

Terms of Reference for Broadclyst Traffic Committee

Purpose

The Broadclyst Traffic Committee is a subcommittee of Broadclyst Parish Council, created in January 2012 with the objective to write a Traffic Plan for the Parish, take this Plan to consultation, and, once adopted by the Council, seek implementation of all aspects of the Plan through engagement with the relevant authorities. From time to time the Council will refer to the Traffic Committee other traffic issues for consideration and recommendation.

Responsibilities

The Committee will undertake the following:

- i. Work with Officers from Broadclyst Parish and other Councils / external Agencies (where appropriate) to ensure that all works and projects conform to National and Local policies, Plans and procedures.

Ensure that all members of the community and other relevant bodies are fully involved in the process through community consultation events and that all relevant information is published on the Parish Council's website.

- ii. The Traffic Committee shall not incur expenditure without prior authority from the Parish Council. Amounts under £500 can be authorised by the Clerk following a mandate produced at a formal Traffic Committee meeting, by request from the Chair.
- iii. The Traffic Committee will give the Clerk (or Assistant Clerk) updates on the progress of projects as necessary, advance copy of press releases and advance notice of meetings with officers of Councils and external agencies where appropriate.

Membership

- i. The Traffic Committee will consist of a member or members of the Parish Council together with an appropriate number of co-opted members from the village community. The members of the Traffic Committee will be approved by the Parish Council, or a committee of the Parish Council, from a list supplied by the Chair of the Traffic Committee. The Parish Council are to be informed when members leave the Subcommittee.
- ii. A member of the Parish Council will act as Coordinator for the process. S/he will appoint, or act as, the Chair of the Traffic Committee, taking into account the recommendation of the Traffic Committee.
- iii. The Traffic Committee may invite other individuals to attend the meetings, join working Committees or teams to undertake various tasks or projects forming part of the Traffic Committees' work; such individuals to be approved by the Parish Council. The working Committees or teams will report to the Traffic Committee in the first instance.

- iv. Parish Councillors must observe the Code of Conduct adopted by the Parish Council when they are acting as members of the Traffic Committee.
- v. Members of the Traffic Committee must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views that are different from their own.

Meetings

The quorum for a meeting is 3

Meetings will be informal and do not need to be open to members of the public.

Traffic Committee members should declare an interest where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family or close associates.

The Traffic Committee should inform the Parish Council in advance of all meetings arranged with external Agencies and Authorities.

The Traffic Committee may invite individuals or organisations to attend meetings to give advice on any relevant topic.

Where possible the Parish Clerk or Assistant Clerk will attend Traffic Committee meetings as an advisory officer.

The Traffic Committee will arrange its own meeting schedule.

Minutes of meetings will be submitted to the Parish Council for information, recorded and published on the Parish Council's website.

Declaration of Interest

The Chair and Parish Clerk will keep a record of Declarations of Interest which will also be made a public record via the Parish Council.

Review of Terms of Reference

The Parish Council will be responsible for agreeing the terms of reference and any relevant amendments to them.

Signed by Chair of Parish Council.....

Name:

Date of revision: 4th June 2018 Minute ref: 18/101iii