



Climate Change committee Terms of Reference  
Adopted July 2021

## Constitution

1. The Climate Change committee is constituted as a Standing Committee of Haslemere Town Council under Sections 101 and 102 of the Local Government Act 1972.
2. The Climate Change committee consists of councillors appointed at the Annual Meeting of the Town Council.
3. The Climate Change committee meets every 4 months, on the first Tuesday of June, October, and February. In between meetings councillors are encouraged to attend meetings of the Haslemere Climate Collective to gather ideas for change, drive community actions and formulate requests for support/funding from bodies including HTC.
4. The Committee Chairman and Vice-Chairman to be elected annually by the committee before proceeding to any other business at the first meeting in June.
5. The Chairman shall have a second or casting vote in the case of an equality of votes [Standing Order 3r].
6. The Mayor is an ex officio member and entitled to vote.
7. A quorum of the committee is a third of all members or a minimum of three Councillors, whichever is greater.
8. The Town Clerk or other officer as from time to time agreed by the Staffing Committee shall be responsible for the day-to-day Climate Change committee matters.

## Objectives

To work to ensure that the Town Council continues to implement the three resolutions it committed to in the Climate Change Emergency motion passed on 20/9/19 (attached). In summary:

1. To ensure implementation of the carbon-neutral roadmap established by the Climate Change Working Party in 2019.
2. To promote the environmental grants fund.
3. To seek ways to facilitate and encourage our community to reduce direct and indirect CO<sub>2</sub> emissions and conserve and enhance biodiversity.

## Responsibilities

The Climate Change committee has no delegated authority from Full Council in respect of decision making however it is responsible for:

1. Making full costed recommendations to the Amenities committee in respect of environmental enhancements to the Council's assets, such as:
  - Open spaces (Lion Green, Town Meadow etc).
  - Public toilets
  - Allotments

2. Creating and keeping up to date an HTC Carbon Audit.
3. For all other projects making full costed recommendations to Full Council or the CIL committee, this could include but not restricted to:
  - Street tree planting
  - Bike shelter pilot
  - Public recycling bins
  - Walking and cycling
4. Other responsibilities:
  - Supporting collaborations with local councils such as Witley Parish, Dorking Parish, West Villages
  - Collaborating with and supporting local organisations such as the local Climate Collective (including LHW, Transition, CRP, Community Energy)

## Budget

The Climate Change committee has no allocated budget however it is committed to making, in September each year, fully costed recommendations to the budget working party for projects for the following financial year which support its objectives.

## Review

These terms of reference are to be reviewed as required but at **least** every four years by the Climate Change committee and any amendments to be approved by Full Council.