

CHOLSEY PARISH COUNCIL

TERMS OF REFERENCE Transport Working Group

Issue History

Issue N°	Date of Adoption	Reference in Minute Book	Details of Change Made
0_1			First draft by Colin Worley 02/02/2023

Definitions

In this document the following terms have the meanings assigned to them below:

Working Group Lead	The Lead member of the Working Group and the chair of the Transport Working Group
Clerk	The Clerk to the Council
Working Group	The Transport Working Group of the Council
Working Group Member	Any person participating in the Working Group's work under the arrangements set out in the Section headed 'Membership and Quorum'
Council	Cholsey Parish Council
Member	An elected or co-opted member of the Cholsey Parish Council

General

These Terms of Reference define the Council's specific responsibilities delegated to the Transport Working Group and were first approved by Council at its Meeting held on, covering:

- Powers
- Membership and Quorum
- Meetings
- Duties & Scope of Responsibilities
- Alterations to these Terms of Reference

The conduct of all aspects of the Working Group's work will be treated as confidential and be governed by the Council's Standing Orders.

The Working Group has no power to authorise expenditure on behalf of the Council.

Members of the public have no rights to attend meetings of the Working Group.

Powers

- 1 Subject to the power, set out in paragraph 2 immediately below, the Working Group will have no powers other than the power to undertake the tasks specified under the heading 'Duties and Scope of Responsibilities'. It will have no delegated financial powers.
- 2 The Working Group Lead will have the power to invite appropriate experts and interested parties to Working Group meetings to advise the Working Group. Such Invited Participants will have the freedom to participate in the meeting but not to vote.

Membership and Quorum

- 1 The Council will appoint one of the elected members to be the Working Group's lead.

Meetings

- 1 **Ordinary Meetings.** The Working Group will meet at least once a year. The meeting will be summoned by the Working Group Lead.
- 2 The Working Group will arrange further meetings as required.
- 3 **Minutes:** The Working Group Lead will be responsible for ensuring that proper minutes are kept of all Working Group meetings and that where necessary appropriate reports are generated and circulated and made available to Council.

Duties & Scope of Responsibilities

The Working Group will undertake the following Duties on behalf of the Council:

- 1 All Tasks related to Projects or Activities identified in the CPC Transport Plan 2023 and which have been authorised by Council to proceed.
- 2 Agree the priority and sequence/concurrence of Projects / Activities
- 3 Manage all Projects / Activities
 - a. Description
 - b. Deliverables
 - c. Timeline
 - d. Agencies
 - e. Costs
 - f. Consultation
 - g. Risk assessment (where applicable)
 - h. Progress reporting
 - i. Post completion review

Alterations to these Terms of Reference

- 4 The Working Group has no powers to alter or temporarily suspend these Terms of Reference without Council Approval.
- 5 The Council may change these Terms of Reference using the procedure set out in the Council's Standing Order 25.2.