

31 January 2024

## Traffic & Transport Forum AGM Agenda

<b>0.</b>	<b>Arrivals</b>	(6.25)
<b>1.</b>	<b>Welcome</b>	(6.30)
a)	Introductions – Who’s who, apologies, time limit, note keeping	
b)	What is the Forum and Steering Group?	
c)	Terms of Reference – as existing	
<b>2.</b>	<b>Minutes of previous AGM</b> (held 25 January 2023)	(6.45)
a)	Agreement	
b)	Matters Arising where not dealt with elsewhere on the Agenda	
<b>3.</b>	<b>Report from the Chair</b>	(6.50)
<b>4.</b>	<b>Meetings</b> Minimising duplication, maximising capacity/performance	(7.00)
<b>5.</b>	<b>Election of Steering Group Members</b>	(7.10)
a)	Councillors (max 4: 2TTC, 1SHDC, 1DCC)	
b)	Citizens (max 5: from different parts of Town)	
c)	Key Sectors (max 5: education, disability, cycling, walking, health etc)	
d)	Community groups (max 5: Bob the Bus, Bike Hub, Transition Town, &c)	
e)	Surrounding villages (max 5)	
f)	Businesses (max 5: 1Chamber, 2Independent, 1Ind’ Est’, 1Market)	
<b>6.</b>	<b>Election of Chair and Deputy Chair(s)</b>	(7.20)
<b>End of AGM</b>		
<b>7.</b>	<b>Changing Context</b>	(7.25)
a)	Totnes Town Council – Cllr Auletta	
b)	South Hams District Council – Cllr Presswell	(7.30)
c)	Devon County Council – Cllr Hodgson	(7.35)
<b>8.</b>	<b>Review for the Future</b> – First Steering Group Meeting’s focus	(7.40)
<b>9.</b>	<b>2024 Meetings</b>	(7.45)
a)	31 January - <b>AGM</b>	
b)	Early March - <b>Steering Group</b> Working Meeting	
c)	24 April - <b>Forum</b> (1 topic, receive issues), break, <b>Steering Group</b>	
d)	June – if needed <b>Steering Group</b> Working Meeting	
e)	31 July - <b>Forum</b> (1 topic, receive issues), break, <b>Steering Group</b>	
f)	Early October – if needed <b>Steering Group</b> Working Meeting	
g)	31 October - <b>Forum</b> (1 topic, receive issues), break, <b>Steering Group</b>	
<b>10.</b>	<b>Wrap Up</b>	(7.50)

