



## **MINEHEAD TOWN COUNCIL**

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

### **Terms of Reference for The Amenities Advisory 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 annually at the Annual Council Meeting as voting members.
- The Chair of the Committee will be appointed at the first meeting of the Advisory Group after the Annual Town Council meeting as the first Agenda item before any business is conducted.
- An agenda will be produced by the lead officer in advance of the meetings.
- Available vacancies can be filled at any point during the year. The Advisory Group Chair must request the co-option to the Clerk for it to be included on the next available Finance and General Purposes Committee meeting agenda.
- If a councillor resigns from the Advisory 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 Advisory 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**

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 Advisory Groups.

### **3. Role and Function**

Notes from the meetings will be presented to the Finance & General Purposes Committee. With any recommendations presented as standalone Agenda Items.

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

### **4. Meetings**

The Advisory Group will meet bimonthly, and the Clerk or Chair may call a meeting of the Group as and when workload requires. Meetings shall be held in the Council Offices. Any other Members of the Council may attend a Group meeting, as members of the public, and, at the discretion of the Chair, may take part in the deliberations.

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 Devolution Advisory 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 annually at the Annual Council Meeting as voting members.
- The Chair of the Committee will be appointed at the first meeting of the Advisory Group after the Annual Town Council meeting as the first Agenda item before any business is conducted.
- An agenda will be produced by the lead officer in advance of the meetings.
- Available vacancies can be filled at any point during the year. The Advisory Group Chair must request the co-option to the Clerk for it to be included on the next available Finance and General Purposes Committee meeting agenda.
- If a councillor resigns from the Advisory Group/Council during the year a new councillor will be appointed at the next Finance and General Purposes Committee meeting.
- Three (3) further representatives can be co-opted by the committee from local interested individuals/businesses, 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 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 devolution of assets and services from Somerset Council to Minehead Town Council. To engage with other local Town and Parish Councils and with members of the Local Community Network as necessary to investigate and establish collaborative links and working practices.

### **3. Role and Function**

Notes from the meetings will be presented to the Finance & General Purposes Committee. With any recommendations presented as standalone Agenda Items.

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

### **4. Meetings**

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

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### **Terms of Reference for The Community and Events Advisory 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 annually at the Annual Council Meeting as voting members.
- The Chair of the Committee will be appointed at the first meeting of the Advisory Group after the Annual Town Council meeting as the first Agenda item before any business is conducted.
- An agenda will be produced by the lead officer in advance of the meetings.
- Available vacancies can be filled at any point during the year. The Advisory Group Chair must request the co-option to the Clerk for it to be included on the next available Finance and General Purposes Committee meeting agenda.
- If a councillor resigns from the Advisory Group/Council during the year a new councillor will be appointed at the next Finance and General Purposes Committee meeting.
- Three (3) further representatives can be co-opted by the committee from local interested individuals/businesses, 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 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 and Blenheim Gardens Summer concerts.

### **3. Role and Function**

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

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

### **4. Meetings**

The Working Group will meet quarterly, and the Clerk or Chair may call a meeting of the Group as and when workload requires. Meetings shall be held in the Community Centre or Council Offices. Any other Members of the Council may attend a Group meeting, as members of the public, and, at the discretion of the Chair, may take part in the deliberations. Minutes of all meetings will be recorded by a member of MTC Staff and circulated at the next Finance and General Purposes Meeting.

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



## **MINEHEAD TOWN COUNCIL**

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### **Terms Of Reference for The Offices Advisory Group**

**Date For Review: May 2024**

#### **1. Membership**

- A minimum of three (3) and a maximum of five (5) Town Councillors will be appointed annually at the Annual Council Meeting as voting members.
- The Chair of the Committee will be appointed at the first meeting of the Advisory Group after the Annual Town Council meeting as the first Agenda item before any business is conducted.
- An agenda will be produced by the lead officer in advance of the meetings.
- Available vacancies can be filled at any point during the year. The Advisory Group Chair must request the co-option to the Clerk for it to be included on the next available Finance and General Purposes Committee meeting agenda.
- If a councillor resigns from the Advisory 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 Advisory 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**

To review, report on, and make recommendations to the Council on all matters relating to the existing offices location and rental agreement at 3 Summerland Road whilst establishing a long term strategy for Minehead Town Council Offices.

#### **3. Role and Function**

Notes from the meetings will be presented to the Finance & General Purposes Committee. With any recommendations presented as standalone Agenda Items.

