

## Todmorden Town Council

### Climate Emergency Committee Terms of Reference

Last Reviewed May 2023

#### Membership – 6 Members

To be elected annually at the Annual Meeting of the Town Council each year.

- The Mayor **or** Deputy Mayor of the Council shall be ex-officio, a voting member of every Committee
- The Climate Emergency Committee to consist of 6 members, Mayor **or** Deputy Mayor of the Council, plus 6 Town Councillors (both genders should be represented).
- The Chairman and Vice-Chairman are to be elected annually by the Climate Emergency Committee at the first meeting after the Annual Council meeting of Todmorden Town Council and shall hold office until the next Annual Council meeting.
- The quorum of the Committee is 3 voting Members.

#### Aims

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.

#### Objectives

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.

#### Action Plan

The Climate Emergency Committee will develop an Action Plan to further our objectives and review this in June and November each year.

#### Meetings

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 and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

#### Documentation

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.

#### Accountability

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**

- The Climate Emergency Committee will have delegated powers to scope and decide upon the content of the Action Plan.
- 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.
- 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.

## **Review**

The Climate Emergency Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.