

WOULDHAM PARISH COUNCIL
Highways Committee

TERMS OF REFERENCE

Put to Wouldham Parish Council on 3rd March 2020

1. MEMBERSHIP

- 1.1 The Committee shall consist of **5** Parish Councillors, who shall be elected each year at the Annual Meeting of the Parish Council.
- 1.2 Existing Committee members are eligible for re-election.
- 1.3 The Committee may, at its discretion, invite non- Councillors whose expertise and knowledge will be beneficial to Committee deliberations.

2. MEETINGS

- 2.1 During each Parish Council meeting the Highways Committee will report on any communications they have had with any outside bodies (KCC, TMBC etc.) or any outside persons on local Highways matters.
- 2.2 If a decision needs to be made at a meeting, then a report should be produced before this meeting.
- 2.3 All decisions of the committee shall be determined by a majority vote at the Parish Meeting. The Chair has the casting vote when there are equal numbers of votes.

3. REMIT OF THE HIGHWAYS COMMITTEE

- 3.1 The Committee has delegated powers from the full council to comment on communications from KCC or TMBC.
- 3.2 All Wouldham Parish Council members are notified of these comments prior to the meeting.
- 3.3 All Committee decisions will be recorded in the Parish Council Minutes.