

# Terms of Reference

## Wincanton Environmental and Ecological Working Group

### Purpose:

The Wincanton Environmental and Ecological (WEEP) Working Group will represent residents', businesses, third sector views, working with any relevant organisations and agencies in the Town to provide appropriate response to Wincanton Town Charter and WEEP.

The working group will provide feedback to the Town Council and other agencies on the WEEP Plan and actions. Those that are members of One Planet, CATCH and other community groups have responsibility to be a conduit between WEEP and Wincanton Stakeholder Group.

We all want to be proud of our neighbourhood and have a say in making it a better place to live and work. The group is the beginning of a new way of working with residents, to find out what concerns local people have about the environmental, ecological and nature and how they would like to be part of the solution to collectively make a real difference for our town its residents, environment and wildlife.

### Aims:

- To work with the local authorities, Chamber of Commerce and partner agencies in Wincanton to ensure the WEEP plan and projects deliver the benefits.
- To engage with residents, schools, businesses and community groups to inform and involve local people in community activities and shaping projects.
- To give everyone the opportunity to take part as volunteers, interested parties in the delivery of the Wincanton plan.

### Objectives:

- To deliver the Wincanton Charter.
- To shape and support the delivery of WEEP.
- To identify and address key challenges in Wincanton.
- To support and facilitate community initiatives and where possible develop volunteer opportunities.
- To give people who live and work locally the ability to influence decisions and become active partners in delivering the WEEP and Charter
- To develop appropriate means of communication and engagement activities on projects either alone or in partnership with other groups.

### Membership:

Membership is open to residents, Chamber of Commerce, schools, community group representatives and to businesses and Town Councillors

### Roles & Responsibilities:

We intend for all participants to contribute fully towards the aims and objectives outlined above. Meetings will take place at least bi monthly unless otherwise stated and dates will be agreed in advance. Members attending meetings are expected to behave in the following manner:

- Non-political – our aim is to meet local needs within the resources available
- Courteous and constructive
- Only one person speaks at a time
- Follow the agenda and keep to time
- Listen to each other and respect other peoples' views
- Respect confidentiality on specific matters that may be raised (any confidential matter will be highlighted, but the presumption will be that all discussions of the group are not confidential and available for wide dissemination within the local community.

Agenda, Minutes and papers will be circulated by electronic mail by the Deputy Town Clerk.

Approved: Wincanton Full Council Meeting 12<sup>th</sup> October 2020, Minute 0130

Reviewed: May 2021

Next Review: May 2022