Warndon Villages Parish Council

Terms of Reference for the Environmental Committee

Authority

The Environmental Committee is appointed by, and solely responsible to Warndon Villages Parish Council. The Committee's duties are defined and agreed by the full Council, which may vote, at any time, to modify the Committee's powers. Meetings will be held as required, with no fewer than one meeting per year. The Committee shall meet when the Portfolio holder requires input from other Parish Councillors to discuss Environmental strategy within the Parish. The Portfolio holder will be responsible for liaising with the City Council and other Authorities which are operationally responsible for maintaining the Environment within the Parish.

Membership

The Committee will consist of no fewer than four elected Parish Councillors, and at its first meeting will elect a Chair to preside over future meetings. A quorum will be a minimum of three elected Members. The Chair and Vice Chair of the Council will automatically be members of the committee and have full voting rights

Records of Proceedings

Records will be taken when the Committee meets and meeting minutes will be circulated to the full Council with recommendations. The minutes will be published on the Parish website.

Responsibilities

Whilst the Portfolio holder has full delegated powers to liaise with Parishioners and City Council Officers in order to resolve day to day matters within the budgets approved by Warndon Villages Parish Council, the Committee shall support and advise the Portfolio holder on issues relating to Environmental matters within the Parish. These include:

a. Negotiation with the City Council of the annual amounts to be recommended to the full Parish Council for Environmental and Enhanced Grass Cutting.
b. Correspondence relating to Environmental issues within the parish.
   Condition and maintenance of footpaths in the Parish and liaising with the relevant bodies.

c. Increase community engagement with the green and blue spaces within the Parish boundary ensuring that:
    a. The community is involved in developing the strategy; and
    b. The full council supports the strategy; and
    c. The strategy enjoys the support of both the local ward members and officers of the City and County Councils.

d. Monitor and report back to Full Council progress against the strategy.

e. Continue to develop the strategy as time progresses.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

Reviewed at the Parish Council Meeting on 11.5.2026