

a. Charlbury Town Council

Journeys Working Group – Terms of Reference

Aim: to encourage and assist the residents of Charlbury and its environs to transition to sustainable transportation for all their journeys.

Objectives

- a. Helping Charlbury and environs residents reduce (and ultimately, to end) journeys requiring fossil fuels.
- b. Encouraging Charlbury residents to make more journeys on foot, by bike and using public transport.
- c. Turning Charlbury and environs into pleasant places to walk, cycle – or just to be – as opposed to either being simply thoroughfares or car parks.

1. Membership

Members of the Working Group will be appointed every year at the Annual Meeting. The Working Group must consist of at least two councillors. Non-councillors can be appointed by the Town Council onto the Working Group.

There should be no less than three members of the Working Group. The quorum is also three.

2. Chair

A Chair will be appointed for the Journeys Working Group every year at the Journeys Working Group's first meeting following the Annual Meeting of the Council. The Chair will be the main point of contact for Council staff, Council members and members of the public, and will also be a member of the Town Council unless otherwise agreed by Full Council.

3. Powers

The Journeys Working Group has no delegated authority. It cannot make decisions on behalf of the Town Council, and any recommendations made by the Working Group will be subject to approval by the Council.

Non-councillor members do not have the right to vote

Non councillor members must sign up to the Town Council Code of Conduct

4. Meetings

Meetings of the Journeys Working Group are to be held as and when required in order to consider matters relevant to the Group's objectives. Meetings can be held at the private residences of members, online or wherever is felt suitable.

The Journeys Working Group will formally present their findings to the Town Council at the Annual Meeting of the Council/Annual Parish Meeting

5. Responsibilities

The Journeys team is responsible for:

- Providing expert advice when requested
- Initiating proposals (including budget requests)
- Leading or contributing to development of plans
- Leading or contributing to delivery of agreed projects

The Journeys WG is also responsible for obtaining estimates, quotes as necessary in accordance with Charlbury TC's Financial Regulations. These are then forwarded to the Town Council to be considered and authorised and then to the clerk to be actioned.

If a tendering process is required, this reverts to the Town Council and is the remit of the Town Clerk (Financial Regulations item 11c)

A member of the Working Group may not issue an official order or make any contract on behalf of the Town Council.

6. Reporting

The Journeys Working Group will report back to the Town Council bi-monthly. Any decisions made by the Journeys Working Group at their meetings must be reported back to the Town Council as recommendations. The Town Council will then consider and vote on them. Only once approved by the Town Council can they be acted upon by the Town Clerk or Town Councillors.

Adopted 15th December 2021