

HUNSTANTON TOWN COUNCIL



Highways & Byways Committee (H&B) Terms of Reference

(Note that the standing orders of the Town Council shall govern procedures in respect of committees)

- The Chair will be elected at the first meeting of the Committee after Hunstanton Town Council annual meeting.ⁱ
- This committee shall consist of 4 – 6 voting members. The Mayor & Deputy Mayor are ex-officio members of this Committee.
- The Quorum of the H&B Committee shall be one third of its members. In no case can the quorum be less than three (LGA 1972 Sch-12 s12)ⁱⁱ.
- A member of the H&B Committee, who at the time of joining the Committee is a Councillor, ceases to be a member when they cease to be a Councillor.
- The function of the H&B Committee is to deal with any matters considered by the Proper Officer to be related to this committee.
- The Full Council can also exercise the functions of the H&B Committee.
- The Agenda will be published on the town notice board and on the council website, with items to be discussed listed, at least 3 (three) clear working days in advance of the meeting. Agenda items to be with the Clerk / RFO no later than 10 clear working days prior to meeting.
- Members of the public and press will be permitted to attend all meetings of the H&B Committee but not be permitted to participate. The Chair may in certain circumstances decide by way of resolution to exclude the public under Public Bodies (Admission to Meetings) Act 1960 S.1 (2) as amended by LGA 1972 S. 100ⁱⁱⁱ.
- The Chair appointed by the Committee has a second or casting vote.
- Minutes of the meeting must be kept and submitted to Full Council.
- The Committee is authorised to liaise with and discuss with relevant and appropriate outside bodies such issues as arise in relation to its interests, with the provisos that
 - i. Such discussions shall be reported on to the Town Council
 - ii. Such discussions pay due regard to any confidential issues identified by the Town Council.
- The H&B Committee will have no allocated budget.

ⁱ THE ROLE OF THE CHAIR OF A COMMITTEE

- (a) To be fully briefed and prepared on the issues being considered by the committee.
- (b) To preside over meetings in a fair and balanced manner that encourages contributions and achieves the objectives of the meeting by maintaining focus, seeking consensus, summarising views and conclusions and resolving conflict.
- (c) To be accountable to the committee for the efficiency and effectiveness of the meeting, ensuring that business is transacted with reasonable speed.
- (d) To ensure the committee acts only within its terms of reference.
- (e) To ensure compliance with standing orders, financial regulations, council policies and relevant legislation.
- (f) To work with the Clerk to confirm/set the agenda for meetings, ensuring that information is complete.

LEGISLATION

ⁱⁱ no business shall be transacted at a meeting of a parish council unless at least one-third of the whole number of members of the council are present at the meeting; but, notwithstanding anything in that paragraph, in no case shall the quorum be less than three.

ⁱⁱⁱ The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies."

Signed (Cllr Michael Ruston, Mayor)