

Terms of Reference - Environment & Climate Sustainability Working Party

Approved	June 2026
Minute	7941
Version	1.1
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1. Introduction

- 1.1. The Environment & Climate Sustainability Working Party ('the working party') is a working party of Cheddar Parish Council ('the Council') and is established to co-ordinate the Council's overall approach to sustainability.

2. Membership

- 2.1. The membership of the working party shall be a minimum of two members of the Council ('Council members'), and up to five other members of the community ('community members').

N.B. These numbers are flexible – the Council recognises it is important to have the right skills and interest on the working party and, whilst membership will be generally reviewed annually in May, it is possible that community membership may increase and go above eight.

- 2.2. The chair of the working party will be a member of the Council and shall be chosen by the working party members at the first meeting of the working party.
- 2.3. The clerk will administer the meetings on behalf of the Council and community. The chair will convene meetings and liaise with the clerk regarding a schedule of meetings and agenda items.

3. Decisions

- 3.1. The working party shall recommend actions or decisions to the Council who will vote on those requirements / motions at the next relevant meeting and feedback accordingly so as not to delay actions unduly. The working party has no budgetary or spending powers – if expenditure of any kind is expected because of the working party recommendations it must be referred to the Council, for approval.

4. Meetings

- 4.1. The working party shall meet at least twice a year. Copies of the draft notes of the meeting shall be circulated to all members and the Council. Working party meetings are not required to be held in public. The clerk will follow normal statutory regulations in terms of notice of Council meetings.

5. Quorum

- 5.1. The quorum shall be three members of the working party with a minimum of two

councillors. If the number of members present falls below the required quorum of three the meeting may be adjourned unless it is felt necessary, due to urgent requirements, to continue discussions.

- 5.2. The notes of that meeting will then be forwarded to full Council for consideration (see 4.1).

6. Responsibilities

- 6.1. The key objective will be to develop a Sustainability Action Plan following Council approval of the Environment & Climate Change (ECC) Policy.
- 6.2. The action plan will be designed using Specific, Measurable, Achievable, Relevant and Timely (S.M.A.R.T) principles to:
 - 6.2.1. Promote positive opportunities for the environment.
 - 6.2.2. Identify more sustainable approaches and help address wider negative impacts on the environment including those caused by water, sustainable development, climate change and energy, waste, village environment, transport, biodiversity and green spaces, sustainable procurement, as stated under section 4 of the ECC Policy.
 - 6.2.3. To raise public awareness of the principles and opportunities offered through the ECC Policy and seek their support in these issues.
 - 6.2.4. To make recommendations which fall beyond the Council's capabilities, via the Council, to Somerset Council.
 - 6.2.5. Members should all adhere to the Council's policies and procedures as displayed on the Council website.
- 6.3. To oversee the biodiversity assessment to be carried out by First Ecology and subsequent production of a Biodiversity Action Plan

7. Life of the Environment & Climate Sustainability Working Party

- 7.1. The working party shall continue until the action plan is adopted by the Council, deemed unnecessary by the Council or until such time as the working party members determine.

8. Review

- 8.1. The Terms of Reference shall be reviewed by the Council in June of each year.

Version control

- 1.0 Adopted. Minute 7285. November 2023
Reviewed, minute 7449(v). June 2024
Reviewed, minute 7700(iv). June 2025
- 1.1 Reviewed and amended as recorded, minute 7941. June 2026