annually at the Annual Meeting of the Full Council.
- 2.2 The Committee shall elect a Vice-Chair, who must be a councillor, annually at the first meeting after the Annual Town Council Meeting.
- 2.3 The Chair, if present shall Chair the Committee meeting.
- 2.4 In the absence of the Chair and Vice-Chair a vote of committee members will appoint a Chair for that meeting.

#### **3. QUORUM**

- 3.1 The Committee shall be subject to a quorum of 3 voting members.

#### **4. CONDUCT OF THE MEETING**

- 4.1 All meetings of the Committee shall be convened in accordance with Thornbury Town Council standing orders and current legislation.
- 4.2 The meeting shall be administered by the Climate and Nature Officer.

#### **5. AREA OF OPERATIONS**

The Committee shall be responsible for all matters pertaining to climate and nature, including:

- 5.1 Tackling carbon emissions
- 5.2 Biodiversity management/enhancement
- 5.3 Climate and nature emergency action planning
- 5.4 Engagement with local and national stakeholder groups/charities such as the Wildlife Trust, Sustainable Thornbury
- 5.5 Engagement with other Town and Parish Councils and South Gloucestershire Council in relation to climate and nature matters
- 5.6 Map the environmental assets and achievements of the Parish
- 5.7 Research and apply for grant funding to fund environmental projects and initiatives
- 5.8 Climate and Nature projects, activities and events
- 5.9 Climate and Nature communications, both direct communications and feeding into wider Town Council communications (communications planning, contribution of articles etc)
- 5.10 Advising Full Council, or other Committees, on climate and nature impacts of proposals/operations
- 5.11 Public education/awareness campaigns

## **6. DELEGATED POWERS AND RESPONSIBILITIES**

- 6.1 To deal with any climate and nature applications, correspondence or consultations.
- 6.2 Delegation to spend on climate and nature related activities up to the amount agreed in the annual Town Council budget for Green Projects (Cost centre: 190/Nominal code: 4540)
- 6.3 To issue communications relating to the areas of operation of the Committee on behalf of the Town Council, via the Climate and Nature Officer
- 6.4 To engage with outside organisations on behalf of the Town Council
- 6.5 To develop the Thornbury Town Council Climate and Nature Action Plan for ratification by Full Council and following adoption to maintain this as a live document
- 6.6 To advise the Town Council on Climate and Nature matters, particularly relating to proposed projects or initiatives of the Town Council and refer resolutions or recommendations (which should be minuted) to the relevant committee as necessary e.g. buildings recommendations to Finance & General Purpose Committee and open spaces to the Open Spaces Committee.

## **7. HEALTH AND SAFETY**

- 7.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Finance Committee remit.

## **8. ENVIRONMENT**

- 8.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Committee and in reaching all decisions.

## **9. EQUALITY AND DIVERSITY**

- 9.1 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Committee.

## **10. FURTHER INFORMATION**

- 10.1 The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies

10.2 The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.