



Kings Caple Environment Group (KCEG)

Evidence that we are living through a climate and ecological crisis is compelling. The enormity of the problem and the scale of the effort required to address it can feel overwhelming, leading to feelings of helplessness. Yet each of us has the power to make changes for the better, however small, and to do our bit the best we can.

KCEG is a working-group of the Kings Caple Parish Council (Herefordshire) which seeks to bring together those people in and around the village of Kings Caple who are interested in what they can do both collectively or individually to move towards a greener future. The group aims to be inclusive and is open to everyone regardless of age. Although connected, you do not have to be involved in the Parish Council to join in with the environment group's activities.

Our aims are:

1. To be a networking and signposting organisation, helping people in and around Kings Caple to make progress on the journey to reach net zero.
2. To encourage people to initiate and support various projects and activities in and around Kings Caple aimed at:
 - reducing carbon footprints
 - protecting and enhancing nature and biodiversity
 - achieving benefit for the community and the environment

Terms of reference

1. Name

The name of the group is **Kings Caple Environment Group (or KCEG)**. It is a working-group of Kings Caple Parish Council (KCPC) and is administered by the Clerk to the Parish Council

2. Membership

Membership is open to anyone who:

- Lives in Kings Caple or the surrounding area and:
- supports the aims of the group (see above)

Membership is free and is by attendance at a meeting or by providing the Kings Caple Parish Council Clerk with contact details and a request to be included on the group's distribution list.

Everyone is welcome. The group will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

3. Meetings and administration

Coordination of the group will be conducted by group's Chair and members and will be administered by them with the support of the Clerk to the Parish Council

The group will meet regularly, normally one week prior to each Parish Council meeting.

As a working-group of the Parish Council, the group need not hold a mandatory general meeting but will look to host various meetings on a range of subjects during the year.

Financially, the group will remain under the auspices of the Parish Council and therefore need not hold separate accounts or accounting processes.

Committee will meet as necessary and not less than four times a year, usually immediately before a quarterly general meeting.

4. Website

The group will manage and maintain dedicated page(s) within the [Parish Council website](#)

5. Planning

The group shall seek to create an annual business plan, in collaboration with members and membership interests. As a working document, this will define more clearly activities and projects which the group will endeavour to achieve over a set period.

6. General Data Protection Regulations (GDPR).

As for the Parish Council, Kings Caple Environment Group is also subject to the statutory General Data Protection Regulations (GDPR).

A list of members' names and email addresses will be maintained by the Parish Clerk and used by Committee members to communicate with the membership.

The purposes of the member list are to enable information about news and events to be communicated to all members, and to facilitate collaboration between members on topics and projects.

The Clerk will check on an annual basis that members are content for their email addresses to be shared with other group members.

At any stage, members may unsubscribe from the member list.

These arrangements may be subject to review in future depending on the size of the membership.