



## Terms of Reference

### 1. Community Group

- The Community Group will be known as the Horsley's C.A.N. i.e., Climate Action Network group.
- It is a voluntary Community Group supported by East and West Horsley Parish Councils.

### 2. Members

- It is made up of volunteer residents, members of both East and West Parish Councils, and members from other significant groups across our villages.

### 3. Interests

- If a member has an interest as defined by the Code of Conduct adopted by the Parish Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. If the interest is pecuniary, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

### 4. Chairman and Secretary

- The Chairman is to be elected every two years by the Community Group.
- A Vice Chair will be elected to support the Chair.
- Minutes will be taken by rota unless a volunteer secretary comes forward.

### 5. Terms of Reference

- To be reviewed annually each May.

### 6. Responsibilities

#### Our Vision is to:

“Build a strong and resilient community by raising awareness of the impact of Climate Change and the need for nature recovery. This will be achieved through engagement and networking, sharing solutions and best practice across our villages which will enable us all to cope with the challenges of a rapidly changing planet”.

#### We will do this by:

1. Informing and encouraging residents to act, both individually and collectively, to reduce and offset emissions of carbon dioxide and other greenhouse gases.
2. Informing and encouraging residents to act, both individually and collectively, to protect and enhance our natural environment.
3. Having a 'living' Action Plan in place that will be reviewed as required, and annually each May.

## **7. Communication**

- The Horsleys' C.A.N. has a Communications Strategy in place that will be reviewed annually each May.
- There will be at least two representatives from both East and West Parish Council. They will monitor delivery of the Action Plan and report progress back to their respective Parish Councils at each Full Council meeting.
- The group will encourage representatives from key organisations across the Horsleys to attend meetings and feedback other local activity so this can be shared widely.

## **9. Funding**

- Funding will be sought through available grants and requests for support from each Parish Council.

## **10. Meetings**

- Meetings will be held every monthly.
- The Chairman may call additional meetings as necessary.
- Minutes of all meetings will be sent to each Parish Council for reporting back and publication on their respective websites.
- Minutes will also be published on the group's social media channels.