

Hambledon Greening Working Group Terms of Reference for Hambledon Parish Council

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1. Purpose of the Working Group

The Hambledon Greening Working Group of Hambledon Parish Council (HPC; 'the Council') is an advisory and action group set up to advise the Council on matters related to sustainability and climate- and nature-related issues within the Parish. It aims to help reduce the carbon footprint of the village by providing information to assist in the reduction or elimination of fossil fuels and waste. It also aims to assist with the move to a more sustainable future by providing opportunities for the village to work together to achieve that end. It continues to carry out research and listen to professionals involved in the national effort towards sustainability.

2. Terms of Reference

- a. The Working Group should consist of at least one Council member, at least two non-Council Members (leader and secretary) and the Clerk (in an advisory role).
- b. Membership is determined at the Annual Meeting of the Council, or at the next available full Council meeting in the case of a resignation.
- c. The Working Group may invite members of the public to join the efforts of the group and to attend meetings in an advisory capacity.
- d. At the Annual Meeting of the Council, Councillors shall:
 - I. review these terms of reference; and
 - II. appoint a Council member as Lead Member who will ensure all members of the Working Group are kept informed and involved with progress, and act as the primary contact to the Council.
- e. In line with the purpose set by the Council, the remit of the Working Group is to:
 - I. identify potential areas of concern surrounding climate- and nature-related and sustainability issues within the Parish;
 - II. liaise with councillors and residents to identify potential areas for the improvement of the Village's carbon footprint through a number of regular and occasional events (e.g. Repair Café; Greening Festival; green energy events; film screenings etc);
 - III. research possible solutions to these issues/suggestions and liaise with the Clerk regarding taking these forward (within the delegation remit of the Clerk or by resolution of full Council);
 - IV. support the Clerk in liaising with other bodies (WinACC, WeCAN, HCAN, WCC etc);
 - V. report on progress to full Council at ordinary meeting where appropriate, and provide Councillors with background information and advice to allow them to make fully-informed resolutions when necessary;
 - VI. provide the Clerk/RFO with projected figures to allow accurate financial forecasting; and
 - VII. review its draft budget and submit any proposed amendments to the Council not later than the end of November each year.
- f. The Working Group does not have any delegated powers to make decisions for or on behalf of the Council, and must not exceed its purpose or remit without the Council's permission.
- g. The Working Group reports to the Council and should provide written reports for ordinary meetings of full Council where it is appropriate to update all Councillors on the status of current projects and to provide information to allow the Council to make informed decisions.
- h. Meetings of the Working Group are informal and therefore do not need to be held in public (unless the Council stipulates that they should) and may be held remotely.
- i. Meetings of the Working Group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the Council.

The Working Group is an informal advisory group and any decisions made by the Group cannot bind the Council. The Council will consider the advice provided by the Working Group but is under no obligation to accept the advice as a basis for any decisions made.