

The Hanley Environment Group

Terms of Reference

1 Purpose

The Group was established in 2019. Its purpose is to work towards making Hanley Castle Parish ('the Parish') carbon neutral and to pursue positive environmental initiatives within the Parish for the benefit of its residents and businesses. It is supported by and accountable to Hanley Castle Parish Council ('the Parish Council').

2 Objectives

The Group's objectives are to -

- Encourage good environmental practices which reduce carbon reliance
- Nurture and increase biodiversity, and
- Support a pollution-free environment within the parish.

3 Activities

Activities of the Group within the Parish may include, but are not limited to, tree, shrub and wild flower planting, tree and hedgerow management, recycling, advice on low-carbon energy, the protection and preservation of flora and fauna, increasing numbers in wildlife, the sale of plastic-free products, working with traditional countryside crafts, walks, workshops, talks, discussion and debate.

As part of its activities, the Group may create sub-groups to focus on discrete activities and also encourage wider volunteer participation by residents and businesses within the parish.

The Group may additionally co-operate with and provide support and advice on the above to other parishes, provided this does not include the giving away or loan of assets purchased for the benefit of Hanley Castle Parish (unless approved by the parish council), or financial support.

The Group may seek the advice of and cooperate with Worcestershire County Council, Malvern Hills District Council and environmental organisations, and also apply for grants, or accept donations (monetary or otherwise), from relevant organisations or individuals in order to achieve its objectives provided the terms of any grants/donations do not compromise the Group or the Parish Council in any way. A copy of any grant application together with any award and conditions shall be supplied to the parish clerk. The Group shall be apolitical.

4 Leadership

The Group shall designate a coordinator of the Group who shall be a resident of the parish, and inform the Parish Clerk of that person's name and contact details.

5 Membership

Members of the Group shall be residents of the Parish and act on a voluntary basis. A minimum of one parish councillor of the Parish shall be a member of the group.

The Group may additionally include a person/persons employed or educated within the parish to be a member of the group provided such membership is on a voluntary basis and subject to any parish council governance and good practice rules.

6 Finance

The Group shall submit an annual budget as required by the Parish Council.

For items up to £250 within its annual budget the Group shall submit the invoice to the Parish Clerk for payment.

For any one item to be spent over £250 within its annual budget the Group shall provide the Parish Council with the purpose of the spend for approval before any sum is contracted or spent.

The annual budget may include a line with a sum for unspecific, responsive actions but any one item the group wishes to spend that exceeds £250 shall require approval as above.

When purchasing or procuring any goods or services over £1,000 the Group shall demonstrate that they have sought the best price by submitting to the Parish Clerk quotations from three separate suppliers.

All invoices that have VAT attached to them should include the name 'Hanley Castle Parish Council' in order that VAT can be reclaimed.

Any budget underspend by the Group will not detrimentally affect its budget for the following year.

7 Banking

The Group shall wherever permitted by the grantor or donor use the Parish Council bank account for the deposit of any grants or donations received and related payments.

8 Reporting

The Group shall report to the Parish Council as required and at a minimum every quarter and put forward a spokesman to answer any questions at the meeting. The Group shall provide an annual written report to include relevant details and financial information together with the names of members of the group (highlighting any business/education members) and also key individuals with their contact details.

9 Communications

The Group will use various forms of communication to inform residents and businesses in the Parish of its activities and to encourage their participation, for example hanleyparish.org, the Hanley Swan Facebook page, *The Parish Link* magazine and the parish noticeboards.

10 Review

The Group's terms of reference shall be reviewed annually by the Parish Council.

September 2024