

# TERMS OF REFERENCE

## Transport Committee, Cholsey Parish Council

### Document History

Version	Date	Details
1	17 <sup>th</sup> July 2024	Approved at Full Council meeting

### 1. Committee remit

To maintain a Transport Plan for Cholsey on behalf of the Council, consisting of agreed transport projects and actions, and informed by the Council's 5-year Strategic Plan.

To take forward agreed transport-related projects and actions on behalf of the Council, working with Council officers.

### 2. Committee structure

- 2.1 The Transport Committee will be constituted at the Annual Council meeting in May each year.
- 2.2 The Transport Committee will consist of up to four Parish Councillor members with a quorum of three. If required, Committee membership substitutions can be made with any Councillor of Cholsey Parish Council to ensure the Committee is quorate at all meetings.
- 2.3 The Transport Committee may co-opt non-Councillor members whose presence would assist the Committee; non-Councillor members do not have voting rights.
- 2.4 The Transport Committee may also invite appropriate experts and interested parties to Transport Committee meetings to advise the Committee. Such invited participants do not have voting rights.
- 2.5 The Transport Committee will elect a Councillor member to act as Chair at its first meeting after the Annual Council meeting. The Committee may also appoint a Councillor member as Vice-Chair.
- 2.6 The Transport Committee will meet at least three times a year.
- 2.7 The Clerk or another appropriately qualified officer, as delegated by the Clerk, shall attend and minute decisions made at meetings of the Committee. Transport Committee meetings are open to the public.

### 3. Specific responsibilities

- 3.1 All powers shall be exercised in accordance with the Standing Orders and other policies adopted by the Council.
- 3.2 The Committee has no delegated financial powers.

- 3.3 The Transport Committee has delegated authority from Cholsey Parish Council:
- 3.3.1 To co-opt non-Councillor members to the Committee whose presence would assist the Committee.
  - 3.3.2 To identify transport-related matters that need the consideration of the Council.
  - 3.3.3 To consider, prioritise, report back and make recommendations to the Council on transport-related matters.
  - 3.3.4 To maintain a Transport Plan on behalf of the Council. The Council will retain responsibility for approving new versions of the Transport Plan.
  - 3.3.5 To oversee the management of transport projects which have been approved to proceed by the Council, working with agreed officers on: scope, deliverables, costings, consultation, contracts and tenders, permissions, risk assessments, progress reporting, and post-completion review.
  - 3.3.6 To pursue relevant grant applications, if approved by Council, in collaboration with Council officers.
  - 3.3.7 To liaise and engage with transport-related organisations as required.
  - 3.3.8 To engage with residents, including conducting consultations as agreed by the Council.

#### **4. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 17<sup>th</sup> July 2024 and shall be reviewed at least annually.

**Signed by**

**Cllr Lis Nixon**

**Chair of Cholsey Parish Council**