

## **Oundle Town Council (OTC) Climate Change Working Party Terms of Reference**

### **Aims and Objectives**

To recommend and implement environmental projects, and to measure performance and formulate policy on behalf of —and to report to - the full Town Council. The Working Party will suggest, facilitate and approve concepts and generate ideas to help OTC shift itself towards a carbon neutral stance, and help Oundle's whole community engage with the same. In effect, the Working Party will be the environmental focus/conduit for Council.

### **1. Structure of meetings**

- a) Membership shall normally comprise of 3-5 nominated members of the Town Council including the Chair. Other members may be invited on "ad hoc" from groups such as Transition Oundle, and especially from local schools and youth groups (PWS, OS, OPS, scouts etc).
- b) A quorum will be a minimum of 3 members of the Working Party, including at least one councillor.
- c) Meetings will normally occur once a month, though meetings can take place by an "online" (email) conversation as long as the final email thread can be printed and act as minutes of the meeting.
- d) Feedback will be reported at full Oundle Town Council meetings.

### **2. Responsibilities**

- 1) Help structure OTC functions and policy in a "climate friendly" fashion.
- 2) Develop a monitoring and measuring strategy to ensure OTC progresses towards a carbon neutral position.
- 3) Provide updates for the OTC website, social media and other communication channels.