



*Okehampton Town Council*

# Okehampton Town Council

## Climate Change Working Group

### Terms of Reference

#### Membership and Structure

The core constitution of the Group shall be at least three Members of Okehampton Town Council and be clerked. Meetings will take place within normal working hours.

The Chairman of the Group shall be chosen from one of the Okehampton Town Council members.

#### Purpose

The purpose of the Group is to:

- Keep up to date a document setting out the actions that Okehampton Town Council is taking to reduce its impact on the climate and reduce its carbon footprint
- To identify other internal actions that Okehampton Town Council could be taking and investigate the feasibility of these for consideration of the Council
- To keep abreast of issues and actions by other groups and organisations in Okehampton and throughout Devon, as well as information issued by the Government, other agencies and organisations nationwide.  
As resolved by full Council members of the Working Group nominated to attend other related meetings and events:
  - Okehampton Climate Action Group
  - Corporate groups; ie DCC, WDBC and the local schools
- To link with other local Town and Parish Councils, inviting a representative to attend meetings arranged by this Working Group on a quarterly basis with the aim of sharing information, ideas and actions taken. Meetings to be Chaired by the Chairman of this group and held at locations to be agreed with the representatives during normal working hours in the presence of the Town Clerk.

#### Reporting

This is a non-decision making group who shall report to meetings of the full Council as and when necessary.

Task & Finish Group – A group with a clear time frame whose remit is to investigate options and report recommendations to the Council or Committee as designated

Working Group – A group without a clear end date whose remit is to investigate options and report recommendations to the Council or Committee as designated