

Terms of Reference for the Traffic Committee

1. Authority

The Traffic Committee 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 committee will meet monthly, but can also be convened to deal with special events as they occur. **The committee has executive powers.**

2. Membership

The Committee will consist of no fewer than **four 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 committee 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**. The Chairman and Vice Chairman of the Council will automatically be members of the committee and have full voting rights.

Non-members may be co-opted in order to discharge the functions of the committee (Local Government Act 1972 s.102(3) refers whose voting rights are limited to:-

- the management of land owned or occupied by the council;
- the functions of the council as a harbour authority (as defined in s. 57(1) of the Harbours Act 1964);
- any function under s. 144 of the 1972 Act relating to the promotion of tourism; and
- any function under s. 145 of the 1972 Act relating to the management of a festival.

The term "management" does not include making decisions about the total amount of money which may be spent by the council in a financial year in respect of land or a festival. (Parish and Community Councils (Committees) Regulations 1990 / SI 1990/2476 refers).

3. Records of Proceedings

The Committee will meet monthly or on such dates as agreed by the Committee. Written minutes will be taken to record the Committee's decisions and will be circulated to all members. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. The minutes will be published online.

4. Responsibilities

The Committee may consider any traffic related matter of concern either directly or indirectly to the County Division of Eynsham and may offer advice on such matters to other local authorities or to any other relevant organisation as may be appropriate. The following list is not exhaustive, but are the type of matters which may be considered by the Committee:-

- (a) Existing or proposed road systems or traffic management schemes.
- (b) One way systems.
- (c) Traffic calming
- (d) Waiting restrictions.
- (e) Traffic signalling, signing and road markings.
- (f) Pedestrian crossings and school crossings.
- (g) Footpaths.
- (h) Street lighting.
- (i) On-street and off-street car parking.
- (j) Road safety engineering.
- (k) A Schedule of Work is required for the following year activities which will inform the budget setting process, identify training needs, dedicate Officer time, agree priorities and communication requirements.

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.