

**MINEHEAD TOWN COUNCIL**

**Terms of Reference for the Task and Finish Group to consider the future arrangements for the Town Council Offices**

1. Membership

Councillors tbc

2. Purpose of the Group

The purpose of this Group is to review the current Town Council Office arrangements and identify future needs and constraints, considering as part of the review the location, budget and timescales.

The Group will present a Report to the F&GP Committee at its meeting on 12th December 2023, after which the continued need for the Group will be reviewed.

3. Role and Function

Consider options for permanent Town Council offices and Council meeting rooms, taking into account all other Town Council buildings and requirements.

4. Duration

The Task and Finish Group will have no decision-making powers and will provide progress updates to the Finance and General Purposes Committee at its meetings in October and November.

5. Meetings

The Group Chair may call a meeting of the Group as and when required in order to meet deadlines and conclude the review in a timely manner. Any such meetings shall be held in the Town Council offices. Any other Members of the Council may attend a Group meeting and, at the discretion of the Chair, may take part in the deliberations. The Quorum of the Group will be 3 Members.