



# Kingshurst Parish Council

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Clerk to the Council: Paula Coyle

18th June 2024

To all committee members

You are summoned to attend a  
Environment Committee Meeting on Tuesday 25th June 2024,  
at 4.30 pm, at the Library, Marston Drive, Kingshurst, B37 6EY

Please note this meeting is for 30 minutes and any decisions will be taken to Full Council Meeting

*Members: Cllr D.Cole, Cllr M.Frampton, Cllr B.Donnely*

*Paula Coyle*

Paula Coyle  
Clerk to Kingshurst Parish Council

## Agenda

1. 1.1	<b>Appointment of Committee Chairman for 2024-2025.</b> Chair to be appointed
2.	<b>Appoint Co-opted members.</b> Co-option member of the Environment Committee
3. 31.	<b>Welcome and Housekeeping</b> General housekeeping.
4.	<b>To receive apologies.</b>
5.	<b>To receive members' declarations of disclosable (pecuniary and other) interests.</b>
6.	<b>To receive and consider members' dispensation requests, if any.</b>
7. 7.1	<b>To acknowledge time and venue for meetings throughout the year.</b> Agree the Terms of Reference

7.2.	Agree on an action plan for the year ahead 24/25.
8.	<p><b>Public Participation</b>  To adjourn to allow public participation. Residents are requested to give their views and question the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman.</p>
9.	<p><b>Date of the next meeting:</b></p>

## **Environment Committee Terms of Reference.**

### **Terms of reference**

#### **Purpose**

The Council is committed to looking after the long-term environmental health and sustainability of the Parish alongside its future social and economic prosperity

It has the power to make decisions which support the 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.

The appointment of the members to this committee is decided at the Annual Parish Meeting

The Chair and Vice Chair of Kingshurst Parish Council shall be ex officio members of the Committee if not otherwise members in accordance with the preceding provision and are entitled to vote.

At the first meeting of each year, the Committee will:

- Elect a Chair;
- Establish day, time and venue for meetings throughout the year;
- Review the Terms of Reference

- Agree on an action plan for the term keeping in mind the plan is a living document and may change depending on circumstances and resources

The committee will consist of a minimum 3 Councillors and members of the public but may co-opt external professionals in an advisory or support capacity

Quorum- A minimum of three members of the committee must be present for the meeting to be quorate.

The purpose of the committee is to inform and advise Council on environmental and sustainability related issues and Council's role in improving the natural and built environment.

The objectives of the Environment Committee are to:

- Consider and decide on appropriate action for matters relating to antisocial behavior
- Making appropriate representations to any relevant agency in relation to the rights of way, footpath and cycle networks within the parish boundary.
- Protect, conserve and enhance Babs Mill and Yorkswood, natural environment and its biodiversity whilst improving our open spaces, public rights of ways and green corridors.
- All matters relating to the preservation of trees, historic buildings and conservation areas
- Agreeing a tree management programme and developing a tree planting scheme.
- Consider youth issues within the parish and to make recommendations/suggestions to the relevant bodies or agencies.
- Making representation with regard to the external services that affect young people, the elderly, unemployed and making representations, participating in and supporting as required all matters relating to community care, policing, crime and education
- To work with community groups and organisations to identify suitable projects for funding

**Clerk to provide administrative and procedural assistance.**

Minutes will be drafted by the clerk for consideration by the Committee and posted on the KPC website.

Meetings will be conducted with an agenda to be prepared by the Clerk and reviewed by the Chair or Vice Chair as appropriate.

Councillors are encouraged to submit topics at least one week prior to the meeting to the clerk.

Minutes of the Committee Meeting and any recommendations (including the minutes and recommendations of any Sub-Committee established by the Committee) shall be submitted to the Full Council.

The Environment Committee will report to the full Parish Council Meeting  
The Committee will have the power to form sub Committees.

The Committee may establish a Sub-Committee to assist it in a matter directly related to the Committees objectives.

The Committee may appoint a Sub-Committee Councillor who are not members of the Committee, and members of the public with skills or expertise in a field relevant to the matters which the Sub-committee is established to assist with.

### **A Sub-Committee established will report to the Environment Committee**

#### **INTERPRETATION OF TERMS OF REFERENCE**

Should there be any dispute as to the definition and/or interpretation of these Terms of Reference, or any part thereof or any irregularities whatsoever that are unable to be resolved by the chairman of the environment committee then the KPC Council shall determine the dispute and the decision of the KPC Council shall be final and binding. The Parish Council may cease the operation of the Sub Committee and the Committee may make such recommendations to the Council on the completion of its function.

#### **Finance**

The Environment Committee will operate under the financial regulations of Kingshurst Parish Council.

The Committee will submit its budget requirement for consideration by the Finance Committee annually.

Under no circumstances will the Committee incur expenditure beyond the budget authorised by Parish Council.

No member of the Committee shall commit the council to expenditure other than by resolution at a Committee meeting.

#### **Other.**

Kingshurst Parish Council has the right to identify issues that will be dealt with at the Full meeting of the Parish Council.

The parish council may allocate to the committee matters outside of the above remit with the agreement of the Chair of the committee.

The Terms of Reference were ratified at a Environmental meeting of kingshurst Parish Council  
held on .....

Signed by the Chairman: .....