



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

Terms of reference for Environment Working Party

Adopted on Tuesday 15th July 2025

1. Membership and attendance at meetings

The Chair and membership of the Environment Working Party are appointed by the Parish Council.

2. Meetings

Any Environmental Working party meeting will require a quorum (one third) to be present. If the number of Parish Councillors on a working party is nine, then the minimum of three Parish Councillors need to be present.

The meeting date will be set by the Chair of the Environmental Working Party in liaison with the clerk/assistant clerk. The agenda for the meeting will be published with three clear days' notice and the minutes from the working party will be approved by the Parish Council following the meeting.

Proposals for agenda items must be submitted to the clerk/assistant clerk before the agenda is issued and the clerk/assistant clerk will circulate the deadline for agenda items prior to any meeting. Any proposal must include the full details so it can be discussed, and these will have to be issued with the agenda for each meeting.

3. Purpose

To identify and monitor environmental matters in Appleton, in liaison with communities where appropriate, and to consider improvements and make recommendations to the Parish Council. To liaise with the events working party and support them.

4. Expenditure

- The Working Group makes recommendations to the Parish Council. The Finance and General Purposes Committee cannot approve any recommendations of the Environmental Working party.
- The Working Group has no powers of expenditure and cannot approve actions on behalf of the Parish Council.
- The Working Group cannot make any decisions on behalf of the Parish Council.

- Any recommendations will require a specific agenda item on a Parish Council agenda. They cannot be approved under 'matters arising' or 'approval of minutes.'
- The working party can ask the clerk/assistant clerk to undertake tasks.