

Urchfont Parish Environment Group
Terms of Reference

Title

The Urchfont Parish Climate Emergency Working Group is to be known as Urchfont Parish Environment Group (UPEG).

Purpose

The purpose of UPEG is to drive the Urchfont Parish Council's Environment Policy to assist Wiltshire Council (WC) achieve its objective of a carbon neutral Wiltshire by 2030.

Authority

UPEG is established under the authority of Urchfont Parish Council (UPC) and is to operate within the Urchfont Parish area, including Lydeway and Wedhampton.

Accountability

Through the chair, UPEG is accountable to the UPC.

The UPC is accountable through the Devizes Area Board to WC and to the parish electorate.

Management

UPEG is to appoint a chair who is to be a Parish Councillor.

Decisions are to be subject to a vote, with a simple majority taking the decision.

Membership is to be at least 5 parishioners, of whom 2 are to be members of the UPC.

There is to be an odd number of members.

5 members are sufficient to form a quorum.

Additional members are to be co-opted as necessary according to their expertise.

Meetings

UPEG meetings are to be held as required, no fewer than 4 per year.

Reporting

UPEG meetings and out-of committee progress are to be reported to the UPC at the monthly UPC meeting.

Minutes

A simple record of UPEG discussion and decisions, agreed by all members, is to be filed on the UPC website no later than 4 weeks after the meeting.