



TODMORDEN TOWN COUNCIL

## CLIMATE EMERGENCY COMMITTEE TERMS OF REFERENCE

**Membership:** 6 Councillors and Ex-officio (Genders Equally Represented)

**Non-councillor:** Non-councillors cannot be appointed onto this committee as it deals with sensitive and confidential staffing matters

**Quorum:** Three Town Councillors with voting rights

**Meetings:** Four meetings per year (or as required)

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership.
- 2) Non-voting participants may be invited to meetings of the Committee as and when required.
- 3) The Aim of this committee is to develop strategy and policy in all matters relating to Climate Emergency intervention **at local level** and to take decisions and commit expenditure where required but within pre-determined budget levels.
- 4) The objectives of this committee are to encourage and wherever possible deliver **local interventions** that will help assist Calderdale Council in achieving its stated Carbon Dioxide emission neutral date and to actively participate in partnership initiatives seeking to reinforce this objective.
- 5) The committee will develop an action plan to further our objectives and review this in June and November each year.
- 6) The Clerk will call Climate Emergency Committee meetings as a minimum quarterly and as and when necessary as determined by the Chair of this Committee. Members will be summoned to attend meetings which will be held in the Town Hall or Todmorden Community College and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- 7) Minutes of all meetings will be recorded by the Clerk and or nominated officer and circulated at Full Council meetings of Todmorden Town Council for information. All resolutions and recommendations to Full Council shall be recorded in the minutes of the meetings.
- 8) The Climate Emergency Committee will have delegated powers to act/make decisions on

behalf of the Full Council in relation to the defined terms of reference only. Any recommendations outside the Climate Emergency Committee's terms of reference shall be made to the Full Council.

### **Scope**

- 1) The Climate Emergency Committee will have delegated powers to scope and decide upon the content of the Action Plan.
- 2) The Climate Emergency Committee will be ambitious to achieve change but in a realistic manner relative to its sphere of influence and resources available to it to deliver such initiatives.
- 3) The Climate Emergency Committee will engage with and aspire to share our plans and collaborate with nearby parishes and similar towns to achieve the aims and objectives of our plan.

### **Financial Delegation & Responsibility**

- 1) To be responsible for any budgets delegated by Full Council.
- 2) To receive the committee financial statements for monitoring purposes and to ensure that the committee does not exceed its overall budget.
- 3) To assemble and submit to the General Purposes Committee, estimates of income and expenditure for each financial year in respect of services of this Committee no later than 30th October each year.