



PILSLEY PARISH COUNCIL

PILSLEY PARISH COUNCIL

Biodiversity and Climate Change Committee

Terms of Reference

Date adopted	August 2024
Date of review	March 2026

1. Authority

1.1 The Biodiversity and Climate Change Committee (hereinafter referred to as "the Committee") is appointed by Pilsley Parish Council (hereinafter referred to as "the Parish Council") to operate under these Terms of Reference.

1.2 The Parish Council may resolve at any time to modify the Committee's powers and/or these Terms of Reference.

1.3 The Committee is given delegated powers to take decisions and actions, including the authorization of expenditure, necessary to fulfil its functions, in compliance with these Terms of Reference and the Parish Council's Standing Orders.

1.4 The Committee may establish working groups to address specific issues or goals. These groups will be advisory and will report their findings and recommendations to the Committee.

1.5 The Committee has delegated powers to proceed with project implementation and associated agreed expenditure, as long as this is in full accordance with plans and timetables agreed with the Parish Council.

1.6 All Committee Members must comply with the Parish Council's Code of Conduct.

2. Membership

2.1 The Committee shall consist of:

- Voting Members: A minimum of four Parish Councillors appointed annually at the Parish Council's Annual Meeting or as soon as possible following a vacancy.
- Non-Voting Members: The Committee may co-opt additional members with specific expertise as required. These members do not have voting rights.

2.2 Members must not be disqualified from being elected or being a member of a local authority, pursuant to Part V of the Local Government Act 1972.

3. Chairman and Vice-Chairman

3.1 The Committee will elect a Chairman from among the Councillor Members at its first meeting following the Parish Council Annual Meeting or as the need arises.

3.2 The Committee may elect a Vice-Chairman from among the Councillor Members at its first meeting following the Parish Council Annual Meeting or as the need arises.

4. Meetings

4.1 The Committee is required to meet at least two times a year in March and August but may meet more frequently if required.

4.2 Meetings shall require a quorum of not less than three voting members.

4.3 All meetings of the Committee are to be publicized, held in public, and minutes taken, published, and lodged with the Parish Council in accordance with the Parish Council's Standing Orders.

5. Functions

5.1 The Committee will:

- Prepare and recommend Biodiversity and Climate Change Policies for consideration and adoption by the Parish Council.
- Review these policies and submit any amendments to the Parish Council for approval.
- Monitor and ensure the implementation of the Biodiversity and Climate Change Policies.
- Review and monitor the progress of the Parish Council against its biodiversity and climate change aims and report annually with suggestions for improvements.
- Manage budgetary expenditure related to biodiversity and climate change matters, reporting any overspends or requests for virements to the Full Council.
- Lead on and approve tenders for maintenance and ground works in accordance with the Parish Council's financial regulations.
- Oversee all contracts related to biodiversity and climate change activities.
- Facilitate working groups formed to discuss related projects, ensuring they are staffed, and their notes are presented to the Committee for approval.

5.2 The Committee shall work in partnership with appropriate funding bodies to improve the Parish Council's nature and biodiversity projects.

5.4 The Committee shall ensure the necessary Health and Safety standards are met on all sites.

6. Finances

6.1 The Committee may prepare an annual budget for the next financial year to go to Full Council in November if it requires funding for biodiversity and climate change initiatives.

6.2 The Parish Council will consider and approve the budget, with or without amendments.

6.3 The Committee is authorized to commit expenditure in accordance with the approved budget. Any changes or additional expenditure must be approved in advance by the Parish Council.

6.4 Invoices should be presented for payment at the next Parish Council meeting.

7. Reporting

7.1 The Chairman of the Committee must present the minutes of the Committee meetings to the first Full Council Meeting following the Committee meeting and report on any Committee decisions or recommendations.

8. Admission of Public and Press

8.1 The public and press shall be admitted to all meetings. If required, they may be temporarily excluded by means of a special resolution as follows: In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960, “the Press and Public will be excluded from the meeting during consideration of these items due to the confidential nature of the business about to be transacted.”

8.2 The public and press may also be excluded where disclosure of information may lead to the identification of individuals and therefore breach the first data protection principle (fair, transparent, and lawful processing); in such cases s40(2) of the FOI Act 2000 would apply.

These Terms of Reference were approved by the Pilsley Parish Council on 5 August 2024