



# ROYSTON TOWN COUNCIL



Town Clerk: Miss Caroline Mills PSLCC

4<sup>th</sup> May 2023

To all Members of the General Purpose & Highways Committee

Dear Councillor

You are summoned to attend the next meeting of the General Purpose & Highways Committee, to be held in The Heritage Hall, Town Hall, Royston immediately following the Finance Committee meeting on Monday 15<sup>th</sup> May 2023, for the transaction of the business set out below. Please let me know if you are unable to attend.

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.roystontowncouncil.gov.uk](http://www.roystontowncouncil.gov.uk). This meeting may be recorded and livestreamed on YouTube.

Yours sincerely

*Caroline Mills*

Town Clerk

## AGENDA

1. To note the appointments of Chair and Vice-Chair of the committee by Full Council for the ensuing year.
2. To receive apologies for absence.
3. To note the Council's Resolution as to the Delegation of Powers and Duties to the Committee.
4. To note the committee's Terms of Reference.
5. Minutes: To approve as a correct record the minutes of the meeting of the General Purpose & Highways Committee held on 17<sup>th</sup> April 2023 (minutes 385/23 to 394/23, copy enclosed).
6. Climate and Biodiversity Action Working Party:
  - To appoint 4 Members to serve on the Climate and Biodiversity Action Working Party for the ensuing year.
  - To approve the Terms of Reference (copy attached).

Date of next meeting: 17<sup>th</sup> July 2023

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## Agenda item 6

Terms of reference for Climate and Biodiversity Action Working Party:

- a) The working party shall consist of a minimum of four Members of Royston Town Council.
- b) The aim of the working party is to agree strategies and actions to advise the council on all matters relating to the Climate and Biodiversity emergency.
- c) The working party will report to the General Purpose & Highways Committee.
- d) A minimum of three councillors will constitute a quorum for meetings.
- e) Non-councillors can be invited to join the working party as needed and members will work in partnership with all other relevant bodies including North Herts Council and Hertfordshire County Council.
- f) At the first meeting of the working party, members of the working party shall elect a Chair for the term. The Chair will be a Royston Town Councillor. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a 'Working Party', public notice of meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from meetings will be submitted to the General Purpose and Highways Committee to be accepted into the workings of the Council.
- h) The Working Party may only use the resources as delegated by Full Council/Finance/General Purpose and Highways Committee, and has no mandate to make decisions on behalf of the Council.
- i) Specifically, this committee has the delegated authority to:
  - Estimate the Council's current carbon footprint, perhaps using a calculator such as <https://impact-tool.org.uk/> or <https://www.carbontrust.com/resources/sme-carbon-footprint-calculator> or by engaging a consultant to give a baseline of what changes may need to be made.
  - Make recommendations on how to reduce the Council's carbon emissions and investigate the feasibility of the Council being net zero by 2030
  - Preserve and enhance biodiversity currently present on Town Council Land
  - Communicate these goals with the wider town by means of regular updates on a dedicated "Climate and Biodiversity" page on the Town Council website as well as via other channels
  - Take every reasonable opportunity to inform townspeople of the importance of the climate and biodiversity emergency and what they can do to help mitigate the situation
  - Educate and lobby for a net zero town by 2040, in line with aims set out by North Herts Council in 2019, and to work with other councils and local businesses to achieve this.