Tanworth in Arden Parish Council

FOOTPATH LIGHTING COMMITTEE TERMS OF REFERENCE

The Footpath Lighting Committee Terms of Reference were adopted by Full Council at its Annual Meeting held on 21st May 2026.

Responsibilities
The role of this committee is to

The Council's Standing Orders and Code of Conduct shall apply to this Committee and its members. Nothing in these terms of reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by this Committee.

Committee
The Footpath Lighting Committee is constituted as a Committee of Tanworth in Arden Parish Council.

Members
1. The Committee to consist of at least 4 Councillors.
2. The quorum of the Committee shall be 3 Members.

Committee members may appoint a substitute to attend and vote on their behalf, provided the Clerk is notified in writing at least 24 hours prior to the start of the meeting.

Committee Chair
The Chair is to be elected annually by the Council at the Annual Meeting unless Full Council resolve otherwise.

Voting
Only the members of the Committee may vote at a meeting. In the case of an equal vote the Chair shall have a second or casting vote.

Interests
If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest, then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates

Meetings
1. The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of Tanworth in Arden Parish Council.
2. The Parish Clerk or the Chair of the Committee may call additional Committee meetings as and when necessary.
3. Minutes of all meetings will be recorded by the Parish Clerk and circulated at the Full Council meeting.
4. The Public and Press may attend meetings of the Committee as per Standing Orders.

Purpose
The purpose of Footpath Lighting Committee is to:

1. Oversee the planned renewal and upgrade of the Council's footpath lighting infrastructure.
2. The Committee is responsible for assessing and determining the priority locations where existing footpath lighting should be upgraded, including the replacement of ageing wooden poles and obsolete light fittings with modern, energy-efficient alternatives.
3. The Committee has delegated authority to approve the locations and scope of footpath lighting upgrades, provided that all approved works are delivered within the annual Footpath Lighting budget allocated by the Council.
4. The Committee's role is limited to the renewal and improvement of existing footpath lighting assets within the allocated budget, proposals requiring additional funding or falling outside the Committee's delegated authority must be referred to Full Council for consideration and approval.