

HATHERSAGE PARISH COUNCIL

Committee Terms of Reference



Transport Committee

Version	Status	Date
01	Approved	June 2015

Reviewed by the Committee	30 May 2023
Recommendations approved by full Council	6 June 2023
Next Review	2024

HATHERSAGE PARISH COUNCIL

TERMS of REFERENCE

TRANSPORT COMMITTEE

1. Committee

- 1.1 The Committee will consist of a minimum of five voting Hathersage Parish Councillors. The Chair and Vice Chair of HPC are ex-officio members of all HPC Committees. The meetings will be clerked.
- 1.2 The Committee has the power to co-opt specialists from outside bodies as it sees fit.
- 1.3 The quorum is three of the HPC members.
- 1.4 The Committee should after the start of the Council year appoint its Chair and Vice Chair from the HPC members.
- 1.5 In the case of a matter being put to the vote, only the HPC members have the right to vote.

2. Meetings

- 2.1 Meetings will usually be held four times a year with the proviso that additional meetings can be called at any time when circumstances dictate. Any HPC member of the Transport Committee may request the Clerk of HPC to call an additional meeting. Otherwise, date and time of the next meeting is to be agreed at the previous meeting.
- 2.2 Notice of meetings must be given in accordance with current regulations for Parish Councils.
- 2.3 Time shall be set aside at the beginning of all meetings for members of the public to address the meeting.
- 2.4 All meetings to be minuted, the minutes to be approved by the Committee at their next meeting and those minutes to be reported to the next HPC meeting.

3. Terms of Reference

The acts and proceedings of the Committee shall be submitted to the Council for confirmation except where the Committee acts under powers delegated to it by the Parish Council, when its acts and proceedings shall be submitted for report only. This report may be by way of submission of the Committee's minutes to the Parish Council. The Parish Council may note a minute to be "not received" as a mark of disapproval of the Committee's action; otherwise the Parish Council is deemed to have approved the Committee's actions.

4. The Purpose of the Committee

- 4.1 To discuss and plan transport issues in the Parish of Hathersage
- 4.2 To promote public transport, road safety, cycling, walking, parking and traffic management, and to help to disseminate information.
- 4.3 To work jointly with interested groups such as the police, PDNPA, DCC & DDDC, HVRUG, and others, representatives to be invited to attend where appropriate.

5. Accountability

The Transport Committee has the approval of Hathersage Parish Council to make decisions in connection with transport, with the exception of matters of a financial nature.

6. Consultation

The Transport Committee has the approval of Hathersage Parish Council to consult other agencies where appropriate.

7. Expenses

Room hire if necessary.

8. Reporting

Residents to be informed of the committee proceedings through reports to HPC and to be displayed on the HPC website.

9. Review

These terms to be reviewed annually.

History of changes

Version	Date	Change detail
01	June 15	Initial Approval
May 2023		'Minimum of five [Cllr] members'; referencing Chair and Vice Chair (changed from Chairman and Vice Chairman)