

Histon & Impington Parish Council

Environment Committee

Terms of Reference

Membership

- Membership of the Committee is seven Councillors + Ex Officio
- Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chairman by election from members of the Committee at the first meeting in any financial year
- Councillors not on the Committee but wishing to attend may do so BUT do not have a vote
- The Committee can co-opt and co-opted members can vote on management of land as long as it is for items within a budget determined by the Council
- The Chairman and Vice Chairman of the Parish Council shall be Ex-Officio members of the Committee

Quorum

The quorum necessary for the transaction of any business shall be **three**. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next full Council meeting or the next meeting of the Committee or on such a day as the Chairman may fix.

Frequency of meeting

The committee shall normally meet quarterly as per the calendar of meeting circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require.

Notice of Meeting

The Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the Agenda following standard Council practice.

Minutes of Meetings

Every meeting of the Committee shall be minuted and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practise. Draft minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date.

Area of Responsibility

The Environment Committee has the delegated authority to:

1

Environment Committee Terms of Reference – Histon & Impington Parish Council
Adopted: 14 May 2012 Revised: 22 May 2012

Clerk: Mrs. A J Young, Parish Office, New Road, Impington, Cambridge, CB24 9LU
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www.hisimp.net

- Arrange for production of and signing off of policies
- Support the Environment Statement and continue to review, implement and develop the plan including the Public Art Strategy, Tree Policy and Sustainable Energy
- Manage and maintain the public unequipped open spaces including: the War Memorial, Ambrose Way, Manorial Waste, Sec 52, Doctors Close, The Copse, The Coppice, rear of Manor Park, Allotments, Village Green, trees and street furniture in the sole ownership of the Council
- Manage and maintain Play Area at The Green and Play Area South Road (until current projects complete, then to transfer to Recreation Ground Committee)
- Manage other land (eg County Council verges) which the Council (on the recommendation of the Committee) accepts temporary responsibility for
- Establish and maintain a regular cycle of tree inspections by properly qualified and responsible organisation, and act on those recommendations so as to manage the Council's liability
- Recruit and retain volunteers
- To maintain the two village signs
- To administer the Burial Ground and maintain all the facilities on the site
- To administer both allotment sites, Glebe Way Impington, Gatehouse Road, Histon
- To maintain and administer all aspects of the Village Green including: maintenance, bookings, signage, rails, fencing, duck viewing platform
- Oversee day to day management and maintenance of assets: e.g. Crossing Keepers Hut, Village Signs, Youth Shelter, Bus Shelters
- To oversee provision of dog and litter bins, refuse and litter picking issues
- Initiate new projects and monitor completion of projects
- Prepare a bid for consideration by the Finance Committee for Precept purposes
- At its first meeting in the financial year plan and review the budget

Delegation of Powers

The Committee may spend up to its agreed delegated budget without recourse to Full Council on items or cost categories that have been budgeted. Virement can be made between cost categories if necessary. Any items that have not been budgeted for must be referred to full Council as soon as possible.

Noting delegation policy for the Clerk, the Chairman of the Committee and Clerk together with one other person serving on the Committee may approve spend within budget and for approved projects without referring to Full Council, for report in writing at the next available meeting.

Clerks Delegation of Powers

The Clerk may proceed with any project up to a limit of 1% annual precept once decision to proceed taken by Council or Committee

The Clerk may spend on any matter deemed as an emergency, up to 1% of annual precept in total under specified budget headings in any one reporting period

The Burial Ground shall run to a completely separate budget

In Summary:

Environment Committee:

May spend up to overall budget figure allowed without recourse to full council
Any items not originally budgeted for must be reported as soon as possible to Council

Chairman, Clerk + 1 other can agree to move projects forward by agreeing spend, and with whom, between Committee meetings, if within overall budget

Clerk's Delegation (for all Committees/Council:

Clerk can proceed with orders for any agreed project up to a limit of 1% of annual precept in any one reporting period

Financial Regulations:

Chairman or Clerk can authorise 1% of annual precept in total on emergency orders at any time, to be reported to next meeting

Clerk can authorise payment of invoices before Council authorisation, if urgent