



# Welshampton and Lyneal Parish Council

## Climate, Sustainability and Biodiversity Working Group Guidelines

These Guidelines were adopted by  
the Council at the Meeting held on 12 December 2025

### Purpose

The Climate, Sustainability and Biodiversity Working Group is established by the Parish Council to address environmental challenges and opportunities within the Parish. It focuses on climate action, sustainable development, and biodiversity conservation, serving as an advisory body to support the Council's objectives in promoting a greener, more resilient community. The Working Group does not have decision-making powers on behalf of the Council unless specifically delegated by the Council.

### Objectives

- To promote community awareness and participation in climate, sustainability, and biodiversity projects through open days, surveys and parish resident activity.
- To engage with relevant stakeholders, including residents, local environmental groups, experts, and external organizations such as wildlife trusts or government agencies.

### Membership

- Composition  
The Working Group shall consist of at least six members, including at least one Parish Councillor. Other members may include residents, community representatives, or individuals with expertise in environmental science, sustainability, or biodiversity.
- Chair  
The Working Group shall elect a Chair from among its Parish Councillor members to facilitate meetings and report to the Council.

### Responsibilities

- Task Delivery  
Undertake specific tasks or projects related to climate, sustainability, and biodiversity as outlined in the Working Group's Objectives, such as assessing environmental impacts, or organising community events.
- Meetings  
Hold regular meetings as needed to progress the assigned tasks, with a quorum of 3 members, including at least one Parish Councillor.
- Reporting  
Provide regular updates to the Council.
- Compliance  
Operate, where appropriate, with reference to the Council's Standing Orders, Code of Conduct, and all relevant guidelines, including UK biodiversity strategies.
- Confidentiality  
Maintain confidentiality of sensitive information, as appropriate in line with data protection regulations (e.g., UK GDPR).

### Scope and Limitations

- The Working Group has no authority to make decisions on behalf of the Council unless expressly delegated under specific terms.
- The Working Group may not commit the Council to expenditure or contractual obligations without prior Council approval.
- The scope of work is limited to the specific tasks or projects agreed with the Council.

### Meetings and Administration

- Frequency  
Meetings shall be held as required to meet project deadlines, with a schedule agreed by the Working Group.
- Notes

Notes of meetings, where appropriate, shall be taken and passed on request to the Council for review. A designated member (e.g., the Chair or a nominated secretary) is responsible for record-keeping.

- **Public Access**  
Meetings are not required to be open to the public unless specified by the Council, as the Working Group is advisory and not a formal committee under the Local Government Act 1972. However, residents of the parish are welcome to attend meetings and will be notified in advance of the date, time and place of such meetings via the parish noticeboards and also via Facebook.
- **Communication**  
The Working Group shall communicate its progress and findings to the Council through the Chair or a nominated representative. The Council shall communicate any recommendations and/or instructions through the Chair or a nominated representative.

### **Resources**

- **Budget**  
Any resources or budget requirements must be approved by the Parish Council in advance.
- **Support**  
The Parish Clerk may provide administrative support, including guidance on governance and procedural matters, as needed.

### **Review and Dissolution**

- **Review**  
The Working Group Guidelines shall be reviewed at least annually at the Council's Annual Meeting.
- **Dissolution**  
The Working Group may agree to dissolve its membership at any time. The Council reserves the right to dissolve the Working Group at any time.

Guidelines adopted 12 December 2025

Next review date May 2026