



Environment Committee - Morecambe Town Council - Terms of Reference Adopted 16 May 2024

1. Objective

This Committee is constituted in order to discharge the business of Morecambe Town Council in regards to the environment and public realm.

2. Membership

Membership shall consist of 9 members, elected annually. The Chairman and Vice Chairman of the Council can attend the Committee in an ex officio capacity with no voting rights.

The Chairman of the Environment Committee shall be elected by the full council. The Vice Chairman of the Environment Committee shall be elected by the membership.

A quorum shall consist of three members.

3. Areas of Responsibility

The Environment Committee has the authority delegated in sub paragraphs *i)* to *vii)* set out below.

- i) The primary responsibility of this Committee will be to oversee the Council's public realm activities and maintain and enhance open spaces, including infrastructure improvements, installation of furniture and general improvements to amenity space, including (but not limited to) tackling litter, dog fouling and fly tipping; and where possible improving the maintenance of weeds on footpaths and pavements;
- ii) To assess the budget requirements of this Committee annually and submit this request to the Proper Officer for budget consideration;
- iii) To expend all monies allocated to this Committee's budget up to a maximum sum of £3,000.00 per item, with any items in excess of this sum being referred to a full council meeting for approval (excluding existing commitments and delegations to officers for continuation of existing public realm service);
- iv) To meet as frequently as required to consider items of business within the budget delegated to this Committee;
- v) Manage the Council's Allotment in North Heysham / West End;
- vi) Ensure any necessary risk assessments are completed and any required permission is obtained for any schemes or decisions made by this Committee, including planting schemes, or installation of street furniture and/or assets in open spaces;
- vii) To nominate assets of community value, bid for assets of community value (within budget), and nominate assets for listed building status.
- viii) To apply for grants, as required, to support the directives of the Committee's responsibilities.

5. Meetings

The Proper Officer may call Environment Committee meetings when necessary. The Chairman, or two other members, of the Environment Committee may also call a meeting of the Environment Committee. All meetings of the Environment Committee will be minuted.

6. Review

The terms of reference of the Environment Committee are to be reviewed annually.