



Terms of Reference: LW&GC Environment Group

Adopted: 2 July 2025

Introduction

LW&GC Environment Group has been active since 2022.

Our Mission statement is “**a greener parish for all**” and our primary goal is to bring people in the parish closer to nature and to promote biodiversity and wildlife.

Our objectives include monitoring and supporting wildlife, education and encouraging community participation.

- **PC Lead / Contact: Cllr Richard COATES**
- **Community Coordinator: Mrs Teresa CASTELINO (Non-Councillor)**

Visit the group's Facebook Group: www.facebook.com/groups/lwgcenvironment

Contact the group at: environment@leekwootton.org

Aims & Objectives

The aims and the objectives of the LW&GC Environment Group are:

1. To champion the nature, quality, diversity and conservation of the built and natural environment within the Parish.
2. To review, make recommendations to the Parish Council for and, if approved, oversee the development of projects that fulfil the above item 1, whilst providing both value for money for the funding available and meeting the needs of the local community.
3. To improve engagement with local community and beyond to improve understanding, knowledge and support for the Parish Council, the Environment Group, its aims and objectives.

Group Composition

LW&GC Environment Group is a Leek Wootton & Guy's Cliffe Parish Council Working Party, which is an informal group. The composition of a working party can include any number of parish councillors, officers and/or non-Councillors with an interest or expertise in this area.

One Parish Councillor will act as PC Lead of the Working Party and official contact for the LW&GC Environment Group.

The PC Lead will sit on any organisation committee and be responsible for reporting back the group's activities to the full Council.

With the exception of the PC Lead, the organisation / committee structure of the group is not stipulated.

Finance & Property

LW&GC Environment Group does not have a delegated budget.

The Parish Council has a line item within the budget, G/Env, for the environment group to apply for incidental expenditure will consider a grant.

For larger projects, the Group may apply to the Parish Council for grant-funding.

Allocation and distribution of finance, and applications for grant-funding shall be handled by the Clerk to the Parish Council.

Property of LW&GC Environment Group is the property of the Parish Council.

Meetings & Activities

LW&GC Environment Group shall meet at least once a year.

The schedule and/or format group meetings shall take is not stipulated.

The Working Party may discuss and prepare advisory reports to the Parish Council on matters affecting the defined aims and objectives of LW&GC Environment Group.

LW&GC Environment Group is not a Committee, but a democratic decision-making process shall be observed to make decisions or settle differences of opinion in accordance with the following voting rules: a quorum comprises of 50% of voting members and not less than 3; in the event of an equality of votes, whether he or she has exercised an original vote the PC Lead shall have a second and casting vote.

The conduct of meetings shall have regard to the Standing Orders of the Parish Council and to national legislation.

Functions

To enact its business so as to best achieve the defined aims and objectives of the group.

Amendment to Terms of Reference

The full Parish Council may amend the terms of reference with one month's written notice.