HELLESDON PARISH COUNCIL
Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB
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TERMS OF REFERENCE

ENVIRONMENT COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED/AGREED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision following approval of the Committee minutes.

Responsibilities specific to this committee:

Authority
The Environment Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to make decisions about biodiversity and environmental impact on council owned sites upon delegation by the full council after land purchase or acquisition subject to budget and expenditure limits.

The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership
Membership of the committee will consist of six Councillors.
All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

Quorum

The committee quorum shall be no fewer than three members.

Frequency of Meetings
The Committee will meet at least four times during each civic year and to publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. Additional meetings will be set as required.

Record of Proceedings
Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To keep under review the Parish Council's policy on Trees and Biodiversity Duty.
2. To seek ways to improve the Parish Council's environmental impact.
3. To create and review a biodiversity action plan for areas in the control of the Parish Council
4. To work in partnership with local businesses, community groups and residents to improve the environment and biodiversity on private land and/or buildings which are outside the control of the Parish Council.
5. To work in partnership with other local authorities to improve the environment and biodiversity on public land and/or buildings which are outside the control of the Parish Council.
6. To promote methods of improvement of biodiversity and lessening environmental impact.
7. To consider and put forward to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
8. To work in partnership with appropriate funding bodies to improve biodiversity and lessen environmental impact.

Standing Items for Ordinary Meetings

First meeting –

- to review Parish Council policies on trees and biodiversity
- to set annual plan for the committee

Second meeting –

- to update on committee annual plan

- to address capital projects as identified in the budget the responsibility of the committee.

Third meeting –

- to consider the committee budget for recommendation to the Full Council for approval

Fourth meeting –

- to review current year budget to ensure all funds have been allocated.