



# 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.