



MINEHEAD TOWN COUNCIL

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Terms Of Reference for Minehead Community Land Use **Task and Finish Group**

Reviewed and Approved:
Date For Next Review:

1. Membership

- A minimum of three (3) and a maximum of five (5) Town Councillors will be appointed at the meeting during which the Task and Finish Group is established. These appointments will remain in place for the duration of the group's work until the task is completed.
- A Chair will not be appointed unless deemed necessary by the group. If a Chair is required, they will be appointed at the first meeting of the Advisory Group following the Annual Town Council meeting. This appointment will be the first item on the agenda, prior to any other business
- An agenda if required, will be produced by the lead officer in advance of the meetings.
- Vacancies may be filled at any time throughout the year. Candidates seeking co-option must submit a request to the Clerk for inclusion on the agenda of the next available Finance and General Purposes Committee meeting.
- If a councillor resigns from the Group/Council during the year a new councillor will be appointed at the next Finance and General Purposes Committee meeting.
- Full council can remove any council member from the Group at any time (having shown good reason for such removal if mid-term).
- A quorum will be a minimum of Three (3) elected councillors.

2. Purpose of the Group

The purpose of this Task and Finish Group is to develop a clear and practical Statement of Requirements to guide community led projects that seek to use land owned or managed by Minehead Town Council. This document will outline the expectations, standards, and responsibilities necessary to ensure that such

initiatives align with the Council's strategic priorities, protect community interests, and promote long-term sustainability.

The group will engage with relevant stakeholders, review best practices, and recommend a framework that supports innovation and community involvement, while providing clear criteria for project proposals, governance, funding, and land use agreements.

Once this group has completed its task and the Council has passed a resolution to adopt a MTC model Statement of Requirements, the Task and Finish Group will be dissolved.

3. Role and Function

Notes, if recorded from the meetings will be presented to the Finance & General Purposes Committee. Any recommendations will be presented via a written report produced by group members as standalone Agenda Items.

There is no delegated authority to spend or act outside these terms of reference and the group's main purpose.

4. Meetings

The Group will meet as arranged by the Clerk or Deputy Clerk, or with the agreement of a quorum of its members. Meetings will be held at the Council Offices or another suitable location as required. Any councillor who is not a member of the Advisory Group may attend and participate as a non-voting member. Additionally, members of the community may be invited to attend and participate as non-voting members if deemed appropriate by the group.

The Group has power to operate only as set out in these Terms of Reference.