



Kessingland Parish Council

Terms of Reference for the

Climate, Culture, Community and Development Committee

Governance

The Climate, Culture, Community and Development Committee is appointed by and solely responsible to Kessingland Parish Council. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.

Meetings

Meetings are to be held as and when required although this will generally be every other month.

Membership

The Committee will consist of a minimum of five councillors and will elect a Chair and Vice-Chair as its first business at the first meeting subsequent to the Annual Meeting of the Council in each year. The quorum will be three members. Any elected committee member can preside, by agreement, in the absence of a Chair. The Chair and Vice-Chair of the Council will have automatic membership and full voting rights.

All other members of the Council have the right to attend the meeting and make representations on the matters being discussed however only committee members have the right to vote.

Record of Proceedings

The Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.

Responsibilities

The committee has delegated authority from the Council to fulfil the following responsibilities:

Kessingland Parish Council Climate, Culture, Community and Development Committee Terms of Reference.

Adopted 05/2021 Amended 03/23 Next Review 05/2022.

1. Climate

- To consider the environmental and climate change implications of current Council activities, contracts and policies in regard to the Council's declaration of a Climate Emergency.
- To consider and implement or recommend proposals to further the Council's Climate Emergency declaration and to work with other committees to help them fulfil their Climate Emergency and environmental responsibilities.
- To consider and develop Green Space provision across the parish and make recommendations to Parish Council with regard to Green Spaces.
- To promote climate and environmental issues and encourage positive climate and environmental activities and behaviours across the parish.
- To develop a Climate Emergency and Environmental Plan for the Council and to review and maintain that plan once adopted.
- To consider and make applications for funding which would enable development and/or progressing of the Council's Climate Emergency and Environmental Plan in conjunction with the Clerk and the Finance & Governance Committee.
- To connect with other appropriate councils and organisations to research and progress the Council's Climate Emergency and Environmental Plan.

2. Culture

- To identify any building or village asset that can be designated a non-heritage asset as determined by The National Planning Policy Framework (paragraphs 126 – 141), that East Suffolk Council (ESC) considers to fulfil the criteria for local listing.
- In conjunction with ESC maintain and periodically review a list of historic/heritage assets within Kessingland, in order to protect heritage assets in the village in accordance with ESC Policy CS17 (see page 13 of Kessingland Neighbourhood Plan).
- To promote awareness of the historic/heritage assets in Kessingland.
- To research and make recommendations to Kessingland Parish Council in respect of any specific heritage assets.
- To initiate or promote new council projects to promote and provide a diverse range of cultural and heritage activities and appreciation across the parish and to work with the Events and Communications Committee to ensure sustainability of cultural activities.

3. Community

- To develop the Council's Hidden Needs Forum and work with village organisations; local, county, regional and national organisation and other councils to develop provision of Hidden Needs information and services for the benefit of the community of Kessingland.
- To investigate, research, implement and apply for funding (as allowed by the committee's delegations) to reduce all forms of deprivation and isolation within the parish.
- To act as the liaison point, in conjunction with the Clerk, for East Suffolk Council's Community Partnership Boards and Communities Team apart from areas regarding youth activities provision.
- To develop ongoing community consultation over issues within the parish in conjunction with the Clerk and the Events and Communications Committee.

4. Development

- To develop and cost a rolling, five-year plan for village improvements in consultation with the local community.
- To progress that plan, in line with Council priorities and to authorise incurred in relation to that plan from the Parish Improvement Fund up to £500 as long as that payment does not exceed the maximum amount of the budget. Payments exceeding this amount require authorisation from the Finance & Governance Committee for amounts up to and including £5,000 or Full Council itself for amounts over £5000.
- To consider, assess and make recommendations on future development opportunities for the Council as well as national, regional and local developments and policies which may affect the council.

Record of Amendments

03/23 Amended to increase the delegated spending authority from £250 to £500.