

TRAFFIC COMMITTEE TERMS OF REFERENCE

1. COMPOSITION

The committee shall comprise at least 4 councillors, representative so far as practical of the parish and its wards, which include the Chair and Vice-Chair of the council as ex-officio members of the committee.

Membership of the committee is reviewed annually at the Annual Parish Meeting in May of each year. Changes in the composition of the committee are minuted.

2. CHAIRMAN

The council shall appoint the committee chair and internal controller, in the absence of the committee chair from a meeting, one of the other councillors shall be elected by the committee to chair the relevant meeting.

3. QUORUM

A quorum shall comprise not less than 3 councillors or one-third of the membership of the committee whichever is the greater, and all apologies for absences shall be recorded.

4. MEETINGS

Meetings will be held at least twice yearly.

5. ATTENDANCE

The committee may invite such other persons to attend its meetings as it deems necessary.

6. SECRETARY

The council clerk or the deputy clerk shall be the secretary to the committee and responsible for the preparation of committee meeting agenda and minutes.

7. MINUTES

The proceedings of all meetings shall be minuted. Minutes shall be circulated to all other parish councillors as part of the next council meeting's.