



LITTLE MARLOW PARISH COUNCIL

TERMS OF REFERENCE

AMENITIES AND ENVIRONMENT COMMITTEE

Resolved at the Parish Council Meeting on 21 May 2024

1. Members

Three to five Parish Councillors appointed annually at the Annual Council Meeting. The Committee is a committee of the Full Council and shall operate within the terms of reference set by Little Marlow Parish Council.

2. Quorum

The quorum of the Committee shall be three Members.

3. Voting

Only members of the Committee may vote at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.

4. Co-option

The Committee may co-opt any person who is not a member or officer of Little Marlow Parish Council and shall have no voting rights. Each appointment will be reviewed at the Annual Meeting of Council in May.

5. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

6. Chairman and Vice Chairman

The Chairman and Vice Chairman are to be elected annually by the Committee at their first meeting.

7. Minutes

All Minutes shall be open for inspection by any Member of the Public or Parish Council.

8. Responsibilities

The Committee is responsible for the Little Marlow Parish Council's environmental strategy and shall consider all relevant environmental matters, providing a response to the full Parish Council as required.

9. Procedures

Meetings will be held on a quarterly basis.

10. Terms of Reference

To review the Terms of Reference of the Amenities & Environment Committee at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary and make appropriate recommendations to Full Council.

11. Meeting Duration

The Amenities & Environment Committee meetings will be for a maximum duration of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances, the meeting may be extended with a vote taken by Members.

12. Specific Delegated Powers:

a. Working within the Financial Regulations of the Council, the Committee shall have powers to approve and determine expenditure within budgets controlled by the Committee.

b. To consider matters relating to the management and maintenance of the council's amenities and make recommendations to Full Council.

c. To consider matters relating to the council's environmental strategy and make recommendations to Full Council.

d. To communicate with appropriate external bodies on behalf of Full Council regarding matters relating to the council's amenities and environmental strategy.

13. Strategy:

The aim of the Amenities and Environment Committee is:-

- a. To ensure that the amenities provided by LMPC are properly managed and maintained.
- b. To promote biodiversity within the parish
- c. To promote sustainability and energy efficiency within LMPC and within the parish
- d. To provide full council with guidance on environmental matters.

14. Operation:

- a. The committee shall maintain a budgeted task list through which its responsibilities will be fulfilled
- b. The committee shall, where necessary, establish working groups to perform specific tasks. Members of such working groups need not be members of the committee.
- c. The committee shall work with internal and appropriate external bodies to fulfill its responsibilities.

Last Reviewed: 21 May 2024

To be Reviewed: ACM – May 2025