



LISS PARISH COUNCIL
Highways Committee
Membership and Terms of Reference

Membership

The Committee is a standing committee and its Membership will be appointed at the Statutory Annual Meeting of the Council in May each year.

The Chairman and Vice Chairman of the Council will automatically be ex-officio members. Council may co-opt such other members that are not members of the Council to sit in an advisory capacity as required.

Quorum for Meetings

A quorum of the Committee will be one half of its voting members.

In the event of an uneven number of appointed voting members a quorum of the Committee shall be one half of the voting members rounded down.

Chairmanship of the Committee

At the first meeting of the Committee following the Annual Statutory Meeting the first item of business will be to elect a Chairman and the Committee may elect a Vice-Chairman if necessary.

Co-opted members are not eligible to act as Chairman of the Committee.

Voting in Meetings

Each member will have one vote; the Chairman of the Committee will have a second and casting vote in the event of an equality of votes.

Co-opted members will have no voting rights. Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question or abstained from the vote.

Rules of Debate

The rules of debate as set out in the Council's Standing Orders will apply to the Committee.

Duties of the Committee

Responsibilities will include:

The consideration of the making of representations to the appropriate authority if necessary, on any item relating to:

- 1) Roads & road safety including parking issues
- 2) Pavements
- 3) Passenger transport services
- 4) The local footpath network
- 5) Any other issue relating to highways, footpaths & public transport

Frequency of Meetings

The Committee will meet a minimum of four times a year. Other Meetings shall be called by the Chairman of the Committee as necessary.

Review

These Terms of Reference will be reviewed three years after they have been adopted by LPC.

Adopted by LPC on 18 February 2019.

To be reviewed in 2022.