# Brundall Parish Council

Environmental Committee Terms of Reference

The Committee is appointed annually by the Parish Council at the AGM to advise on and/or co-ordinate wildlife, biodiversity, and environmental issues on land owned and/or managed by the Council.

1. The Committee shall comprise a minimum of 8 and a maximum of 12 member to include:

* 3 Councillors, including the Chair or Vice-Chair of the Land Management and Recreation and Wellbeing Committees,
* wildlife, biodiversity and/or environmental specialists
* the tree warden and a representative of the Broadland Tree Warden Network
* any other persons interested in relevant issues or with relevant expertise

1. The Committee may, during the year, co-opt additional members for specific projects on a temporary basis.
2. Any change in membership of the Committee shall be confirmed by the Parish Council at its next ordinary meeting.
3. The Committee shall elect its Chairman and Vice-Chairman.
4. Quorums for meetings and standards for meetings will be as per the Council’s Standing Orders for Committees.
5. The Committee shall meet at least 3 times a year, or when requested to give advice on an issue by the Council.
6. The Parish Clerk and/or Deputy Clerk shall be in attendance.
7. The Committee shall ensure that any actions performed on land owned or leased by the Council is carried out in accordance with the Council’s regulations and specifications. This shall include health and safety, risk assessments, contracted out work to voluntary groups or paid contractors.
8. The Committee Chairman will provide the Parish Council with a report on its work after each meeting.
9. The Committee’s Terms of Reference shall be subject to the approval of the Parish Council and will be reviewed as per the Advisory and Scrutiny Committee review schedule.
10. The Committee shall ensure all Land Management Plans are monitored, adhered to and, where necessary, updated at regular intervals.
11. The Committee shall prepare an Annual Report for the Annual Parish Meeting.
12. Any matters which require decision by the full Council shall be submitted via a written report.