



Terms of Reference for Environmental Working and Advisory Group

Purpose:

- a) To work to achieve carbon neutrality of Ansford Parish Council and Castle Cary Town Council by 2030.
- b) To work to achieve this in the parish and town by 2030.
- c) To work in collaboration with other neighbouring towns and parishes such as Bruton to achieve this.
- d) To work towards establishing a paid post of Environmental Officer for the South Somerset East Area by June 2021.
- e) To encourage and support progress on environmental initiatives by community groups.
- f) To record and regularly report this progress to Ansford Parish and Castle Cary Town Councils. (& therefore to the public)

Document Properties

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Revision History

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Draft v1	Claire Craner-Buckley Deputy Town Clerk	July 2020
Draft v2	Claire Craner-Buckley	October 2020

1. The Environmental Working and Advisory Group (known as the EWAG) will meet at least quarterly each year, meetings to be timed to facilitate giving a report on progress to a Full Council Meeting.
2. The EWAG will be made up of six members. Two members will be Town Councillors, one Ansford Parish Councillor, a member of the Chamber of Commerce and up to two lay people. The Chairs of the Parish and Town Council are entitled to attend in an ex-officio capacity. The Town Council Environment Champion/Officer will attend to record minutes and actions.
3. At its Annual Town Council Meetings the Councils will determine by resolution three Councillors who will be members of the EWAG.
4. At its first meeting after the Annual Town Council Meetings the EWAG will consider the continuance of existing lay members. Alternative, lay members can be co-opted, up to a maximum of two.
5. At its first meeting after the Annual Town Council Meetings the EWAG will appoint its Chairperson, who will be a Town Councillor.
5. For a meeting to be quorate, a minimum of three members must be present, and the majority of those present must be Town Councillors. Members of the group not attending should give their apologies and reasons in advance to the Clerk/Chair. All members of the group in attendance at a meeting may vote, and decisions will be made by simple majority. The chair of the Group will have a casting vote. At least one of the councillors should be a member of the Castle Cary Town Council Marketing and Communications Committee.
6. An agenda for a meeting of the EWAG shall be issued to all members at least three clear days prior to each meeting.
7. Each agenda will include as a standing item a report from the Chair on recent progress. This will be based on the 'Green Actions Checklist' introduced by Castle Cary Town Council. This report will be produced for distribution with the agenda.

8. The 'Green Actions Checklist' will naturally expand, adapt and develop as progress is made.
9. Each agenda will include as a standing item a report on the current budget position. This will be produced for distribution with the agenda.
10. The initial budget will include the contributions collected by Greener Cary.
11. Notes of meetings shall be taken and circulated to all members of the EWAG within ten working days of the meeting.
12. The EWAG shall utilise the Greener Cary and Neighbourhood Plan databases (subject to consents) to communicate with interested parties in the community. They will aim to extend this database and to potentially utilise the Greener Cary Facebook page.
13. The EWAG will liaise with other Town Council groups and committees including those in the wider locality, as required and bring to the attention of the Council any matter it is aware of being pursued by other local authority/statutory/voluntary or other bodies which support the work of the group.
14. The EWAG will liaise with Somerset County Council and South Somerset District Council and other Environmental Organisations as required.
15. The EWAG shall consider the needs of all aspects of the local community including, but not limited to, the young, the elderly, the disabled and others as listed in our equal opportunities and safeguarding policies.
16. The EWAG shall, at all times, consider its duty with respect to best value, health & safety, sustainability, care of the environment, and climate change in all aspects of its work
17. The EWAG shall consider such matters as may be delegated by the Full Council or its committees from time to time, reporting back in writing with its recommendations. The Chair of the EWAG shall be prepared to report further in person at the relevant meetings, and answer questions.
18. The EWAG shall be made privy to the Town Council's discussions and actions relating to the financing of all aspects of the Group, where these are not restricted by GDPR or other legislation such as, but not limited to, the Data Protection Act 1998, and will be invited to make recommendations concerning relevant budgets and expenditure.
19. The EWAG may make any recommendations to the Finance and Management Committee regarding any changes to the new Environmental Officer's contract so that these can be referred to the Full Council in October of each year. This is to ensure that any budgetary requirements for the coming financial year can be considered during the Town Council's budget setting process.
20. These Terms of Reference will be subject to Annual Review by the Town Council.