



WELLINGTON TOWN COUNCIL

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Terms of Reference for the Wellington Town Council Environment and Heritage Committee

Name of Committee: The Environment and Heritage Committee

Purpose

To review, report on, and make recommendations to the Council on matters relating to a wide range of environmental and heritage issues within the Council's area including implementing the Council's climate change strategy, footpaths (in conjunction with the local volunteer team), management of the Basins Allotments, developing and/or managing green spaces, heritage at risk and conservation area issues and other heritage matters.

Summary of Responsibilities

The Environment and Heritage Committee shall have delegated authority to :-

- Have responsibility for developing and having oversight of the delivery of the Council's Climate Change Strategy, to include administering (in line with set policy) the Council's initiative to provide grants to organisations delivering projects that directly tackle climate change.
- Have oversight of heritage matters in the town including monitoring progress of projects in relation to heritage at risk sites and any work being undertaken to preserve and enhance the towns conservation area to ensure that progress is being made, issues are being addressed and to raise concerns with the Somerset Council's Heritage at Risk Team where appropriate. To make recommendations to the Town Council in relation to providing funding to enable work to be undertaken work or make decisions in accordance with its delegated powers.
- Review issues relating to the maintenance and use of local footpaths and to promote the use of public rights of way within the town's parish area

- Consider and make recommendations in respect of all environmental issues affecting the town
- Liaise with appropriate authorities, groups, charities and other organisations to promote a sustainable, healthy, beneficial environment for the town and its residents.
- Has responsibility for the oversight of the management of land for which the Town Council is responsible either directly through ownership or through some other agreement that the Town Council may enter in to.
- Receive reports and recommendations from the Green Corridor Advisory Board.
- To ensure that the Basins allotments are run in a sustainable manner, to allocate and terminate tenancies, to recommend level of rental and to review tenancy agreements (via receiving recommendations from the Basins Allotment Advisory Board).

Status

The Environment and Heritage Committee is a fully constituted Committee. It has elected membership, however all Councillors are welcome to attend any meetings of the Committee.

Reporting

The committee will provide a minutes and necessary papers for discussion and consideration along with any recommendations for action at each Council meeting following a meeting of the committee.

Membership

The Committee will comprise 7 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

The Quorum of the committee is 4 elected members. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

The local Footpath Volunteer group are invited to attend. Representatives from groups concerned with the protection of the local environment are also welcome to join meetings.

Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £3,000 (per item) to be taken from the relevant budget. No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.
- In the event that more than £3,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making

authority when voting at full Council on issues presented by Committee and relevant to its operational remit.

- Meetings of the Committee will be held six times a year in alternate months
- A Chairman of the Committee will be elected at its first meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting another Member will undertake to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Chairman will cast the deciding vote
- The Clerk or Deputy Clerk will prepare and circulate to Councillors an agenda by email for each meeting, at least three working days prior to the meeting, and will publish the agenda on the Council website and noticeboard.
- The first agenda item will be a report by the Public Path Liaison Officer, or any delegated member of the Footpath's Volunteer group. At all other time individuals attend the meeting as observers. A maximum of 3 minutes speaking per person will be allowed, with public speaking time not exceeding 15 minutes in total.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at each monthly meeting as to the progress of matters under its consideration.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.