**TERMS OF REFERENCE**

**Carbon Reduction Working Group**

1. The Working Group shall be known as the Carbon Reduction Working Group

2. The Working Group has no budget or delegated powers.

3. The Working Group will aim to reduce Bracknell Towns Councils Carbon Footprint:-

* Quantify BTC current carbon footprint
* Quantify BTC carbon offsets (carbon sink ie Trees)
* Provide BTC with a carbon footprint strategy

4. The Working Group will report to the Environmental Services Committee and any formal responses or decisions will be made by Full Council

5. The Town Clerk and/or the Recreational Facilities Manager or an appropriate member of Staff will attend meetings of the Working Group.

6. Three members shall constitute a quorum.

7. In the event of an inquorate meeting, the Chairman will rearrange the meeting

8. A report of the actions taken shall be made to the next meeting of the Environmental Services Committee for endorsement and recording in the minutes.

9. Any proposed agenda items need to be brought to the attention of the Town Clerk 10 working days prior to the next scheduled meeting. Failure to do so may result in the item not being included on the agenda.

10. Only Bracknell Town Council elected Councillors will have voting rights