

# Houghton Parish Council

## Working Group for Traffic and Crime Prevention

### Terms of Reference

#### Name

1. The name of the group is the Working Group for Traffic and Crime Prevention in Houghton Parish.
2. The working group will be dissolved once Houghton Parish Council are satisfied there is no longer a need for the group.

#### Objectives

3. To investigate and advise Houghton Parish Council (HPC) on potential measures to reduce speeding through the parish and crime detection and prevention measures, all for the benefit of the inhabitants of the Parish of Houghton.
  4. To research engagement of suitable consultants and advisors as are considered appropriate from time to time to make recommendations, provide advice or for production of reports for security systems/speed monitoring devices, including providing advice on any legal or GDPR requirements/compliance.
  5. To provide HPC with draft community engagement surveys when and if required.
  6. To investigate appropriate funding streams available to the Parish Council.
  7. To provide a Statement of Requirement/or specification of works for projects to enable HPC to obtain suitable quotations.
8. The Working Group shall not:
- a) Make any commitment of funds or make any expenditure on behalf of HPC.
  - b) Let or sublet in whole or part any devices owned by HPC on a permanent or semi-permanent basis. Any purchased devices remain in the ownership of HPC and as such are maintained by HPC, identified in the Register of Assets and included in the HPC insurance cover.

#### Structure

9. Meetings and Membership
- a) HPC will appoint at least one Councillor to the group whose role shall be to act as the primary focal point for HPC. Appointment of Councillors shall be made annually by HPC whilst the working group remains in existence.
  - b) Councillors and non-councillors can be members of the working group.
  - c) The members shall elect from among themselves a Chairman annually.
  - d) All members shall have equal voting rights for recommendations to put forward to HPC. The Chairman shall have a casting vote.
  - e) Meetings shall be held as and when agreed by the working group but at least 3 times a year. A written update on the working group shall be provided for each bi-monthly HPC meeting.

Adopted by HPC: At the meeting held on 19<sup>th</sup> January 2021, Minute Item 6

Review Date: 2022