

# SUTTON VALENCE PARISH COUNCIL

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*From the Clerk:*

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## Climate Change Working Group Terms of Reference

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### **1. Introduction**

- 1.1 Sutton Valence Parish Council has agreed to adopt the Terms of Reference at its meeting held on 11/5/2022 and has recorded the decision under Minute 16iii.
- 1.2 Sutton Valence Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

### **2. Membership**

- 2.1 The Working Group shall consist of up to **NINE** Councillors.
- 2.2 The quorum of the Climate Change Working Group will be **THREE** Members.

### **3. Procedures**

- 3.1 The Working Group will operate within Sutton Valence Parish Council's Standing Orders and Local Government Law.
- 3.2 The Chair and Vice-Chair for the forthcoming year shall be elected at the Annual Parish Council Meeting. The Chair and Vice Chair may be re-elected.
- 3.3 The Working Group will submit all its minutes of meetings for ratification to the next appropriate meeting of Sutton Valence Parish Council.
- 3.4 The Working Group will submit its recommendations to the Council as required.

### **4. Meeting Dates**

- 4.1 Meetings can be arranged on an ad hoc basis.

### **5. Working Group Functions and Delegated Powers**

- 5.1 To research options that will improve the Parish Council's carbon footprint for recommendation to Full Council.
- 5.2 There are no delegated powers.

Adopted: 11<sup>th</sup> May 2022  
To be reviewed: May 2023