



## THORNABY TOWN COUNCIL

### TERMS OF REFERENCE FOR THE ENVIRONMENT & SPECIAL PROJECTS COMMITTEE:

#### Membership

The committee will comprise of 6 elected members to be elected at the Annual General Meeting of the Town Council each year. The quorum of the committee is 3 members.

#### Meetings

Meeting will take place monthly on a Monday and will commence at 6.30pm. Members will be summoned to attend meetings which will be held in the Town Hall. Public Notice of the meeting shall be given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.

#### Objectives

To exercise the functions of the Council in respect of all environmental and special project matters

#### Documentation

Minutes of all meetings will be recorded by the Clerk and signed copies of the minutes will be circulated at Full Council meetings of Thornaby Town Council. All resolutions and recommendations to full council shall be recorded in the minutes of the meetings.

#### Accountability

The Environment Committee has delegated powers to act on the behalf of the council in relation to the defined terms of reference only; any recommendations outside the Environment Committee's terms of reference shall be made to full council.

#### Scope

The Environment Committee to have delegated powers for the following:

- Responding to consultation documents relating to environmental and highways issues
- Advising the Town Council of the impact of environmental issues that will effect Thornaby
- Working in partnership with outside environmental agencies in regards to local environmental issues
- Preparing an annual report to summarise the work undertaken in exercise of its delegated powers for consideration by the Town Council
- Being responsible for reviewing its yearly forecast of revenue and capital receipts and payments
- Being responsible for formulating and submitting proposals to full council in regards to environmental projects (no later than 31 October each year) as laid down in financial regulation 3.1

Adopted at AM: May 2019

**To be reviewed at the AM 2020**