



NORTH TAWTON TOWN COUNCIL

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This procedure is a document that sets out North Tawton Town Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

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Transport Working Group – Role and Terms of Reference

Purpose

The Transport Working Group is established to examine transport-related matters in detail and to make informed recommendations to Full Council.

Membership

- The Working Group shall consist of a minimum of **three (3) Council Members**, elected at the **Annual Town Council Meeting**.
- The Group may appoint additional Members, including members of the public, where appropriate.
- The Group may request the assistance of the Town Clerk or Deputy Clerk as required.

Status and Governance

- The Working Group is **not a decision-making body**.
- Meetings of the Working Group are **not held in public**, and therefore **Standing Orders do not apply**.
- All Members are subject to the **Council's Code of Conduct** at all times.

Role and Responsibilities

- To examine matters in detail, including reviewing reports, correspondence, data, and related materials.
- To consider options and evidence relevant to the issue under review.
- To prepare a **written report with recommendations** for consideration by Full Council.
- To ensure that Full Council is provided with **sufficient information** to enable it to make a properly informed decision.

Role of Full Council

- Full Council shall consider, question, and challenge the recommendations of the Working Group before reaching a decision.

Chair / Lead Member

- A **Lead Member** shall be appointed by the Working Group at its first meeting.
- The Lead Member must copy the Town Clerk into all correspondence to ensure compliance with **Freedom of Information legislation** and the **Transparency Act**.

Meetings and Administration

- The Working Group shall provide the Town Clerk with **dates, times, locations, and agendas** for all meetings and appointments, for insurance and record-keeping purposes.
- Notes of meetings shall be provided to the Town Clerk for inclusion on the agenda of the next Full Council meeting, to report on activity and progress.

Council Member Access and Transparency

- All Members of the Council shall be informed of meetings of the Working Group.
- Any Council Member may attend meetings and request access to relevant Working Group documentation.