 Bargoed Town Council

**ENVIRONMENT & EVENTS COMMITTEE**

**MEMBERSHIP AND TERMS OF REFERENCE**

1. **Functions/Responsibilities**
2. To implement policies of the Town Council relating to the environment, events, and all amenities and, where appropriate, recommend amendments and new policies to the Council.
3. To consider aspects of management of resources including the Amenities, Environment and Events budget, reporting to Council as necessary.
4. To oversee all community activities including the floral display strategy, festive lighting, Christmas events and ad hoc events as included in the Council Forward Work Plan.
5. To undertake Event risk assessments and produce Event Management Plans as appropriate.
6. To conduct reviews and evaluations of all events and community activities and initiate continuous improvement initiatives when required.
7. To submit proposals to the Town Council for new and improved services.
8. To delegate the planning and delivery of environmental projects to the biodiversity working group as appropriate.
9. To publish the Town Council report under section 6 of the Environment (Wales) Act 2016 (every 3 years).
10. **Membership**
11. The Committee shall be re-appointed at the Annual meeting of the Town Council.
12. The Committee shall have 9 Members.
13. The Committee Chair will be appointed at the Annual meeting of the Town Council.
14. **Quorum**
15. No business may be transacted at a meeting unless at least 3 Members of the Committee are present.
16. **Standing Orders**
17. The Town Council’s Standing Orders will apply to all meetings of the Committee.
18. In accordance with Standing Order 7 this Committee has full delegated powers and reports to full council.
19. **Meetings**
20. Meetings will take place a minimum of 5 occasions each year (extra meetings will be held as necessary).
21. The Code of Conduct adopted by Council shall apply to Councillors in respect of the entire meeting.