

**MINEHEAD TOWN COUNCIL**

**Irnham Road Community Centre Working Group Terms of Reference**

1. Membership

A minimum of three and a maximum of five Town Councillors will be appointed annually at the Annual Council Meeting as voting members.

The Chair will be a member of Minehead Town Council.

If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.

Four further representatives can be co-opted by the committee from regular user groups and they will have full voting rights

Full council can remove any council member or co-opted member from the committee at any time (having shown good reason for such removal if mid-term).

A quorum will be a minimum of 3 elected councillors.

2. Purpose of the Group

The purpose of the Group will be to determine use, maintenance and improvements to the Community Centre and ensure that it continues to be an asset to a broad range of community groups and activities.

3. Role and Function

Notes from the meetings will be presented to the Finance & General Purposes Committee.

Spending of up to £500, within the agree budget for the Centre, will be agreed by a vote of all members and reported to the Finance Committee at its next meeting.

4. Meetings

The Working Group will meet quarterly and the Chair may call a meeting of the Group as and when workload requires. Meetings shall be held in the Community Centre. Any other Members of the Council may attend a Group meeting, as may members of the public, and, at the discretion of the Chair, may take part in the deliberations.