



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

Working Group Development Form

Name of person proposing a working group to be set up	Zunaid Saiyed
Name of Working Group	Climate Change Emergency & Environment (CCE&E)
To which Committee the working group reports. (delete as appropriate)	Full Council
Aim of the working group	1. To review the following documents: Climate Change Action Plan Biodiversity Action Plan Sustainability Policy Sustainable Supplier Policy Climate Change – Planning Application Assessment Guide 2. To investigate and make recommendations to Full Council regarding actions from the Climate Change Action Plan and the Biodiversity Action Plan 3. To communicate to residents' information regarding the Climate Change Emergency and/or Biodiversity.
Proposed frequency of meetings and target end date	Initially monthly but may become more frequent (meeting schedule to be agreed by the Working Group but checked with the Town Clerk for room availability) End date – May 2027
Will the public be allowed to participate at the meetings?	Yes
Chair of the Working Group	To be agreed at first meeting.
Indication of likely members of the Working Group	Membership to be confirmed by the Working Group at its meetings, likely to consist of: 1. Town Councillors (minimum of 3, maximum of 5) 2. District or County Councillor 3. Hadleigh Organisations (such as HEAT or those with common aims) 4. Members of the public Total number of members not to exceed 7 people. (Non-members can be invited to attend a meeting)
Should the Town Council consider setting any of the following: 1. Location of meetings 2. Notice Requirements for meetings 3. Quorum for decisions	1. Meetings can be held in the Council Chamber free of charge (not accessible), if held in any other room at The Guildhall there would be a charge. 2. Date to be set at previous meeting or convened with one week's notice. 3. 40% of the membership of the Working Group



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Decision making powers	Items for decision to be referred to Full Council.
Budget allowance and terms of spend	A budget of £600 with approval of spend made by Full Council.