

Hampton-in-Arden Parish Council
Terms of Reference for the Greener Hampton and Catney Working Group
Hampton in Arden & Catherine de Barnes
HPC/005 Approved by Full Council on 16/07/2025

1. Background and Purpose

The Greener Hampton and Catney Working Group has been established by Hampton in Arden Parish Council to explore practical action to:

- Reduce the carbon footprint of the Council and the wider community through reduce, re-use, recycle initiatives.
- Adapt to the impacts of climate change in the Parish, such as more frequent flooding, more frequent drought, and higher summer temperatures.
- Protect and recover nature across the Parish.

The purpose of the group is to:

- Identify practical, community-based strategies to achieve these goals.
- Explore the feasibility of identified activities (e.g. find case studies, engage with other groups, consider costs and benefits).
- Recommend preferred activities to the Council.
- Take a leading role in implementation of agreed activities.
- As appropriate advise or support the Council on the integration of climate and nature considerations into their other activities (planning, maintenance etc).

2. Authority and Responsibilities

- This Working Group **does not have delegated decision-making powers**.
- In specific cases, **temporary delegated authority** may be granted by Full Council under Section 101 of the Local Government Act 1972 via formal resolution.
- The group's role is to make **recommendations only**, which must be approved by Full Council.

3. Governance

These Terms of Reference will be **reviewed annually** at the **Annual Parish Council Meeting in May**.

The Working Group will operate in accordance with Hampton in Arden Parish Council's **Standing Orders, Financial Regulations and Relevant Local Government Law**.

4. Membership and Administration

Membership of the Working Group is confirmed at the Annual Parish Council Meeting.

• Current members:

- **Councillors:** Roger Waring, Peter Green
- **Resident Volunteers:** Jane Humphreys, Juliet Mian

The clerk will, where possible, provide administrative support.

All Parish Councillors will be notified of Working Group meetings with **at least three days' notice**.

Meeting notes should be taken by a Councillor of the Working Group and:

- Included on the agenda of the next Full Council meeting
- Made publicly available; and
- Clearly outline recommendations and any required decisions by Full Council

5. Expectations of Group Members

Participation:

Members should make every effort to attend meetings. Apologies and reasons for absence must be sent to the Clerk at least two days in advance.

Responsibility:

Members must take ownership of actions assigned to them and adhere to agreed timelines.

Confidentiality:

All members must respect confidentiality where applicable.

The group will operate in a respectful and inclusive environment that encourages all members to contribute.

6. Meeting Procedures

Any Parish Councillor may attend Working Group meetings.

7. Co-option of Public Members:

Residents with relevant experience or skills may request to join by writing to the Clerk. These requests will be considered and approved by Full Council.



Julie Barnes
Clerk and Financial Officer
Hampton in Arden Parish Council