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Haddenham Parish Council
Climate Emergency Committee
Terms of Reference
May 2026

Next Review: May 2027

Purpose of the committee

The committee will lead on the Parish Council's strategy to address the climate emergency, implement policies and initiate community projects.

Membership

The committee shall consist of a minimum of three Members of the Parish Council to form a quorum. The membership will be agreed at the Annual Parish Council meeting held in May each year, where the Chair of the Committee will also be appointed. At its first meeting after the annual meeting the committee will appoint a Vice-Chair who will chair the meetings in the absence of the Chair. The Chair and Vice-Chair of the Parish Council will be ex-officio members of the committee and will have full voting rights if in attendance. Any changes to the membership of the committee during the year will be ratified by a vote of the committee. Non-Councillor Members may be co-opted to the committee and will have full voting rights.

Meetings

The schedule of meetings of the committee will be determined each year at the Annual Parish Council meeting with four meetings a year scheduled. Additional meetings may be held if considered necessary.

The agenda for meetings is determined by the Clerk following a discussion with the Chair of the Committee and will be circulated to the Members three clear working days in advance of the meeting. The minutes of the meeting will be recorded and once approved and signed by the Chair will form part of the Parish Council's statutory records. Requests from Councillors for items to be included on the agenda will be considered in line with the Council's Standing Orders.

Annual Report

The committee will produce an annual report outlining the work that has been ongoing over the previous year and plans for the future to be presented at the Annual Parish Meeting.

Budget

The committee will review its annual budget each year following the receipt of the half year finance reports, and taking into account its half year income/expenditure and future

projects recommend to Council a budget for the next financial year to be included in the precept. Any expenditure in excess on the annual budget will require approval from full council.

Delegated Responsibilities

- To identify the major contributors to carbon emissions in the village.
- To identify a method of calculating the baseline carbon footprint of the village and monitor reduction.
- To identify the changes that can most easily be made to have the greatest impact on reducing the carbon emissions in the village.
- To work collaboratively with Haddenham community groups to bring forward projects aimed at reducing the village's carbon emissions.
- To work in collaboration with locally based organisations (outside Haddenham) who have similar objectives and goals.
- To review the Parish Council's own carbon footprint and identify measures that can be taken to move the Council to net zero carbon.
- Research steps being taken by other communities that could be replicated in Haddenham.
- Form links with Buckinghamshire Council to support their Climate Emergency policies.
- Respond to surveys linked to the Climate Emergency
- Identify sources of external funding to support local projects.
- Engage the local community to raise awareness and encourage participation in carbon reduction projects.

Working Groups

The Climate Emergency Committee will oversee a series of working groups to improve awareness of Climate Emergency projects. This includes local businesses, residents and neighbouring organisations who have similar objectives Each working group will include at least one member of the Climate Emergency Committee working alongside volunteers from the community. The working groups will keep a record of their meetings and report to the Climate Emergency Committee at each meeting.

The following working groups and projects will be set up and others added as needed:

- Business Net-Zero Forum
- Climate Collaboration Forum
- Community Electric Vehicle / EV Chargers - working group
- Home Energy (source & waste) working group
- Food Waste Project
- Future Nature Hedge Project

Working Groups may meet remotely via Zoom if agreed by the participants.