

Harwell Parish Council Environmental Advisory Committee Terms of Reference
APPROVED 9 March 2021

1. The purpose of the Committee is to monitor, advise and promote environmental matters in line with the goals of the Parish Council's Sustainability Policy. This will be done by the sharing of ideas and expertise to implement changes which reduce the Council's impact on the Environment. This includes the ultimate aim of it becoming a Net Zero Carbon Council by 2030.
2. The Committee is an Advisory Committee established under Section 4 of the Harwell Parish Council 2020 Standing Orders. At least one Parish Councillor will be a member of the Committee, up to a maximum of 3. Other members will be invited by the Parish Council from Sustainable Harwell and the wider community, to a maximum of 6 members. Three members shall constitute a quorum.
3. The Committee will make recommendations to the parish council. If recommendations are approved by the council the committee may be asked to implement those recommendations.
4. The Committee will meet a minimum of 3 times per year. Meetings will be open to the public.
5. The Committee will report to the Council at the next available Council meeting following a Committee meeting. This must be a written report and should include a record of points for the Council to discuss.
6. The Committee will have no powers of delegation.
7. The Committee will meet for the exploration of ideas and options. This may be remotely via Zoom or similar platform as long as Government regulations permit.
8. Members of the Committee shall agree on a Chairman at the first meeting. If no agreement is reached, the Chairman of the Parish Council shall appoint the Chairman of the Committee from its members.
9. Meetings will be conducted under the Harwell Parish Council 2020 Standing Orders.
10. The Parish Council will Review these Terms of Reference at its Annual meeting.
11. The Proper Officer of the Council (the Clerk), shall provide administrative support for the Committee but will not attend meetings.
12. The Committee Chairman will prepare the agenda for each meeting.