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

#### **4. Meetings**

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

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 Staffing Advisory Group**

**Reviewed and Approved:**

**Date For Next Review:**

#### **1. Membership**

- A minimum of three (3) and a maximum of Seven (7) Town Councillors will be appointed annually at the Annual Council Meeting as voting members.
- The Chair of the Committee will be appointed at the first meeting of the Advisory Group after the Annual Town Council meeting as the first Agenda item before any business is conducted.
- An agenda will be produced by the lead officer in advance of the meetings.
- Available vacancies can be filled at any point during the year. The Advisory Group Chair must request the co-option to the Clerk for it to be included on the next available Finance and General Purposes Committee meeting agenda.
- If a councillor resigns from the Advisory 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 Advisory 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**

To review, report on, and make recommendations to the Council on all staffing matters. Including salaries, absence, grievance, disciplinary, employment policies and procedures, staff training, recruitment, probationary reviews, appraisals and to keep the Town Councils staffing structure under regular review.

#### **3. Role and Function**

Notes from the meetings will be presented to the Finance & General Purposes Committee. With any recommendations presented as standalone Agenda Items.

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

#### **4. Delegated Powers**

- To draft and keep under review the staffing structure of the Council and make recommendations to the full Council as appropriate.
- To keep under review staff conditions, welfare, salaries and appraisals.
- To keep under review all staff contracts of employment, terms and conditions and make recommendations to the Council.
- To monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.
- To authorise the Clerk to undertake recruitment of staff into Amenities and Administrative roles who already appear within the establishment structure and to undertake recruitment and interviews as required.
- To appoint from its membership an interview panel when necessary and recommend appointments to the Council. Recruitment panels will include three members in the case of appointment of the Town Clerk or Deputy Town Clerk posts and two members, along with the appropriate senior Officer, for all other applicants for Council employment unless otherwise specified within these Terms of Reference.
- To delegate the recruitment process for Amenities Operatives and Administrative Assistant positions, once the roles have been approved, if deemed necessary.
- To grant interview panels the authority to make offers of employment except for the role of Town Clerk whose appointment shall be referred to Full Council.
- To review staff and councillor training and development in line with the Training and Development Policy.
- To review and monitor staff absences and to appoint from its membership an absence review panel including an appeals panel, when necessary, with the delegated authority to make a decision on employment, having received advice from either the Town Clerk or an externally appointed HR representative. Absence Review panels will consist of three members. In the case of an absence review meeting against the Clerk or Deputy Clerk, the panel can only make a recommendation to Full Council for approval.

#### **5. Performance**

- To receive and review reports about staff probationary reviews and/or appraisals as undertaken by the Clerk.
- To receive and review staff probationary reviews and/or appraisals of the Clerk as undertaken by the Chair and one additional member of the Committee. To make any associated recommendations on the outcome to Full Council.

- To receive and review staff probationary reviews and/or appraisals of the Deputy Clerk as undertaken by the Clerk and the Chair, or in their absence one additional member of the committee. To make any associated recommendations on the outcome to Full Council.

## **6. Complaints**

- To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action necessary.
- To appoint from within the Council three members to act as a disciplinary panel and as the appeals panel in the case of any appeal against disciplinary action.
- To appoint from its membership three members to hear any formal grievance made by the Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Town Clerk.

## **5. Meetings**

One meeting to be held each year to review all policies that relate to staff employment, staff contracts, job descriptions and training. Additional meetings to be convened by the Clerk or Chair when necessary to deal with grievance or disciplinary matters, recruit to staff vacancies or deal with other emerging staffing issues. Any other Members of the Council may attend a Group meeting, as members of the public, and, at the discretion of the Chair, may take part in the deliberations.

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### **Terms of Reference for The Risk, Policy and Procedures Advisory 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 annually at the Annual Council Meeting as voting members.
- The Chair of the Committee will be appointed at the first meeting of the Advisory Group after the Annual Town Council meeting as the first Agenda item before any business is conducted.
- An agenda will be produced by the lead officer in advance of the meetings.
- Available vacancies can be filled at any point during the year. The Advisory Group Chair must request the co-option to the Clerk for it to be included on the next available Finance and General Purposes Committee meeting agenda.
- If a councillor resigns from the Advisory 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 Advisory 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**

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**

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 and General Purposes Committee at its next meeting.

### **4. Meetings**

The Working Group will meet quarterly, and the Clerk or Chair may call a meeting of the Group as and when workload requires. Meetings shall be held in the Community Centre or Council Offices. Any other Members of the Council may attend a Group meeting, as members of the public, and, at the discretion of the Chair, may take part in the deliberations. Minutes of all meetings will be recorded by a member of MTC Staff and circulated at the next Finance and General Purposes Meeting.

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