



## **HTC ENVIRONMENTAL SUSTAINABILITY COMMITTEE (ESC) – Terms of Reference**

### **1. Delegation**

- 1.1 Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year.
- 1.2 Highworth Town Council has agreed to adopt the ES Committee Terms of Reference at its Meeting held on Tuesday 10 May 2022 and recorded the decision under Minute 9 of the Annual Council.
- 1.3 The Committee does not have delegated authority and must make recommendations for approval to the Full Council.

### **2. Membership**

- 2.1 The ESC shall consist of a minimum of 3 and a maximum of 5 Councillors who shall be elected each year at the Annual Council Meeting. Members of the Public may be co-opted into the group but have no voting rights. If not Members of the Committee in their own right, the Chairman and Deputy Chairman will be Members of the Committee for the duration of their term of office with voting rights.
- 2.2 Meetings must have a third or 3 Members, not including ex-officio members, or Members of the Public to be quorate.<sup>1</sup>

### **3. Procedures**

- 3.1 The ESC will operate within Highworth Town Councils. Standing Orders, Financial Regulations and Local Government Law.
- 3.2 At the Annual Council Meeting Highworth Town Council shall elect or re-elect a Chairman and Deputy Chairman for this committee for the forthcoming year from amongst its appointed Membership.
- 3.3 The ESC will agree the Minutes of its Meeting at the next appropriate meeting once approved by the Committee. Minutes will be noted at Full Council, circulated to all Councillors and published on the HTC website.
- 3.4 The ESC will develop and present a budget to the Council for the forthcoming financial year at the appropriate meeting in October.
- 3.5 The ESC will make recommendations to the Full Council for ES Decisions to be made.
- 3.6 The ESC will engage with other Committees where appropriate

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1.1. <sup>1</sup> Standing Order 4d (viii).

- 3.7 The Clerk or an appointed Officer will provide administrative support for the ESC.

#### **4. Meeting Dates**

- 4.1 The schedule of Meetings shall be agreed at the Annual Council Meeting. The ESC shall meet at least quarterly.

#### **5. Aim**

- 5.1 The ESC will lead a development of a culture of sustainable environmentalism in Highworth. It has the following objectives:
- a. To monitor National, SBC and other Council ES initiatives
  - b. To advise Full Council on achievable ES goals and projects
  - c. To share Environmental Sustainability best practice with the wider community
  - d. To develop a fully costed, prioritised and achievable ES Plan to be included within the precept and utilising external funding sources
  - e. To derive benefit from and act as a conduit to, extra Highworth Town Council and Swindon Borough Council funding sources

#### **6. ESC Functions**

- 6.1 The ESC will promote ES projects within the community through the Town Clerk.
- 6.2 The ESC will review the suggestions submitted by Highworth Community through Public Consultation and identify feasible actions at Individual, Community and Council level.
- 6.3 The ESC will develop the ES section of the HTC website through the Clerk
- 6.4 The ESC will establish an accessible programme of community engagement utilising local group and communication channels, including social media, to keep local residents informed of and engaged with the activities undertaken through the Clerk.
- 6.5 The ESC Chairman (who must be a Councillor) will report to The Full Council once a quarter.