

# Soberton Parish Council

C.A.N.S (Climate Action for Newtown and Soberton) Working Group – Terms of Reference.

## **Purpose of the Working Group**

The Working Group is a group of members of the public from Soberton parish and a Soberton Parish Councillor to organise activities that help to reduce the carbon footprint of Newtown and Soberton.

## **Terms of Reference**

1. The working group will consist of one Parish Councillor in an advisory capacity determined by the Parish Council.
2. In addition, the working group may invite members of the public from Soberton parish to join the efforts of the group and to attend meetings.
3. At the first meeting of the working group, members shall:
  - Review these terms of reference.
  - Appoint a Lead Member/Chair who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact with Soberton Parish Council.
4. In line with the purpose set by the Parish Council, the remit of the working group is to:
  - Offer information and guidance to encourage the community of Newtown and Soberton to adopt the positive changes needed to reduce the carbon footprint of the villages.
  - Organise projects to promote sustainable living.
  - Promote protection of our local environment and increase its biodiversity.
5. The working group does not have any delegated powers to make decisions for or on behalf of the Parish Council and must not exceed its purpose or remit without the Parish Council's permission.
6. The working group reports to the Parish Council and should provide quarterly reports to keep the Parish Council informed of its activities.
7. Meetings of the working group are informal and therefore do not need to be held in public and may be held remotely.
8. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council.
9. Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind Soberton Parish. The Parish Council will consider the advice provided by the working group but is under no obligation to accept the advice as a basis for any decisions made by it.