

Walford Parish Council

Terms of reference

Environmental Working Group

Objectives

- 1) To formulate an environmental policy for the Parish to adopt.
- 2) To engage the community in green initiatives and improve environmental awareness.
- 3) To look at long term environmental management and related issues.

Delegated powers

- 1) None

Structure

- 1) The working group will comprise at least 5 but no more than 8 members at least 3 of which will be Parish councillors. (The quorum will be 3)
- 2) The group will elect a co-ordinator and a note taker.
- 3) The co-ordinator will decide on meeting dates and agenda.
- 4) The group will meet bi-monthly.

Roles and functions

- 1) To develop an environmental policy.
- 2) To liaise with relevant authorities to produce clear guidelines for the Parish to adopt.
- 3) To promote recycling and green awareness in the Parish.
- 4) To report to full council.
- 5) To gain approval of full council.

General

- 1) The working group will abide by Standing Orders and Code of Conduct as adopted by the Parish Council.
- 2) All meetings are open to the public
- 3) The working group has the authority to decide that the subject of any future meeting will be held in closed session and members of the public will be asked to leave.

Document control

Revision number	1.2	Written by	Environmental working group
Last approved by the Parish Council	15 January 2020		
Date for next review	October 2020		