

SHAVINGTON-CUM-GRESTY PARISH COUNCIL

ENVIRONMENT COMMITTEE

TERMS OF REFERENCE

- 1 The Environment Committee is a Committee of the Parish Council (under S.101 of the Local Government Act 1972).
- 2 The Committee shall be a Standing Committee (to be re-appointed at the Annual Meeting) comprising six parish councillors and one non-voting Member representing the allotments site-holders.
- 3 The Committee shall operate under the Parish Council's Standing Orders.
- 4 The Committee shall elect its own Chairman at its first meeting following the Annual Meeting of the Parish Council.
- 5 The quorum shall be three parish councillors.
- 6 Number of meetings in an ordinary year: four times at intervals of between two and three months, as appropriate and as determined by the Committee.
- 7 Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
- 8 Minutes of the Committee meetings shall be prepared by the Clerk and submitted to the next Committee for approval. The draft minutes shall be submitted to the Parish Council for information only.
- 9 The Committee responsibilities shall be to deal with the following and make recommendations to the Parish Council:
 - Matters relating to the allotments site;
 - The grounds maintenance contract;
 - The annual Best-Dressed House at Christmas competition;
 - Any other matters relating to the parish environment.
- 10 Terms of Reference for the Committee shall be reviewed at the Annual Meeting of the Parish Council, but the Committee itself shall make recommendations for change, as and when considered appropriate.