



PADDLE
CYMRU

Access & Environment
Committee
Terms of Reference

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Access & Environment Committee Terms of Reference

Agreed by the
Board on:

24 February 2025

1. Delegation and Terms of Reference

All Paddle Cymru Committees and working groups shall be constituted by and be responsible to the Board of Directors ("the Board") and shall act on this Terms of Reference agreed by the Board and reported in the minutes of their meeting. The Terms of Reference for any committee may only be varied with Board approval.

2. Purpose and aim of the Paddle Cymru Access & Environment Committee

The purpose and aim of the Paddle Cymru Access & Environment Committee ("the Committee") is to oversee, on behalf of the Board, the achievement of Paddle Cymru's objectives relating to protect the environment and improve responsible paddlesport access to inland and coastal waters, in accordance with Paddle Cymru Strategic Plan.

3. Constitution

The Committee is a subcommittee of the Board set up pursuant to Articles 6 & 7 of the Paddle Cymru's Articles of Association. The Committee is accountable to the Board and has the authority to take and implement decisions on behalf of the Board; except for decisions:

- a) which entail expenditure or seek donations or funding that exceeds any budget or financial authority that has been delegated from time to time to the Committee from the Board;
- b) which could affect the reputation of Paddle Cymru;
- c) which have not been agreed by a majority of the Directors and Officers (combined together) participating in a meeting; or
- d) where the Committee believes that a decision by the Board is or may be required.

Such decisions shall be referred from the Committee to the Board.

The business of the Committee shall be carried out in accordance with the provisions of the Articles which govern the taking of decisions by Directors, except where these Terms of Reference prescribe procedures which are not consistent with the Articles, in which case these terms of Reference shall prevail.

4. Reporting

Headline minutes of meetings must be taken at all Committee meetings and circulated electronically to Committee members and the Board of Directors for information. The minutes should clearly indicate any recommendations to the Board and any decisions taken by the subcommittee.

5. Membership and attendance

5.1. The Committee will consist of:

- a) One or more Directors, who shall be appointed from time to time by the Board.
- b) One of more Officers (who are full- or part-time paid employees or paid advisers to Paddle Cymru) to include:
 - (i) the Places to Paddle Manager.
- c) Up to nine members of Paddle Cymru, who shall each be appointed by the Committee and approved by the Board for a three-year term (and shall be eligible for re-appointment at the end of their term for one additional term).
- d) Honorary Advisers, who shall be co-opted by the Committee but shall not be entitled to vote on decisions of the Committee.

5.2. Unless the Chair is appointed by the Board of Directors, the members of the Committee shall appoint a Chair from amongst its members for a 12 month term (and shall be eligible for re-appointment at the end of their term).

5.3. The Committee shall meet as often as required to ensure efficient conduct of its business, but not less than **3** times per year. Any Director or Officer who is a member of the Committee may call a meeting.

5.4. A quorum will be **3** voting members present at a meeting of whom at least one shall be a Director or an officer of Paddle Cymru. Members of the Committee will be deemed to participate in a meeting when it has been called and takes place in accordance with these Terms of Reference; and when they can each communicate to the others any information or opinions they have on any item of the business of the meeting. It is irrelevant where any member of the Committee is during a meeting or how they communicate with each other; and if all the members participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

5.5. The Directors are entitled to attend meetings of any Committee but unless they are an actual member of the Committee they shall not have the right to vote.

5.6. Members of the Committee may be paid all travelling and other expenses properly incurred by them in connection with their attendance at meetings.

6. Responsibility – Areas of Work

The Committee's responsibilities shall include but not be limited to:

- a) Protecting the interests of Paddle Cymru members.
- b) Working for improved access for paddlesport in Wales
- c) Collating evidence from Paddle Cymru members and other paddlers in Wales for the purposes of campaigning for increased access in Wales.
- d) Working to identify and assist with any pollution concerns affecting Welsh paddlers and Paddle Cymru members. Working to promote the effective management and treatment of Welsh inland waters and coast.
- e) Effectively advising the Places to Paddle Manager with appropriate groups, partners and other organisations to engage with for the better management of access and water quality.

The Committee will establish plans and set Key Performance Indicators for its work, which will be recommended to the Board for approval.

7. Links with other Committees

The Committee will be expected to liaise with any other Paddle Cymru Committees or subgroups of the Board as appropriate to fulfil its duties.

8. Declaration of interest

The Committee members shall comply with the Paddle Cymru Conflict of Interest Policy. Failure to do so may constitute a disciplinary action. Declarations must be requested at the beginning of every meeting by the Chair and any raised must be noted and a decision of the action taken recorded in the minutes. The Chair will address these issues and report any concerns that may require further action, including but not limited to co-option of additional members.

9. Voting

9.1. Where a vote is required, it shall be by show of hands. Where votes are equal, the Chair shall have a casting vote.