

Terms of Reference

Rockbourne Parish Council Working Group – Terms of Reference

Purpose of the Working Group

To investigate and advise the Parish Council in relation to Traffic, Highways and Security issues within the village and on the approaches thereto.

Terms of Reference

1. The working group will consist of 2 council members as determined by the parish council. Initially the Lead Councillor shall be Cllr David Wise with a further member determined by the Parish Council.

Terms of Reference

- 1. The working group may invite up to six members of the public to join the group and to attend meetings. [L] [SEP]**
- 2. At the first meeting of the working group, members shall review these terms of reference.**
- 3. In line with the purpose set by the Parish Council, the remit of the working group shall be research and recommend solutions to the full Parish Council in relation to:- [L] [SEP]**
 - i. Highways, Traffic and Speeding issues. [L] [SEP]**
 - ii. Protection of road verges [L] [SEP]**
 - iii. Safety of Pedestrians and other road users.**
 - iv. Security, CCTV and Theft related issues.**
 - v. Liaison with Sandleheath Traffic WG and other local Parish Councils on its core issues.**

5. The working group does not have any delegated powers to make decisions for or on behalf of the Parish Council and must not exceed its purpose or remit without the council's permission. ^[L]_[SEP]
6. The working group reports to the Parish Council and should provide reports monthly either verbally or in writing.
7. Meetings of the working group are informal and therefore do not need to be held in public (unless the Parish Council stipulates that they should) and may be held remotely. ^[L]_[SEP]
8. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the Parish Council. ^[L]_[SEP]
9. Once the purpose of the working party has been fulfilled, the group will be disbanded. ^[L]_[SEP]

The working group is an informal advisory group and any decisions made by the group cannot bind the Parish Council. The Parish Council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full Council.