



Winterbourne

PARISH COUNCIL

CLIMATE AND NATURE COMMITTEE TERMS OF REFERENCE

The Climate and Nature Committee is constituted as a Committee of Winterbourne Parish Council. The primary purpose of the Committee is to implement and maintain WPC's Local Nature Action Plan as agreed on 22-11-2022.

Meeting

- The Committee shall consist of at least 4 members. The Chairman and Vice Chairman of the Council are ex-officio members of the Committee and have full voting rights.
- Membership shall be agreed and approved by annually at the Annual Parish Meeting. The quorum of the Committee will be 3 members. In case of an equal vote the Chair of the Committee shall have a second or casting vote.
- If a member has a personal interest as defined in the Code of Conduct adopted by the Parish Council, it must be declared and they must withdraw from the room during consideration of the agenda item to which the interest relates.
- The Chairman and Vice Charman of the Committee will be elected by the Committee at their first meeting after the Annual Council Meeting each year.
- The Committee will meet monthly. In accordance with WPC Standing Orders an agenda will be issued with 3 clear days' notice.
- Terms of reference of the Climate and Nature Committee shall be reviewed annually.
- Minutes of the Committee will be circulated to all members of the Council and signed by the Chairman of the Staffing Committee at its next meeting. They will be noted in the next Council meeting.
- The Chair of the Committee will report on any Committee decisions or recommendations at the following Council meeting.

Delegated Powers

The Committee will have the following delegated powers.

- To manage and keep under review the Nature Reserves and other green spaces the Parish Council own or manage.
- To consider any required expenditure and submit to the Finance and General Purposes Committee for approval. The Climate and Nature Committee have powers to spend up to £500 in a single transaction.

- To put forward any proposals for improvements, developments or capital expenditure to the Finance and General Purposes Committee to be considered for the budget next year.
- To work in partnership with appropriate funding bodies to improve the Parish Council's nature and biodiversity projects.
- To prepare an Annual report to summarise the work undertaken during the year for consideration by the Parish Council.
- To facilitate all working groups formed to discuss projects relating to Climate and Nature.
- Working groups should ideally include at least one member of the Committee and notes taken and presented to the Committee for approval.
- To ensure the necessary Health and Safety of all sites is met.
- To seek permissions from land/asset owners outside of the Parish Councils remit/ownership.
- Only Committee members may vote on agenda items. If unable to attend, a member may appoint any other member of the Council who is not a member of the Committee as their substitute. Full details of the substitution process are in the Parish Council's Standing Orders.
- Councillors who are not members of the Committee may speak with the permission of the Chair, but shall not be entitled to vote.

Admission of Public and Press

The Public and Press shall be admitted to all meetings. If required they may temporarily be excluded by means of a resolution as follows: In accordance with s1(2) of the Public Bodies (Admission to Meeting) Act 1960 'due to the consideration of items of a confidential nature and where disclosure of information may lead to identification of individuals and therefore breach the first data protection principal' (fair, transparent and lawful processing): in such cases s40 (2) of the FOI Act 2000 would apply.

Agreed at F&GP: 17.03.2025
To be reviewed: 01.02.2026