



MINEHEAD TOWN COUNCIL

3 Summerland Road, Minehead, TA24 5BP
info@mineheadtowncouncil.gov.uk

Terms of Reference for The Amenities Advisory Group

Reviewed: May 2025

Approved:

Date For Next Review: May 2026.

1. Membership

- A minimum of three (3) and a maximum of eight (8) Town Councillors will be appointed annually at the Annual Council Meeting as voting members.
- Community members can be invited to join discussions and/or become group members at the advisory group's discretion, with total membership not exceeding ten (10) people (including both councillors and community members).
- Community members may be granted voting rights on specific matters at the lead councillor's discretion.
- A lead councillor will be elected at the first meeting of the Advisory Group after the Annual Town Council meeting, by simple majority vote or show of hands.
- Once appointed, the lead councillor's name will be reported to the Clerk immediately.
- Officers can be invited to join group meetings for discussion and information purposes as required.
- An agenda, if required, will be produced by the lead councillor in advance of meetings.
- Available vacancies can be filled at any point during the year by a vote at the advisory group meeting. The lead councillor must report any change of membership to the Clerk immediately afterwards.
- If a councillor resigns from the Advisory Group or Council during the year, a notice of vacancy will be presented at the next Finance and General Purposes Committee meeting.
- Full council can remove any group member from the Advisory Group at any time (with good reason if removal occurs mid-term).
- A quorum will be a minimum of three (3) elected councillors.

2. Purpose of the Group

To review, report on, and make recommendations to the Council on all matters relating to the Amenities functions of Minehead Town Council. Including strategic Operational Planning, maintenance of assets and equipment (including depots and Public Toilets), Purchasing of equipment, Providing operational support for local community groups and organisations, maintenance of Allotment sites and the towns flower displays. This Advisory Group cannot make recommendations on staffing matters, the Community Centre or any other subject which will be addressed by their respective Committee/Advisory Groups.

3. Role and Function

The Advisory group has no delegated powers or powers of decision making.

Meeting notes will be compiled by the lead councillor if desired and submitted to the Clerk for filing, with any recommendations from the Advisory Group presented to the Finance and General Purposes Committee as agenda items by the lead councillor.

4. Meetings

Meetings will be held as required, organised between the lead councillor and other group members. Meetings may take place at any suitable location and time agreed upon by members. Any councillor who is not a member of the Advisory Group may attend and participate in group meetings as a non-voting member.

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



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Terms of Reference for The Community and Events Advisory Group

Reviewed: May 2025

Approved:

Date For Next Review: May 2026

1. Membership

- A minimum of three (3) and a maximum of eight (8) Town Councillors will be appointed annually at the Annual Council Meeting as voting members.
- Community members can be invited to join discussions and/or become group members at the advisory group's discretion, with total membership not exceeding ten (10) people (including both councillors and community members).
- Community members may be granted voting rights on specific matters at the lead councillor's discretion.
- A lead councillor will be elected at the first meeting of the Advisory Group after the Annual Town Council meeting, by simple majority vote or show of hands.
- Once appointed, the lead councillor's name will be reported to the Clerk immediately.
- Officers can be invited to join group meetings for discussion and information purposes as required.
- An agenda, if required, will be produced by the lead councillor in advance of meetings.
- Available vacancies can be filled at any point during the year by a vote at the advisory group meeting. The lead councillor must report any change of membership to the Clerk immediately afterwards.
- If a councillor resigns from the Advisory Group or Council during the year, a notice of vacancy will be presented at the next Finance and General Purposes Committee meeting.
- Full council can remove any group member from the Advisory Group at any time (with good reason if removal occurs mid-term).
- A quorum will be a minimum of three (3) elected councillors.

2. Purpose of the Group

To review, report on, and make recommendations to the Council on all matters relating to the maintenance, use or hire of the Community Centre. To review, report on and make recommendations to the Council on any matters relating to entertainment and events within the Town. This includes receiving requests from local groups for Town Council involvement in local events and making recommendations on plans for existing Town Council events such as The Christmas light switch on event and Blenheim Gardens Summer concerts.

3. Role and Function

The Advisory group has no delegated powers or powers of decision making.

Meeting notes will be compiled by the lead councillor if desired and submitted to the Clerk for filing, with any recommendations from the Advisory Group presented to the Finance and General Purposes Committee as agenda items by the lead councillor.

4. Meetings

Meetings will be held as required, organised between the lead councillor and other group members. Meetings may take place at any suitable location and time agreed upon by members. Any councillor who is not a member of the Advisory Group may attend and participate in group meetings as a non-voting member.

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Terms Of Reference for The Community Funding Advisory Group

Reviewed: May 2025

Approved:

Date For Next Review: May 2026

1. Membership

- A minimum of three (3) and a maximum of eight (8) Town Councillors will be appointed annually at the Annual Council Meeting as voting members.
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- Officers can be invited to join group meetings for discussion and information purposes as required.
- An agenda, if required, will be produced by the lead councillor in advance of meetings.
- Available vacancies can be filled at any point during the year by a vote at the advisory group meeting. The lead councillor must report any change of membership to the Clerk immediately afterwards.
- If a councillor resigns from the Advisory Group or Council during the year, a notice of vacancy will be presented at the next Finance and General Purposes Committee meeting.
- Full council can remove any group member from the Advisory Group at any time (with good reason if removal occurs mid-term).
- A quorum will be a minimum of three (3) elected councillors.

2. Purpose of the Group

To identify and review all external funding opportunities, including Section 106 funding, that could benefit Minehead Town Council or community groups/organisations in the town. For council-led projects, this includes identifying eligible projects, preparing cost estimates, and reporting to the Finance and General Purposes Committee with recommendations. For community group projects, this involves identifying the relevant groups, assessing potential projects, and advising on how Minehead Town Council can provide support.

