

Terms of Reference for the Footpaths Committee

updated with effect from 11 September 2012



1. Authority

The Footpaths Committee is appointed by, and solely responsible to, Eynsham Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers. Meetings will be held twice a year – with additional meetings if required.

2. Membership

The 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 Annual Parish Council meeting. **A quorum will be a minimum of three elected Members.** Up to 2 members who are not members of the Parish Council may be co-opted to provide expertise and guidance – no voting rights. The Chairman & Vice Chairman of the Council will automatically be members of the committee and have full voting rights

3. Records of Proceedings

The Committee will meet twice a year and minutes of the meeting will be circulated to the full Council with recommendations. The minutes will be published at Eynsham Online.

4. Responsibilities

The committee is responsible for discussing issues relating to Footpaths in the Parish specifically: -

- Dealing with items of correspondence & consultations relating to Footpaths, the Public Footpath Network and will recommend a response to the Full Parish Council.
- Discussing issues relating to the condition and maintenance of footpaths in the village and corresponding with the relevant bodies.
- Assessing the state of footpaths around the Parish and reporting their observations to the County Council, in particular where there is need for repair of other action.

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.