



## Stoke Climsland Parish Council

### **CARBON NET ZERO COMMITTEE** **Terms of Reference**

Adopted at the meeting of 16<sup>th</sup> January 2023  
Minute 126/23 (2) refers  
Due for review May 2024

The Stoke Climsland Parish Council declared a climate emergency in 2019 and set a target for the Parish to be carbon neutral by 2030. Multiple groups are already working to resolve these issues and may well request or benefit from support from the Council. The Carbon Net Zero Committee will be the body within the Council to support this need.

To achieve this

The Committee will:

- Provide a focal point for all climate change remediation activities within the Parish.
- Ensure that the Parish Council are aware of all climate change remediation activities in the Parish, their progress and significant issues that could be helped with Council input.
- Provide guidance to promote a smooth interface and collaborative working between projects to achieve maximum benefit from all efforts.

The Council will:

- Make or endorse grant applications to support climate change remediation activities, to ensure that the most appropriate body is bidding for funding.
- Act as the accountable body, where necessary, to support grant applications and provide appropriate financial regulation for approved projects.

#### **COMMITTEE MAKE UP**

##### **THE CHAIR**

Will be appointed by the Parish Council and will be a current Parish Councillor with no formal affiliation to any of the climate change action groups represented on the working group or groups that have applied to the Council through the working group for project funding. The Chairman shall serve in this position until the next annual meeting of the Council unless the Chairman resigns from the position, resigns from the Council or becomes disqualified from being a member of the Council.

##### **MEMBERSHIP**

- Two further current Parish Councillors as agreed by the Parish Council.
- One representative from each Parish Group that has a program of work to address climate change issues and have requested to join the Committee may be co-opted by the Committee.. This person will not be a current Parish Councillor or be able to vote.

Appointment: - The Committee members will be appointed by the Parish Council on set up and then reviewed at each Annual Meeting

## **GENERAL**

The Committee shall comply with all Council's policies, protocols, systems and procedures including the Standing Orders and Financial Regulations and any other statute within legislation.

The Committee will be mindful that no decision can be made by any committee, save where clearly delegated by Council, and scope for this committee is limited to those powers delegated below and as agreed and minuted at full council

The Council might consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but will exclude any powers that cannot be delegated by the Council e.g. setting the precept. Additionally, no recurring financial agreement will be entered into without the express permission of the Council

Any additional delegation of responsibility will be clearly minuted within the Parish Council minutes, these will usually pertain to matters related to the Climate Change workstream of the Parish Council

Recommendations made by this Committee outside of the scope of these terms of reference serve as motions for decision making by Council.

## **ADMINISTRATION**

The Committee will meet formally a minimum of three times each year.

Will collate and record all Climate Change mitigation work in the Parish.

Will report regularly (and at least after each Committee meeting) to the Council on progress of activities and projects.

Will recommend actions and projects to the Council, which the Council will decide whether to accept.

## **RESPONSIBILITIES**

The Committee will, at all times comply with the Council's Standing Orders and Financial Regulations.

The Committee will be administered in compliance with the Parish Council Standing Orders

## **VALUES**

Members will at all times treat each other with respect.

Members will bring a constructive attitude to the table.

Members will seek to enhance outcomes for all work to mitigate Climate Change and reduce the Carbon footprint of the Parish, recognising that there are many and diverse courses to the same goal.

## **THE DELEGATED AUTHORITY TO THIS COMMITTEE INCLUDES:**

The Committee, through the RFO, will provide financial management of and accountability for any grant funding obtained by the Council and, as required, for any funding obtained by others.

The Committee may co-opt such members as they feel will provide expertise and useful input onto the Committee.

Co-opted members will not have voting rights on this Committee