



Owslebury & Morestead Parish Council

GrOws (Green Owslebury Climate Action)

Working Group – Terms of Reference

Purpose of the Working Group

The Working Group is a group of members of the public from Owslebury parish and at least one council member to organise activities to help lower the carbon footprint of Owslebury and Morestead.

Terms of Reference

1. The working group will consist of 1 council member in an advisory capacity determined by the parish council. Membership is determined at the annual meeting of the council, or at a full council or committee meeting.
2. The working group may invite members of the public from Owslebury and Morestead parishes to join the efforts of the group and to attend meetings.
3. At the next meeting of the working group, members shall:
 - a. Review these terms of reference.
 - b. Appoint a member as Lead Member/Chair who will act as the primary contact to the council.
 - c. Appoint 2 deputy chairs.
4. In line with the purpose set by the council, the remit of the working group is to:
 - i. Offer information and guidance to encourage the community of Owslebury and Morestead to adopt the positive changes needed to reduce the carbon footprint of the villages.
 - ii. Organise projects to promote sustainable living.
 - iii. Promote protection of our local environment and increase its biodiversity.
 - iv. Liaise, learn and connect with other individuals, organisations and groups in our community to enable positive changes to reduce our impact on the environment.
5. The working group does not have any delegated powers to make decisions for or on behalf of the council and must not exceed its purpose or remit without the council's permission.
6. The working group has discretion to commit to spending funds ring-fenced that is in the Parish Councils budget or raised by their own activities without reverting to the Parish Council for approval.
7. The working group will abide by the Parish Councils Financial Regulations.
8. The working group reports to the council and should provide monthly reports to keep the council informed.
9. Meetings of the working group are informal and therefore do not need to be held in public and may be held remotely.
10. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council.



11. Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind the council. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council/committee.

These Terms of Reference will be reviewed yearly.