



## ENVIRONMENT & COMMUNITY SERVICES TERMS OF REFERENCE

### **Environment aim:**

West Mersea Town Council recognises that we face an unprecedented climate and environmental emergency and will commit to becoming a net zero carbon emitter in our own operations and taking actions that mitigate the effect of climate change on the local environment. We will use our power and influence to protect and improve the environment and encourage and support others to do the same, in addition to fulfilling our statutory environmental responsibilities and complying with all legal and other requirements. We are committed to transforming West Mersea into a cleaner, greener and a healthier and more active town. Examples could include waste facilities and management, biodiversity and tree planting/stock, crime and safety, events, devolution, footpaths, SSSI, community group support, gate licences, town signage and opposition to nuclear power at Bradwell.

**Membership:** The Committee shall consist of elected Members of West Mersea Town Council. Its quorum shall be 3. In accordance with Standing Orders members of a committee may include non-councillors.

**Co-options:** Co-opted members shall be representatives of organisations and individuals who in the opinion of the Committee shall enhance the effectiveness and representation of the Committee. The Committee will submit co-option recommendations to Full Council for decision. Co-opted members shall not have voting rights.

**Meetings:** Meetings of the Committee shall normally take place at least six times a year. The time, date and place of meetings shall be determined by the Council at the Annual Council Meeting, or otherwise by the Council.

**Budget:** In line with our financial regulations, expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget:

Expenditure on revenue items may be authorised up to the amounts included for that budgeted item in the approved budget.

This authority is to be determined by:

- The council for all items over £5,000
- A duly delegated committee of the council for items up to £4,999 or
- The Town Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000 at their discretion. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate

**Status:** The Environment & Community Services Committee shall be a Standing Committee of West Mersea Town Council appointed at the Annual Meeting of the Council. It has the power to make decisions which support aims of the committee without the need to refer to Full Council unless a matter is specifically referred up. It is subject to the same general rules of conduct in relation to meetings as set out in the Council's Standing Orders.

### **Examples could include:**

- Promote environmental awareness within the community and work with the local community in partnerships to achieve environmental change.
- Review the West Mersea Town Council facilities and land and identify how we can improve our own environmental management.
- Reduce the consumption of energy and water across all of our activities.
- Minimise the impact of our travel by developing sustainable travel solutions both in our own operations and for the benefit of the people of West Mersea, in collaboration with other stakeholders.
- Continue to improve our performance to prevent all types of pollution and reduce CO2 and other harmful emissions from our activities.

- Work to improve the health and wellbeing of the people of West Mersea through the provision of information and the promotion of home energy efficiency measures, to keep people warm and well, in addition to reducing carbon emissions.
- Work closely with our suppliers and contractors to reduce the social and environmental impact of goods and services by considering such issues as carbon footprint, single use plastics, and fair-trade goods.
- Use products and materials such as paper efficiently and specify goods that, wherever possible, have a minimal environmental impact in the extraction or sourcing of materials, manufacture, use and disposal.
- Minimise the production of waste from our own activities and encourage the community to reuse, reduce, repair, and recycle by working with recycling partners to promote this type of activity throughout the community.
- Encourage and support installation and use of renewable energy, battery storage and low carbon technologies in the town.
- Protect, conserve and enhance West Mersea's natural environment and its biodiversity whilst improving our open spaces, public rights of ways and green corridors.
  - Develop wildlife- friendly areas in our facilities.
  - Promote food and urban growing e.g., Non floral areas.
  - Promote environmental art and creative ideas.

#### **Community Services aim:**

This committee will deal with the Community programme events, community engagement, and the communications required to carry out West Mersea Community Services effectively:

- Community services - activities and events run by the parish council or with partners or by partners
- Communication and marketing of everything the parish council does or is involved with.

#### **Examples could include:**

- Manage the marketing and publicity of the events and services West Mersea Town Council engages with
- Work in partnership with other councils, agencies, and groups to help facilitate, encourage, and secure an improved level of community engagement.
- Develop initiatives which support and reflect the requirements of the residents and meet the West Mersea Town Council strategic vision.
- Commission services and facilitate partnerships that will benefit the community liaising with third party service groups, volunteers, and local businesses.
- Work to increase the community engagement where viable by having a visible presence in the, thus working towards our West Mersea Town Council aim to be an inclusive council committed to all our community.
- Oversee the management of an approved annual programme of community events.
- Prepare and submit to Finance and Strategy Committee budget requirements for future years and performance against budget through the financial year.
- Engage with partners or groups within the parish to actively encourage participation with residents and if possible, encourage them to lead projects and West Mersea Town Council to facilitate or mediate.
- Educate the community through activities and communication events.
- Communicate through local newspapers, newsletters, Website and surveys.
- Produce a sound and effective communication process supported by a clear communication policy coordinating the various communication channels that West Mersea Town Council uses.
- Produce the Town Newsletter - editorial content, printing, distribution, and advertising.
- Manage the parish web site – design, construction, content and links to other local web sites and its update and maintenance.
- Review new technologies to ensure that West Mersea Town Council uses the most effective and efficient communication tools.
- Where appropriate provide quick response to PR through local papers, Facebook blogs etc., using safe social network sites and more traditional paper based medium.
- Managing the website protocol.
- Ensure legislative compliance and best practice.