



**BOROUGHBRIDGE TOWN COUNCIL**  
1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN

**Environment and Sustainability Committee**  
**Terms of Reference**

**Environment and Sustainability Committee**

**1. Role**

The objective of the Environment and Sustainability Committee is to represent the views of the community with regard tackling climate change, improving our local environment, and building a sustainable community.

**2. Delegation**

Boroughbridge Town Council will consider renewing these Terms of Reference on an annual basis as agreed at the Annual Parish Council Meeting. Currently reviewed by the committee in January to be ratified at the first full council meeting in February.

**3. Objective**

The purpose of the Environment and Sustainability Committee

is to explore, consider and put forward ideas and possible solutions to the Town Council that would reduce the carbon footprint of council owned assets, prepare for climate change impacts, improve our local environment, and reduce waste and environmental impact. As this is a relatively new committee these terms of reference may grow or need alteration during the course of the year and will need approval from Full council.

**4. Membership**

The Committee can consist of up to **six** councillors appointed at the Annual Meeting of the Parish Council each May. The Chairman and vice chairman of Boroughbridge Town Council will be ex-officio members unless they are already committee members.

- a. The Committee will operate within Boroughbridge Town Council's Standing Orders, Financial Regulations and Local Government Law.
  - b. At the first Meeting of the Committee they shall elect a chairman and a vice chair for this Committee for the forthcoming year from amongst its appointed membership. The Chairman and the vice Chair may be re-elected but can serve no longer than two terms.
  - c. If a chair or vice chair wishes to resign their post, they should notify the Chair of the council as soon as practicable. The committee can then choose a suitable replacement. The full council will be informed, where the resignation and any new appointment can be made can formally be accepted
- a. The quorum of the Environment and Sustainability Committee will be **THREE**.

**5. Meetings**

It is expected the Committee will meet at least quarterly unless other circumstances arise, and report to the full council.

Agendas and minutes from all meetings shall be made available to the public.

**6. Voting**

- a. The Quorum for a meeting will be a minimum of three Councillor Members.
- b. Rules & Regulations
  - i. The Councillors’ Code of Conduct will apply to all members of the Committee.
  - ii. The conduct of meetings (declaration of interests, debate, voting etc) will be governed by the Council’s standing orders.

**7. Rights & Powers**

- a. The Committee will have limited delegated powers:
  - i. May make recommendations to the Council for consideration and approval.
  - ii. The Committee may convene special meetings in accordance with the Council’s Standing Orders.

**7. Responsibilities**

The Committee shall:

- a. Consider and make representations to the Full Council
- b. Co-ordinate approaches with working groups

Review Date: April 2026

Next review date: March 2027

Signed by The Chair.....