

Terms of Reference for the Traffic Working Group

Approved at the Full Council Meeting on 6 July 2021



1. Authority

The Traffic Working Group is appointed by and is solely responsible to Eynsham Parish Council. The Group duties are defined and agreed by the Full Council who may vote, at any time, to modify the Group's powers. **The Working Group does not have executive powers.**

2. Membership

The Group will consist of no fewer than **three elected Parish Councillors**. At its first meeting, it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes. The Group's membership will be elected at each Annual Parish Council Meeting. A quorum at the Committee meetings will consist of no fewer than **three elected members**. Non-members may be co-opted in order to discharge the functions of the Working Group (Local Government Act 1972 s.102(3) refers).

3. Records of Proceedings

The Working Group will meet on such dates as agreed by the Group. Written minutes will be taken to record the Group's recommendations 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 committee is responsible for pursuing and making recommendations to Full Council in respect of the following:-

- (a) The gateway/20mph speed limit scheme in Eynsham and other associated road sharing issues on a 'task and finish' basis.

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.