



# HORLEY TOWN COUNCIL

## Environment Sub-Committee Terms of Reference

### 1. Purpose

The purpose of the Environment Sub-Committee (ESC) is to consider matters in relation to environmental activities undertaken by the Town Council and to make recommendations to the Leisure & Amenities Committee new potential projects and policy related matters. The ESC further aims to take forward the Council's pledge to make improvements to the environment and to respond to its motion '**Declaring a Climate Emergency that requires Urgent Action ...**'.

### 2. Membership and Appointment

The ESC shall consist of 11 participants, nine Members to be drawn from the membership of the Town Council together with two co-opted non-Councillors. The ESC may further make recommendations to Leisure & Amenities Committee for the co-option of additional non-Councillors to the Sub-Committee with a particular level of expertise they may have to offer, in accordance with the above principles.

### 3. ESC Chairman and Vice-Chairman

The Chairman and Vice-Chairman shall be appointed at the first meeting of the ESC following Annual Council and to serve for a period of one year.

If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the ESC, then the Members present shall elect a temporary Chairman for the duration of the meeting.

### 4. Quorum

At least three Members of the ESC must be present at any Sub-Committee meeting for the meeting to be quorate. If there is no quorum, all items for which the Sub-Committee would be inquorate shall be deferred until the next meeting of the Sub-Committee.

## **5. Attendance by Councillors Who Are Not Members of the Sub-Committee**

Any Member of the Council who is not a Member of the Sub-Committee may attend the meeting and may speak on any item, with the permission of the Chairman. Such a Member may not, however, make or second any proposals or amendments and may not vote.

## **6. Attendance by Non-Councillors**

The same principles in 5 above shall apply to co-opted non-Councillors in attendance at a meeting of the Sub-Committee who may speak on any item, with the permission of the Chairman but may not, however, make or second any proposals or amendments and may not vote.

## **7. Member Code of Conduct**

The Council's Code of Conduct shall apply to all Councillors present at the meeting, whether members of the Sub-Committee or not.

## **8. Attendance by the General Public**

Meetings will normally be open to the public unless there is a specific resolution of the Sub-Committee to consider an item of business in private.

## **9. Frequency of Meetings**

Meetings shall be held quarterly, immediately prior to meetings of Leisure & Amenities Committee. The venue is the Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ.

## **10. Agenda and Proceedings**

The agenda shall be drawn up and circulated by the Town Clerk or delegated officer. The provisions of the Council's Standing Orders for business shall apply to meetings of the Sub-Committee. Democratic Services support will be provided to the ESC by a HTC Officer for meeting preparation, taking minutes, and carrying out specific actions through the Council's Scheme of Delegation. Any additional research and preparation required for meetings shall be undertaken by the ESC Members to provide with direction from the Chairman. The Chairman shall provide a verbal summary of the ESC meeting for onward reporting to the Leisure & Amenities Committee, along with any recommendations and/or budgetary requirements to be proposed for consideration.

## **11. Partnership Working**

The ESC will seek to work collaboratively with principal authorities and other organisations on environmental matters and seek to influence change to benefit the environment. It will further aim to pursue grant funding opportunities and, where possible, raise awareness and help make improvements to tackle climate change and create a more sustainable future.

**Adopted: 16 May 2023**

