



BISHOPSTEIGNTON PARISH COUNCIL

TERMS OF REFERENCE

CLIMATE ACTION PROJECTS COMMITTEE

Type

The Climate Action Projects Committee (CAPC) is a standing committee of Bishopsteignton Parish Council (BPC).

Purpose

- To review any issues relating to increasing concerns relating to the local, national and worldwide impact of climate change.
- To create opportunities for the community to reduce its carbon footprint and combat the impact of climate change at a local level by:
 - regularly liaising with parishioners and community groups to ensure concerns are considered and needs are met to the best of the Parish Councils ability and means.
 - Consider, set-up and run where possible, initiatives to reduce parish carbon footprint. In some circumstances the project may be passed on to be run by another community group or volunteer/s.
- To liaise with other organisations in the village to best utilise and develop these opportunities, initiatives and projects.
- To ensure all new and continued Climate Action Projects undertaken by BPC are in accordance with all relevant BPC policies and regulations and local council statutory duties and powers.

Membership

- BPC require up to, but not more than, 5 BPC members on this committee.
- Appointment of members shall be determined at the AGM of the Parish Council.
- Appointment of the committee Chairman and Vice-chairman shall be determined by the committee at its first meeting following the AGM.
- The election of additional Parish Council members must be by recommendation of the committee to the full Parish Council, or at the request of a Parish Council member and agreed by a majority, at a public meeting.
- Additional membership by co-option may be requested if endorsed by a current member of this committee. Should this be acceptable to the remaining committee members it must be ratified at the next full council meeting of BPC.
- Co-opted members (non-councillors) will not have voting rights.
- A meeting of this committee is quorate when at least 3 committee members, who are Parish Councillors, are present.

Current Membership

- BPC members: J. Grimble, H. Merritt, N. Shaw & J. Watson
- Co-opted members: E. Cawthraw, K. Yeo & C. Wilkley
- Committee Chair: J. Watson
- Committee Vice-Chair: *not appointed currently/only appoint if required/considered necessary.*
- Administration: K. Ford as BPC Clerk/Proper Officer & RFO

Meeting arrangements

- The CAPC shall meet at least four times per year and additionally if necessary.
- Meetings shall be held at Bishopsteignton Community Centre, Shute Hill, Bishopsteignton. TQ14 9QL



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- Occasional site meeting may be required, details provided with agenda.
- The distribution of agendas and minutes is in accordance with BPC Standing Orders.
- Meeting shall be conducted under the current issue of BPC Standing Orders

Reporting -

- The CAPC will report to the Full Parish Council.
- Minutes of CAPC meetings will be circulated to all members of BPC for information.
- Minutes of CAPC meetings will be ratified at the next meeting of the CAPC.
- Reporting progress/requesting support or community involvement, may be carried out using the committees own social media presence by the Clerk to the council following committee agreement.

Resources and budget

- The CAPC will not have responsibility for any expenditure unless a budget is approved by BPC by resolution at a full council meeting.
- Where expenditure is required a minimum of 3 invitations to quote will be sent in accordance with BPC Financial Regulations. Quotations received shall be reviewed by the CAPC, the most suitable to be recommended to the full council at the next meeting of BPC.

Review

- These Terms of Reference will be reviewed annually; at the first meeting of the CAPC following an AGM of BPC (held in May).

END