

ALTON TOWN COUNCIL CLIMATE CHANGE COMMITTEE TERMS OF REFERENCE

1. Purpose

In 2019 Alton Town Council declared a Climate Emergency and updated it in 2023. A Climate Change Strategy and Action Plan (CCSAP) was prepared. The CCSAP includes actions and strategies for reducing community-wide greenhouse gas (GHG) emissions and improving the adaptive capacity and resiliency of the community to cope with and adapt to, the local impacts of climate change.

A Task and Progress group was convened to assist in this initial piece of work and to subsequently serve in an advisory role to provide Councillors and Officers with assistance and advice on the progression of the Town's Climate Change Action Plan (CCSAP)

In July 2021 this group was given formal status as a Sub-Committee of the Town Council and in 2023 with the dissolution of Policy and Resources Committee, became a standalone committee.

The role of the Committee is to:

- Provide comments and insights on key CCSAP phases, deliverables and outcomes that are representative of member stakeholder groups;
- Ensure the CCSAP update is aligned with other strategies and activities of the Council (e.g. asset management planning, transport, community engagement and communications)
- Ensure the CCSAP makes appropriate use of existing staff and stakeholder knowledge and resources and other assets available to support the creation of the CCAP;
- Encourage integrated organisational and stakeholder collaboration and cooperation to assist the CCSAP update in achieving its outcomes; and
- Review and advise on final project deliverables.

2. Delegated Authority

The Climate Change Committee has devolved authority to incur expenditure up to a prescribed limit in the furtherance of its works. This is defined as "minor works" up to £1,000 per item and not exceeding the Council's overall budget for Climate Change. Any recommendations arising from the Committee which exceed "minor works" and require implementation must first be considered by Council through a report to Full Council.

In addition, since 2023/24 the committee has a dedicated "small grants fund" approved up by the Council to distribute to local projects needing financial assistance. By virtue of Regulation 3 of The Parish and Community Councils (Committees) Regulations 1990 (SI 1990/2476) non-councillor members of the sub-committee have voting rights in respect of the management of land owned or occupied by the council; any function under s. 144 of the 1972 Act relating to the promotion of tourism; and any function under s. 145 of the 1972 Act relating to the management of a festival.

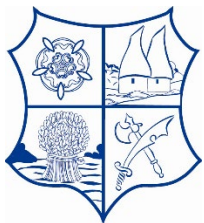
In respect of any other items which require resolution, including the award of grants, only Council Members of the Sub-Committee are eligible to vote.

3. Finance

The Council currently has an allocated budget for reducing the impact of Climate Change and the Committee is requested to input to the Council's budget making process each year to ensure the budget allocation for works is duly considered.

4. Membership

Membership of the Climate Change Sub-Committee will be approved by Full Council and composed of up to:



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One member of Energy Alton

One member of Alton Climate Action Network

One youth representative

One active travel representative

One EHDC representative

Four town councillors

One local business representative

The Group shall invite other local stakeholders to attend the meetings as required.

The Local Government Act 1972 (s.104(1) and S80) states that a non-councillor member of the committee is subject to the same disqualification rules as a person seeking election. The council will ask potential non-councillor members to declare that they are eligible.

The quorum of the committee shall be one third of the membership, rounded up to the nearest whole number.

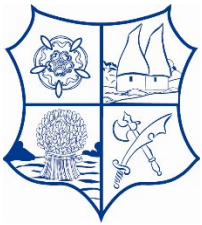
5. Roles and Responsibilities

The Chair shall be appointed by Full Council in May each year.

The Town Clerk shall ensure that the agenda for each meeting is prepared at least three working days before the meeting and will ensure that supporting materials are delivered to members in advance of meetings

Members of the Climate Change -Committee is responsible for:

- Making recommendations on the scope and content of the CCSAP
- Understanding the goals, objectives, and desired outcomes of the CCSAP once formulated and make recommendations on how these outcomes can be delivered.
- Understanding and representing the diverse interests of community stakeholders.
- Taking a genuine interest in the CCSAPs outcomes and overall success.
- Actively participating in meetings through attendance, discussion, and review of papers and other documents.
- Supporting open discussion and debate and encouraging fellow Group members to voice their insights.
- Acting on opportunities to communicate positively about the CCSAP.
- For officers and council representatives on the Group, ensuring that the CCSAP and the strategic direction of the council are aligned.



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6. Meetings

Meetings will occur four times a year, the dates being agreed by Full Council as part of the annual meeting calendar. The agenda for each meeting will be published by the Council, advertised on the Town Hall notice board and uploaded to the website. All meetings will be held in public.

7. Communications

Meeting minutes will be provided as a matter of record and are subject to approval. The outcomes from the meetings will be reported by the Town Clerk or other Council staff in reports to Council as necessary from time to time. Meeting minutes will be provided on the Council's website.

Approved: 6 May 2026

Next review: May 2028