



PORTREATH

PARISH COUNCIL

Portreath Climate Action Working Group

Terms of Reference

Adopted: *DRAFT*

Review: *Annually on the date of adoption.*

1.0 Introduction

In March 2020 Members of Portreath Parish Council Declared a Climate Change Emergency.

Portreath Parish Council believes that all governments (National, regional and local) have a duty to limit the negative impacts of Climate Breakdown. Also, that local governments recognise this and should not wait for their national governments to change their policies. It is important for the residents of Portreath, Cornwall and the UK that councils commit to carbon neutrality as quickly as possible.

The Parish adopted a Climate Action Plan in July 2020. Due to COVID, progress with the action plan has been limited. To reinvigorate the implementation and for ongoing development of the action plan, the Parish Council will formally establish a Portreath Climate Action Working Group as a formal working group of the Parish Council.

2.0 Role of the Portreath Climate Action Working Group

The role of the Portreath Climate Action Working Group is to both keep the Climate Action Plan up to date and to maximise progress with implementing the action plan on behalf of the Parish Council and in conjunction with other groups/interested parties within the Parish and County.

The working Group will also provide immediate feedback to the Parish Council on any day to day concerns relating to climate change, for example where planning applications have a potential climate or environmental impact.

3.0 Specific Objectives

The working group will maintain and refresh the climate action plan and make recommendations to the Parish Council regarding its ongoing development and implementation.

The working group will provide advice, guidance and recommendations to the Parish Council on all matters relating to implementing the Climate Action Plan and Climate Issues affecting the Parish more generally.

The working group will detail and recommend any areas of investment or any other actions for the Parish Council to consider that will support implementation of the Climate Action Plan.

The working group will formally report twice per year to the Parish Council on progress with the action plan and as and when required for any more immediate issues.

The working group will work collaboratively with other groups to coalesce around key priorities.

4.0 Membership and Chair

The Working Group shall consist of a minimum of two Councillors appointed by the council and at least three other members of the community with a maximum of ten members. The Working Group will elect a Chair at its first meeting and annually thereafter. The Chair will be expected to attend Parish Council meetings and be the voice of the Working Group at council and other meetings. Should the Chair be unable to attend a meeting, an alternative representative will be identified by the Chair.

5.0 Meetings and Quorum

The Working Group will arrange meetings as required but at least four time a year.

Working Group meetings are informal and therefore there is no requirement to display the agenda publicly.

The quorum of the Working Group shall be three members.

6.0 Voting

All decisions of the Working Group shall be determined by majority vote for recommendation to the Parish Council and the Working Group Chair shall have a second or casting vote if required.

7.0 Meeting Records

Meeting notes/actions will be shared with the Parish Council once approved and finalised.

8.0 Rights and Powers

The Portreath Climate Action Working Group will have no delegated rights or powers from the Portreath Parish Council.

9.0 Rules and Regulations

The Councillor's Code of Conduct will apply to all Members of the Working Group.

Last Reviewed:

Date To be Next Reviewed:

Review Date	Amendment Summary	Date approved