**BROADSTAIRS & ST PETER’S TOWN COUNCIL**

**TERMS OF REFERENCE FOR**

### Environment COMMITTEE

**Approved by Council on 26 April 2021- updated June 2023**

## MEMBERSHIP

* The Environment Committee shall consist of a minimum of five Councillors.
* The Council’s Volunteer Tree Warden in an advisory capacity when requested.
* Councillor members shall have full voting rights on the committee.
* Non-councillor members shall have no voting rights.

## PROCEDURES

* At the first meeting of the Environment Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the committee membership. The Chairman and Vice Chairman may be re-elected.
* The committee will submit minutes of their meetings to the next meeting of the Full Council Committee and seek approval for recommendations made.
* The annual budgeting process will allocate funds to the Environment Committee which will propose how they will be spent.
* The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.
* The quorum for the committee shall be three. Business cannot be transacted with fewer than three voting members present.

## FREQUENCY OF MEETINGS

* The Committee will normally meet bi-monthly. The schedule will be established by the Clerk and the Chairman of the Committee and published along with all other committee meetings.
* Meetings will take place at Pierremont Hall or other suitable venue or via Zoom and will be open to the public.

## COMMITTEE FUNCTIONS –

The committee shall undertake actions and priorities as identified in the Environmental Strategy adopted by Council on Monday 25 January 2021 (min 398)