



Coggeshall Parish Council Coggeshall Climate Challenge Committee Terms of Reference

The Coggeshall Climate Challenge Committee is a standing committee of Coggeshall Parish Council.

Membership of the Climate Change Committee shall consist of members of the Full Council elected to serve on the Committee at the Statutory Annual Meeting of Coggeshall Parish Council.

A minimum of 5 elected members will serve on this Committee •

- All members so elected are voting members of the Climate change Committee •
- Members of the public can be invited to join the Committee or any Sub Committee as non-voting members only.
- Three members of the Climate change Committee will constitute a quorum.
- A Chairman is to be elected annually by the Committee at the Statutory Annual Meeting of Coggeshall Parish Council and shall hold office until the next Statutory Annual Meeting of Coggeshall Parish Council as per their Standing Orders
- Should any elected member, including the Chairman and Vice-Chairman resign, a new member of the Committee, including Chairman and Vice Chairman can be elected at the next Climate challenge Committee meeting and noted in the minutes of the next Parish Council Meeting.

The Standing Orders on the rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts and other matters shall apply to committee and sub-committee meetings.

If the numbers of the Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman shall arrange.

The Committee will decide its budget priorities and submit those to the Full Council meeting either where the budgets and annual precept are decided for approval or on an ad hoc basis depending on the nature of the spend.

The Committee will take appropriate decisions regarding the spending of the budget and report as necessary to Full Council

The Coggeshall Climate Challenge committee has been created to reduce the overall impact of Climate change and assist those that live within the Community to reduce their impact on the climate, with emphasis on the following areas within CPC powers and duty:

Environment Power;- to act for the benefit of the community by tackling and promoting awareness of environmental issues

This should be achieved in the following ways:

- A. Understanding and suggesting ways that Coggeshall Parish Council can, through its direct control and powers, reduce its CO2 footprint and realise a net biodiversity gain of working practices setting an example.

- B. Liaising with other committees and make recommendations regarding those areas where there is a common interest or responsibility.
- C. By providing consolidated information and guidance for the Community to assist Parishioners in reducing their carbon footprint and increasing their biodiversity should they choose.
- D. To research, and recommend the acquisition, sale or rental of land to CPC for, or to provide, recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them.

Responsibilities

It is recognised that the subject of climate change is a significant topic area and therefore the climate Challenge Committee will consider and evaluate the following matters making recommendations to CPC and liaising with other standing committees where appropriate.

- a. Options for Parish Council owned land, buildings, plant and equipment and other assets that can reduce CPC's carbon footprint and improve biodiversity, including, but not limited to, working practise, plant and equipment use, land management and change of use and energy usage.
- b. To provide metrics, budgets and other supporting information to assist with the selection of the above options.
- c. The relevance of external bodies' provision of valid information for onward transmission to Parishioners such as Essex Wild Life Trust, The Woodland Trust, The Forestry Commission, Essex Wildlife, CPRE, UK100 Countryside Climate Network and other similar bodies.
- d. The consolidation of information from external bodies (including input from working party members) into a resource to assist Parishioners who wish to reduce their CO2 emissions and improve their biodiversity.
- e. Develop communication methods to inform Parishioners of the outcomes, including the use of social media and printed guides.
- f. Prepare presentations and provide options, including costs to support any recommendations.
- g. The Working Group may establish small working groups to research specific items if required.
- h. Evaluate and apply for external funding available for this initiative and organise general awareness and fundraising events, including funding streams for capital and operational items.
- i. Any other activities associated with Climate change and the delivery and management of the above responsibilities.

2) Finance

- a) The Climate Challenge Committee may spend up £500 without referring to Full Council.
- b) All expenditure and any costs must be approved in advance by the Climate Challenge Committee.
- c) Orders can only be placed with a CPC Order Number.

d) The Climate Challenge members shall be entitled to 'agreed and reasonable expenses', e.g., travel, postage, etc. Expenses claims should be submitted on the appropriate form and will be subject to agreement by the Full Council.

e) The Climate Challenge Committee shall abide by the Coggeshall Parish Council Financial Regulations and Code of Conduct.

July 2021