LILBOURNE PARISH COUNCIL – MINIBUS COMMITTEE

Re-adopted May 2025 – Reviewed May 2026

Lilbourne Community Transport Terms of Reference

1. Purpose

The purpose of this document is to set out the terms of reference, composition and

operating arrangements of Lilbourne Parish Council's Community Bus Service.

2. Scope / Responsibility

2.1. Lilbourne Parish Council's Community Bus Committee has been established to:

a. Assist Council in prioritising actions from Council's Transport

Strategy – Providing a service to the Primary School at Yelvertoft, assisting with taking passengers for shopping in Rugby at designated times and offering a private hire service when required.

b. Assist Council to develop and promote the use of the service to help to support the Community locally and for surrounding villages.

c. To secure funding to maintain the vehicle and service and for improvements to the transport system that reduce reliance on private motor vehicles as there is no alternative public bus service. Replace the vehicle when necessary, cover insurance and road fund and operators licensing.

d. To arrange driver training and relevant statutory requirements.

e. Respond to relevant documents and plans provided by Council officers for comment.

f. Under Section 22 of the Transport Act 1985 ensure permits are valid and displayed correctly. This is without a view to profit to provide a community bus service and permits paying members of the general public.

g. To adhere to Standing Order and Financial Regulations in regards to decisions on spend.

h. The Parish Council to decide on spending limits of the committee and permissions.

2.2. The Committee members are expected to have a wide focus and will assist Council to devise campaigns that:

a. Make changes to the service that will improve transport outcomes for a majority of the Village's residents.

b. Make any improvement to the service such as increased funding that results in the extension of hours that bus services run / improves the frequency of bus runs / improves the efficiency of running the bus – consideration for Hybrid/Electric powered vehicle.

2.3. The location of bus stops, to suit the customer's requirements considering disability concerns and access.

3. Composition

3.1. Membership

3.1.1. Membership of the Committee will be made up of the following:

There are 6 Committee positions. Representatives will be selected from the following areas where possible:

− Parish Councillors; Employee Drivers; Employee – as nominated; Community

3.2. Terms and method of Nomination

3.2.1. Expressions of interest for appointment as members of the Committee

3.2.2. Appointments of community representatives will be made by Council based on

the recommendation of a review panel. The review panel will be made up of

Council Officers, not including those who may have a pecuniary interest.

3.2.3. Suitable members shall be appointed for a period of two years and are eligible for

re-nomination.

3.2.4. A position will be deemed to be vacant if a community representative fails to

attend for three consecutive meetings. Leave may be negotiated and granted in

the event that a member needs to arrange a temporary absence.

3.2.5. If a vacancy occurs, it will be filled at the discretion of a sub-committee made up of Council Officers which would include a chairperson. Nominations will occur as per 3.2.1.

3.2.6. The Councillor members shall be appointed at the Annual Meeting of Council, or as required if a vacancy occurs.

3.3. Chair

3.3.1. The chairperson will be one of the three appointed Councillors, and will be

decided by the appointed Councillors.

3.3.2. In the event that the PC Chairman is appointed as a councillor committee member they will

automatically assume the role of chairperson.

3.3.3. The chairperson will conduct the business of the meeting including the opening

and closing of the meeting, confirming the quorum, and following the agenda.

4. Operating Procedures

4.1. Quorum

4.1.1. A quorum for the Committee will require the attendance at least two councillors, and one other member.

4.2. Meetings

4.2.1. The Committee will meet six times per year on a bi-monthly basis.

4.2.2. Meetings will be held at a mutually agreeable time and meetings will not exceed one hour in length.

4.2.3. Agenda items will be called for two weeks prior to the scheduled meeting.

Terms of Reference

4.2.4. The Agenda will be circulated three days prior to the meeting.

4.2.5. Minutes will be kept of each meeting. Unconfirmed minutes will be circulated within one week of the meeting. Members will have one week to advise council officers of any errors or omissions from the minutes.

4.2.6. If no errors or omissions are identified the minutes will be considered as being confirmed by the members of the Committee.

4.2.7. The PC Clerk shall normally take minutes and publish.

4.2.8. Council must receive apologies for all meetings at least one business day in advance of the meeting or as soon as practicable. If a quorum cannot be met, Committee members will be notified that the meeting is cancelled.

4.3. Reports

4.3.1. Confirmed meeting minutes will be presented to an ordinary meeting of Council for adoption.

4.4. Expectations/ Requirements of Members

4.4.1. Members are expected to:

a. Have a wide focus.

b. Declare any interest, pecuniary interest or conflict of interest

c. Prepare for and actively participate in committee meetings.

d. Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.

e. Treat information with sensitivity.

f. Be prepared to share their experiences to the Committee

g. Be prepared to advocate for improvements to the bus service system.

h. Share information, where appropriate, from their community with the Committee.

i. Share information, where appropriate, from the Committee back to their community.

4.5. Powers of the Committee

4.5.1. The Committee is an advisory group and does not have the power to bind the Council.

4.6. Evaluation and Review

4.6.1. The Committee may recommend amendments to the Terms of Reference.

Amended Terms of Reference will be sent to Council for review, then forwarded to the Council, and then adopted at an ordinary meeting of Council.

4.6.2. Council will review the Committee's role in consultation with the Committee at intervals not exceeding 3 years. The review shall consider the effectiveness and structure of the Committee.