



## Biodiversity Group – Terms of Reference

### 1. Membership

- a. The group shall have the status of an advisory committee and shall be open to non-council members.
- b. The group shall comprise of at least three members nominated and will be agreed at a Parish Council Meeting, at least one of whom shall be a Parish Councillor. Additional members can be added by nomination at any council meeting.
- c. The group shall be subject to a quorum of two of its members which shall include the chair.

### 2. Chair

- a. The group shall elect a Parish Councillor as its chair annually at its first meeting after the Parish Council meeting.
- b. The group shall, if it so wishes, elect a vice-chair annually at the first meeting of the group after the Parish Council meeting.
- c. In the event of neither the chair nor vice-chair being present at a meeting, the chair for that particular meeting shall be elected by those members present provided the meeting is quorate.

### 3. Meetings

- a. The group shall meet soon after the Parish Council Meeting and thereafter as required
- b. All members shall be notified of the date, time and place of meetings at least seven days in advance.
- c. All meetings shall have minutes recorded by a member of the group, and a copy of these minutes shall be forwarded to each group member and also to the Clerk for the Council. These will be presented to councillors at the next available council meeting.

### 4. Responsibilities and Areas of Operation

- a. The group shall discuss and make necessary observations, representations and actions regarding the structure of Biodiversity for the villages, including, but not limited to, planting, rewilding and woodland areas.
- b. To advise the council of its activities and make recommendations to the council about improvements which can be made.
- c. The group has no budget and cannot authorise payments of any kind. All expenditure must be approved by the council.