

# **Chigwell Parish Council**

## **Climate Action Working Group Terms of Reference**

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### **1. Introduction**

The Climate Action Working Group is constituted as a advisory group of Chigwell Parish Council.

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### **2. Membership**

The advisory group will comprise of a minimum two Councillors from Parish, District or County plus members of the public with a maximum membership of 10. Members will be appointed by the advisory group as voting members.

Non-council members will be appointed in conjunction with an appeal for members via the Council's social media, other local social media and other public means as available/appropriate. Non-council members should be residents of Chigwell who have demonstrated relevant experience and knowledge with regard to the objectives of the advisory group. Non-council members who are resident outside Chigwell may attend and participate but will not have voting rights

If a councillor resigns from the advisory group/Council during the year a new councillor will be appointed at the next advisory group meeting.

The quorum of the advisory group shall be three Members to include no fewer than two Councillors.

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### **3. Chairperson**

The Chairperson and Vice Chairperson will be appointed by the advisory group at their first meeting after the Annual Meeting.

If the Chairperson or Vice Chairperson resigns from the advisory group/Council during the year a new Chairperson or Vice Chairperson will be appointed by the advisory group.

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### **4. Voting**

Only appointed members may vote and participate at a meeting in line with standing order. Non-member Councillors may attend and participate but not vote.

Members of the public may attend and speak at a meeting during public participation.

In the case of an equal vote the Chairperson of that meeting shall have a second or casting vote.

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## 5. Declaration of Interests

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Chigwell Parish Council.

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## 6. Meetings

The Advisory group will meet at least four times a year, with a minimum of 5 working days' notice given. As a non-statutory Council body, meetings of the advisory group can continue to take place remotely or may take place at a location specified on the published agenda in line with the Council's Standing Orders.

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## 7. Admission of the Public and Press

The initial position should always be in favour of disclosure of as much information as possible about the decisions the council, its committees and advisory groups take, and only in limited circumstances should information be withheld, where there is a justification, in law, for doing so. The Public and Press will be admitted to all meetings of the advisory group in line with the Council's Standing Orders.

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## 8. Minutes of Meetings

The minutes of the meetings will be approved at the next meeting of the Advisory group. If the Advisory group does not meet before the next Full Council meeting the draft minutes will be presented at the Full Council meeting.

The draft minutes will be published on the Council's website as soon as possible after the meeting and always within 10 working days. These will be replaced with the approved minutes.

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## 9. Meeting Duration

The duration of the Climate Action Advisory group's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business will be taken at the beginning of the next Advisory group Meeting.

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## 10. Funding

The Advisory group shall have no remit to commit/spend. Any proposal to spend will be reported to the next appropriate Full Council meeting for their approval.

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## 11. Terms of Reference

The Advisory group will review these Terms of Reference each year at the first meeting of the Advisory group following the Annual (or First) Council Meeting and

when necessary recommend any changes to the Council at the next appropriate Full Council meeting.

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## 12. Responsibilities

The purpose of the Advisory group is to help Chigwell combat the twin emergencies of climate change and biodiversity loss, and specifically to help Chigwell reach its stated carbon emissions target of Net Zero by 2030.

Considered by the Council at its Annual meeting on 20th May 2021.

Final version approved by the Council at its Council meeting on 23 May 2023.

Review Date: May 2024