Grappenhall and Thelwall Parish Council
Environment Committee

Terms of Reference

(Adopted at Parish Council Meeting October 16th 2025 v1)

1. Background

1.1 The Committee is constituted as an Executive Standing Committee of Grappenhall and Thelwall Parish Council (the Council) in accordance with Standing Order 15a.

1.2 The membership of the Committee shall comprise of **11** members elected at the Annual Parish Council Meeting held in May, or at such other times as appropriate.

1.3 The Chair of the Committee shall also be elected at the Annual Parish Council Meeting in May.

1.4 The quorum of the Committee shall be **4** members.

2. Conduct of Meetings

2.1 Meetings of the Committee will be held in accordance with Local Government legislation as set out in the Parish Council's Standing Orders, Financial Regulations and other such policies of the Council.

2.2 Members of the Committee will be bound by the Council's Code of Conduct.

2.3 Meetings of the Committee will be supported and minuted. The minutes of the Committee will be tabled for approval at the following meeting of the Environment Committee and received at the next meeting of the Council. The minutes of the Committee will be placed on the Council's website.

3. Confidentiality

3.1 Where the nature of the business to be transacted by this Committee is of a confidential nature the public and press may be excluded by resolution at the commencement of the meeting.

4. Purpose of the Committee

4.1 To represent the needs and views of the community with respect to the management, maintenance, use and development of the parks and open spaces within the Parish that are the responsibility of the Council, other than the wider Grappenhall Heys estate which is the responsibility of the Grappenhall Heys Estate Committee.

4.2 To consider reports on health and safety aspects of the above parks and open spaces and recommend any necessary action.

4.3 To consider an annual action plan for improvements to the above parks and open spaces and other specified environmental improvements from the designated budget and make recommendations on expenditure to the Council other than that specified as delegated to the Environment Committee from the designated budget in point 4.4. below.

4.4 In relation to points 4.2 and 4.3 above to consider and authorise funding requests at the above parks and open spaces and for specified environmental improvements.

4.5 No expenditure may be incurred which will exceed the amount provided in the appropriate class of expenditure which has a revenue budget heading and that payment will not cause such budget to be overspent unless approved by the Council. All expenditure approved by the Environment Committee will be advised to the next meeting of the Council.

4.6 To review bids to be submitted by the Council for grant funding from external organisations for improvements/additional equipment in the above parks and open spaces such as, for example: benches, notice boards and amenities, other environmental improvements and climate change initiatives.

4.7 To identify, consider and make recommendations to the Council where necessary on initiatives to improve the physical environment of the Parish, to embed adaptation and resilience to climate change in the Parish Council's activities and to enhance and improve the biodiversity of the local area.

4.8 To oversee cooperative working between Warrington Borough Council employees and the Council's employees on matters relating to the management and maintenance of the physical environment of the Parish

4.9 To consider opportunities to work with external groups/organisations to improve the physical environment of the Parish such as, for example: Warrington Litter Network; Bridgewater Canal Company; Manchester Ship Canal Company and to take forward climate change initiatives.

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4.10 To advise other Committees of the Council on activities within their remit in relation to climate change and biodiversity.

4.11 To encourage and support the local community to make sustainable choices to reduce the 'carbon footprint' of the Parish.

4.12 To work in conjunction with other local parishes in surrounding areas and other local authority organisations in support of climate change and biodiversity initiatives

5. Delegated Powers

5.1 Members will be advised by the Clerk to the Council whether or not a particular item under discussion is within the Committee's delegated powers.

5.2 If it is within the Committee's delegated powers the minute will record the decision as **Resolved.** If not, then the minutes will record the decision as **Recommended** and it will be brought to the attention of the Council for decision when tabling the Committee minutes.

6. Terms of Reference

6.1 These Terms of Reference will be reviewed on an annual basis to ensure the needs of the Council continue to be met.