

Telephone 07725 843 505

Email Clerk@ninfieldpc.co.uk

Website <http://www.ninfieldpc.co.uk/community/ninfield-parish-council-15069/home>

03/09/2023

**I hereby give you notice that you are summoned to attend the Highways, Safety & Verges Committee meeting on Friday 8<sup>th</sup> September 2023, 11:30 am at Sparkes Pavilion when it is proposed to transact the following business.**

**Signed**

Jackie Scarff, Clerk & RFO

### **BUSINESS TO BE TRANSACTED**

- 1. To elect a chairman for the committee**
  
- 2. To elect a vice chairman for the committee**
  
- 3. To receive and accept apologies** and reasons for absence in accordance with the Local Government Act 1972 S 85 (1).
  
- 4. Disclosure of Interests**  
In accordance with the Localism Act 2011 to receive any disclosure by Members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as prejudicial under the terms of the Revised Code of Members Conduct  
  
To consider granting any dispensations.  
  
Note: Any changes to register of interests should be notified to the clerk.
  
- 5. Public participation session re matters on the Agenda at the Chairman's discretion.**
  
- 6. Exclusion of the Public**  
To exclude the public for a particular agenda item the following resolution must be passed.  
  
'Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.'
  
- 7. Minutes of previous meeting** to be considered for approval and signed as a true record. Highways, Safety & Verges Committee meeting held Friday 24<sup>th</sup> March 2023.
  
- 8. Matters for discussion.**
  - a To review with a recommendation for approval the terms of reference for the committee.**

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- b **To agree a project plan for the traffic calming project.**

**9. Communication**

**Correspondence** – to note for possible inclusion on next agenda.

Circulation to all Councillors.

*In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record.*

*Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.*