

## Climate and Biodiversity Emergency Sub-Committee (CBES)

Terms of Reference

For adoption January 2026

### Constitution

1. The Climate and Biodiversity Emergency Sub-Committee (CBES) is constituted as a Sub-Committee of Haslemere Town Council's Amenities and CIL Committee.
2. The CBES consists of councillors appointed at the Annual Meeting of the Town Council.
3. The CBES will meet on an ad hoc basis, as necessary.
4. In between meetings CBES members are encouraged to engage with the community and relevant local groups to gather ideas for change, drive community actions and formulate requests for support/funding from bodies including HTC.
5. The CBES Chairman and Vice-Chairman to be elected annually at the first meeting following the annual meeting of Council in May.
6. The Chairman shall have a second or casting vote in the case of an equality of votes [Standing Order 3r].
7. The Mayor is an ex officio member and entitled to vote.
8. A quorum of the Sub-Committee is a third of all members or a minimum of three Councillors, whichever is greater.
9. CBES will not usually be clerked by a town council officer, but it may request the presence of an officer at its meeting should it deem necessary.

### Objectives

The sub-committee's purpose will be to:

- Provide comment and advice on environmental issues associated with the Council's open spaces, facilities, and projects.
- Make recommendations to other standing committees or to Full Council on how the environmental and biodiversity impacts of the Council's work can be considered on a consistent basis.
- Support the embedding of the Council's environmental aspirations and strategy across all areas of Council business.

### Responsibilities

CBES has no delegated authority from Full Council in respect of decision making. As a sub-committee of the Amenities and CIL committee it will advise and make recommendations to that committee in respect of climate and biodiversity considerations.

CBES will continue to review the council's actions arising from its' biodiversity audit, making recommendations to the relevant committee for work where council expenditure is required.

CBES will be notified of all new Council projects and invited to consider their environmental impact.

The Chair of CBES, or other nominated member, may attend a project review meeting with Town Hall officers once per month.

### Budget

CBES has no allocated budget however each year it will consider submitting fully costed recommendations to the budget working party for projects which support its objectives

### Review

These terms of reference are to be reviewed as required but at least once every council term.