

Climate & Environment (working group) Terms of Reference

Working groups are not subject to the strict rules that apply to formal council meetings and do not need to be held in public. A working group is not a committee and cannot make a decision on behalf of the council, but they can explore options and present these to the council for a decision. (Good Councillor's Guide)

1. MEMBERS

- 1.1 Membership shall comprise at least 4 members including the Chair and Vice Chair of the Parish Council who are ex-officio and have voting rights. Members can include non-Councillors.
- 1.2 Membership of the Working Group shall be appointed at the discretion of the Chair and shall be ratified at the next available council meeting.
- 1.3 The Working Group shall elect a Chair for each civic year.

2. ROLE OF THE CLIMATE & ENVIRONMENT ACTION WORKING GROUP

- 2.1 Develop the Millbrook Parish Council (MPC) Climate & Environment Action Plan and concrete proposals for consideration by the full council.
- 2.2 Support MPC to develop a roadmap leading towards MPC carbon neutrality by 2030.
- 2.3 Engage with other public bodies and climate action groups to share best practice and coalesce around key priorities.
- 2.4 Engage with the wider public to support individuals with their own climate and environment actions.

3. OPERATION OF THE CLIMATE & ENVIRONMENT ACTION WORKING GROUP

- 3.1 The group will aim to meet at least once at quarter.
- 3.2 The Working Group is not a committee and therefore has no decision-making powers.
- 3.3 The Working Group will consider all issues raised by residents with regards to Climate change and the Environment within Millbrook Parish where the Council has the ability to take action or can reasonably apply to Cornwall Council to do so. Where appropriate, these actions will be included in the recommendations to the full Council.

- 3.4 An informal agenda will be produced.
- 3.5 Notes and reports will be submitted to the full Council, which will include recommendations.
- 3.6 A Working Group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- 3.7 All members of the Council are to be informed of any meetings of the Climate & Environment Action Working Group and can request any relevant information and documentation.

Date	Ref / Minute	Notes
17/02/2026	159.1	Approved at Full Council meeting
09/12/2025	Revised during meeting by Climate group - Reference 8:	Reviewed by Climate & Environment group. Membership amended from five to four. 2.1 After Climate & Environment Action Plan amend for adoption by the full council to concrete proposals for consideration by the full council. 2.2 Amended from Undertake a baseline carbon audit (baseline year 2023) and develop a roadmap leading towards MPC carbon neutrality by 2030 to Support MPC to develop a roadmap leading towards MPC carbon neutrality by 2030. Previously 2.4 Remove Develop concrete proposals that support the objectives of the MPC Climate & Environment Action Plan for consideration by the full council and renumber.
16/05/2023	10c	Approved at Full Council meeting
23/01/2023	124	Approved at Full Council meeting
07/12/2022		First issue