

Alkham Parish Council

Traffic Implementation Group (TIG) Advisory Committee

Terms of Reference

As Adopted at the Parish Council Meeting on Monday 7th January 2019

The Chairman to be elected annually by the Advisory Committee.

The Terms of Reference to be reviewed every 6 months to ensure continued relevance to the Community.

Purpose

To explore different methods of traffic calming within the village. Gather and collate statistics and evidence from various sources to present to the Parish Council for consideration.

Strategy

- The Traffic Implementation Group is an **Advisory Committee** and is constituted as a Standing Committee of Alkham Parish Council. The Advisory Committee composition shall be 3 Councillors as voting members, along with various members of the public. The Councillors are:
 - Geoff Hillier
 - Martin Hibbert
 - Dave Beaney
- Should any of the 3 parish councillors not be able to attend a TIG Advisory Committee meeting it is their responsibility to inform the Clerk in good time and make arrangements for a substituted Councillor to attend in their place so that the meeting shall remain quorate.
- Minutes of all TIG Advisory Committee meetings, the responses and eventual results shall be reported to the full council and noted in the minutes.
- All correspondence shall be conducted through the Chairman or the Clerk of the Parish Council.
- The process remains the responsibility of the Parish Council as the qualifying body.
- **The committee is accountable to the PC and will make reports to it as required**
- **An annual report on its activity will be published through the Annual Parish meeting**
- **Sharing of information and resources (including confidential materials). All copies of agendas and decisions, recommendations, letters, reports and correspondence will be held by the Clerk. Information will not be shared with other parties without the prior authorisation of the Parish Council**
- **The TIG Advisory Committee will not incur any expenditure unless it has prior approval by the Parish Council**
- The TIG Advisory Committee is in place to research & recommend. **It has not great power and has no delegated authority and no budget.** Decisions will be made by the full Parish Council.

Next Review Date: July 2019 Parish Meeting