



# **BOTTESFORD PARISH COUNCIL**

**Serving the People of Bottesford, Muston, Easthorpe and Normanton**

## **Road Safety Advisory Committee Terms of Reference**

Date of last review: 13<sup>th</sup> May 2024

Minute Reference: 119/24

Date for Review: May 2025

## **1. Membership**

- 1.1. The Committee will comprise a maximum 10 and minimum of four members. At least 2 members will be Parish Councillors and a further 2 residents of the Parish of Bottesford.
- 1.2. The quorum of the Committee shall be 3.
- 1.3. The Committee shall undertake the following roles and functions:

## **2. Committee Objectives & Role**

- 2.1. The committee does not have any delegated powers, its role is to investigate and prepare recommendations to the Council on matters involving road safety.
- 2.2. In making recommendations the committee will consider all possible unintended consequences that could cause other problems.
- 2.3. Recommendations should seek to solve road safety problems in a manner that protects the rural character of the Parish.
- 2.4. In the course of its investigations the committee may consider the following actions;
  - Building a database of incidents
  - Researching possible causes and solutions
  - Consulting widely amongst residents
  - Bringing in expert advice
  - Galvanising the support of Borough Councillors, County Councillors and the local MP

## **3. Chairing meetings**

- 3.1. At the first meeting following the Annual Meeting of the council every committee shall, before conducting any business, elect a Chair for the year. A committee may also elect a Deputy Chair. If the Parish Council consider it appropriate it may appoint the Chair and Deputy Chairs of committees at the time the committees are appointed.
- 3.2. A meeting of a council (or a committee and subcommittee) cannot take place unless a person has been lawfully appointed to preside the meeting. In legal terms, the Chair of a meeting of a committee is vital because of their power, in the event of an equality of votes, to exercise a second or casting vote in addition to their own.

## **4. Quorum**

- 4.1. No business shall be dealt with unless the committee is quorate.
- 4.2. If there is no quorum the meeting will stand adjourned and should be reconvened.

## **5. Holding meetings**

- 5.1. The Clerk will call the first meeting of the committee following consultation with members.
- 5.2. Subsequent meetings shall be held at a place, date and time fixed by the committee.
- 5.3. Notice of the time and place of meetings must be fixed in a conspicuous place in the parish at least 3 clear days before the meeting.
- 5.4. All Members of the committee shall be given (by post, or left at their residence, or by email if there is agreement in writing) at least 3 clear days written notice of a meetings of a committee from the Clerk specifying the business proposed to be transacted (the agenda).

## **6. Order of business**

- 6.1. Business will usually be dealt with in the following order:

- 6.1.1. Record of Members present;
- 6.1.2. Record apologies and reasons for absence;
- 6.1.3. Declarations of interests (existence and nature) with regard to items on the agenda;
- 6.1.4. Formal announcements from the Chair;
- 6.1.5. Agreeing the minutes of the last meeting and signing them;
- 6.1.6. Public participation session with respect to items on the agenda;
- 6.1.7. Business placed on the agenda.

## **7. Voting**

- 7.1. Although the committee has no delegated powers any questions in relation to recommendations to the Council shall be decided by a majority of the Members present and voting.
- 7.2. Members shall vote by show of hands. A Member's vote will only be counted if the Member is in the room of the meeting at the time the vote is taken.
- 7.3. Immediately before a vote is taken any Member may request that a vote is recorded. When a request is made the Chair, or other Member presiding, shall call the names of all the Members and after each name is called the Member shall state whether they are voting for or against the question put or abstaining. The record of voting shall be recorded in the minutes.
- 7.4. In the case of an equality of votes the Chair, or other Member presiding the meeting, has to give a casting vote in addition to their first vote.

## **8. Minutes**

- 8.1. The minutes must record the names of Members present at the meeting and the existence and nature of any interest declared by Members.
- 8.2. The minutes are not a verbatim record of debate at a meeting but must accurately reflect the resolutions made and record voting if this is requested by a Member at that meeting.
- 8.3. The draft minutes of a meeting must be attached to the agenda for the next meeting for approval and signing by the Chair (or persons presiding the meeting).
- 8.4. There should be no discussion in respect of the draft minutes except that which relates to the motion to agree the accuracy of the draft minutes.
- 8.5. Any corrections shall be made by moving that the minutes are agreed with the corrections stated.

## **9. Attendance by Members**

- 9.1. Any Member not being a Member of a committee may attend any meeting of the committee but their right to participate in the meeting will be equal to the public's right to do so.

## **10. Individual Members**

- 10.1. A Member cannot individually exercise any statutory functions of the council on behalf of the council.