3. Role and Function

The Advisory group has no delegated powers or powers of decision making.

Meeting notes will be compiled by the lead councillor if desired and submitted to the Clerk for filing, with any recommendations from the Advisory Group presented to the Finance and General Purposes Committee as agenda items by the lead councillor.

4. Meetings

Meetings will be held as required, organised between the lead councillor and other group members. Meetings may take place at any suitable location and time agreed upon by members. Any councillor who is not a member of the Advisory Group may attend and participate in group meetings as a non-voting member.

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Terms Of Reference for The Offices Advisory Group

Reviewed: May 2025

Approved:

Date For Next Review: May 2026.

1. Membership

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- Community members may be granted voting rights on specific matters at the lead councillor's discretion.
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- Once appointed, the lead councillor's name will be reported to the Clerk immediately.
- Officers can be invited to join group meetings for discussion and information purposes as required.
- An agenda, if required, will be produced by the lead councillor in advance of meetings.
- Available vacancies can be filled at any point during the year by a vote at the advisory group meeting. The lead councillor must report any change of membership to the Clerk immediately afterwards.
- If a councillor resigns from the Advisory Group or Council during the year, a notice of vacancy will be presented at the next Finance and General Purposes Committee meeting.
- Full council can remove any group member from the Advisory Group at any time (with good reason if removal occurs mid-term).
- A quorum will be a minimum of three (3) elected councillors.

2. Purpose of the Group

To review, report on, and make recommendations to the Council regarding finalising the purchase of 3 Summerland Road and establishing long-term arrangements for Minehead Town Council Offices, including refurbishment, alternative uses, and overall space utilisation.

3. Role and Function

The Advisory group has no delegated powers or powers of decision making.

Meeting notes will be compiled by the lead councillor if desired and submitted to the Clerk for filing, with any recommendations from the Advisory Group presented to the Finance and General Purposes Committee as agenda items by the lead councillor.

4. Meetings

Meetings will be held as required, organised between the lead councillor and other group members. Meetings may take place at any suitable location and time agreed upon by members. Any councillor who is not a member of the Advisory Group may attend and participate in group meetings as a non-voting member.

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Terms of Reference for The Risk, Policy and Procedures Advisory Group

Reviewed: May 2025

Approved:

Date For Next Review: May 2026.

1. Membership

- A minimum of three (3) and a maximum of eight (8) Town Councillors will be appointed annually at the Annual Council Meeting as voting members.
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- An agenda, if required, will be produced by the lead councillor in advance of meetings.
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- If a councillor resigns from the Advisory Group or Council during the year, a notice of vacancy will be presented at the next Finance and General Purposes Committee meeting.
- Full council can remove any group member from the Advisory Group at any time (with good reason if removal occurs mid-term).
- A quorum will be a minimum of three (3) elected councillors.

2. Purpose of the Group

To review, report on, and make recommendations to the Council on all Town Council policies and procedures. Ensuring that existing policies and procedures are regularly reviewed with new policies and procedures that are identified as required, created and recommended for adoption. Any policies and procedures that are reviewed and deemed to be no longer required to be recommended to Council for disposal. To keep a policy and procedures register and ensure it is kept in date with review intervals met. Any employment policies and procedures must be developed in association with the Staffing Advisory Group with any policy recommendations to come from both Advisory Groups. To review, report on and make recommendations to the Council on all financial, operational and Governance risks to The Town Council. To monitor the Town Council Financial, Operational and Governance risk management documentation, ensuring existing controls in place are sufficient and being implemented as required. To provide an annual and midterm review of Risk management to the Council. To review, report on and make recommendations of the Terms of Reference of all Council Committees and Advisory Groups for approval by Council.

3. Role and Function

The Advisory group has no delegated powers or powers of decision making.

Meeting notes will be compiled by the lead councillor if desired and submitted to the Clerk for filing, with any recommendations from the Advisory Group presented to the Finance and General Purposes Committee as agenda items by the lead councillor.

4. Meetings

Meetings will be held as required, organised between the lead councillor and other group members. Meetings may take place at any suitable location and time agreed upon by members. Any councillor who is not a member of the Advisory Group may attend and participate in group meetings as a non-voting member.

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

Reviewed: May 2025

Approved:

Date For Next Review: May 2026

1. Membership

- A minimum of three (3) and a maximum of eight (8) Town Councillors will be appointed as voting members.
- Community members can be invited to join discussions only at the advisory group's discretion, with total membership not exceeding ten (10) people (including both councillors and community members).
- A lead councillor will be elected at the first meeting of the Advisory Group after the Annual Town Council meeting, by simple majority vote or show of hands.
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- Officers can be invited to join group meetings for discussion and information purposes as required.
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- Available vacancies can be filled at any point during the year by a vote at the advisory group meeting. The lead councillor must report any change of membership to the Clerk immediately afterwards.
- If a councillor resigns from the Group or Council during the year, a notice of vacancy will be presented at the next Finance and General Purposes Committee meeting.
- Full council can remove any group member from the Group at any time (with good reason if removal occurs 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

The Task and Finish Group has no delegated powers or powers of decision making.

Meeting notes will be compiled by the lead councillor if desired and submitted to the Clerk for filing, with any recommendations from the Group presented to the Finance and General Purposes Committee as agenda items by the lead councillor.

4. Meetings

Meetings will be held as required, organised between the lead councillor and other group members. Meetings may take place at any suitable location and time agreed upon by members. Any councillor who is not a member of the Advisory Group may attend and participate in group meetings as a non-voting member.

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