

# Terms of Reference for the Traffic Advisory Sub-Committee

*Approved at Full Council Meeting 5 June 2018*



## 1. Authority

The Traffic Advisory Sub-Committee is appointed by and is solely responsible to Eynsham Parish Council's Traffic Advisory Committee. The Sub-Committee's duties are defined and agreed by the Traffic Advisory Committee, which may vote, at any time, to modify the Sub-Committee's powers.

## 2. Membership

The Sub-Committee will consist of no fewer than **four elected parish councillors**, and at its first meeting will elect a Chairman to preside over future meetings – to be re-elected each year following the Annual Parish Council meeting. It will also elect a Vice Chairman if thought appropriate, although any elected member can preside by agreement in the Chairman's absence. **A quorum will be a minimum of three elected Members.** The Chairman and Vice Chairman of the Full Council will have automatic membership and full voting rights.

## 3. Records of Proceedings

The Sub-Committee will meet six times a year (if required) or on such other dates as agreed by the Sub-Committee. Written minutes will be taken to record the Sub-Committee's decisions and will be circulated to all members; they will be received and approved at the next Full Council meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. The minutes will be published on Eynsham Online.

## 4. Responsibilities

The Sub-Committee is responsible for the 20mph speed limit scheme in Eynsham and other road sharing issues including parking and **does not have executive powers.** Representatives from local authorities and other relevant organisations may be co-opted to the Sub-Committee as non-members in order to discharge the functions of the Sub-Committee (Local Government Act 1972 s.102(3) refers).

## 5. Amendments to constitution and Terms of Reference

The Committee's constitution and Terms of Reference may be amended at any time by resolution of the Traffic Advisory Committee.

*Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.*