



**SHAFTESBURY
TOWN
COUNCIL**

**SUSTAINABLE SHAFTESBURY
WORKING AND ADVISORY COMMITTEE
TERMS OF REFERENCE
2025 (as amended August 2026)**

1. Introduction
 - 1.1 Shaftesbury Town Council agreed to create a permanent Sustainable Shaftesbury Advisory Committee (SuSAC) at its meeting on 14th May 2024 to replace the ad hoc Sustainable Shaftesbury Working Group active since November 2022. Also on 14th May 2024, further action was delegated to the Town Clerk to manage under the scheme of delegation resolved by Shaftesbury Town Council.
2. Purpose and Function (Remit)
 - 2.1 The main purpose and function or remit of SuSAC is to advise STC on measures for the mitigation, amelioration, adaptation and resilience of its policies in meeting the serious challenge of climate change and nature loss and to monitor and further the Sustainable Shaftesbury Masterplan Vision Statement and Action Plan adopted by Shaftesbury Town Council (STC) on 20th February 2024 and revised on 17th March 2026. SuSAC will oversee the process of preparing, updating and researching proposals in the plan, initiating or implementing community consultation and involvement, identifying funding streams and providing recommendations to STC.
3. Membership
 - 3.1 The Working and Advisory Committee will be formed of interested and experienced volunteer citizens regardless of geographical location and may include no more than three elected members of STC. The Working and Advisory Committee may form working groups or sub committees at its discretion to undertake various aspects of the work involved in producing its recommendations. Working groups will report to the Working and Advisory Committee and act under its direction.
 - 3.2 The two co-Chairs of the committee will be decided by the membership of the committee at its first meeting. If neither is present members will elect a chair for the meeting from their number.
4. Roles and Responsibilities

The Town Council will:

- 4.1 Advise on the preparation of recommendations linked to the Action Plan to ensure the plan is implemented expeditiously and that overall expenditure falls within the budget allocated by the Council.
- 4.2 Facilitate, if required, contact with the relevant statutory bodies or parties who need to be consulted during the process.
- 4.3 Allow the Working and Advisory Committee to carry out its work effectively and efficiently, including provision of the town hall venue for formal meetings and the provision of secretarial and admin staff to support it, including the distribution of notes, agendas, minutes and reports.

Members of the Working and Advisory Committee and any sub committees formed will:

- 4.4 Act always with fairness, impartiality, inclusivity, courtesy and transparency in the best interests of all communities and groups in the town.
- 4.5 Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group (e.g. membership of an organisation, ownership of interest in land, directly or indirectly, or a business or any other matter likely to be deemed relevant to the work of the committee).

5. Quorum
 - 5.1 SuSAC shall be quorate when one third or three members (whichever is the greater) are present, excluding elected members.
6. Voting
 - 6.1 SuSAC has no decision-making or delegated powers. Voting by the committee will be to decide on recommendations to be made to Council for a decision. A majority vote is definitive.
7. Frequency and Timing of Meetings
 - 7.1 SuSAC will meet formally every third month, on the last Tuesday of the month, with the option for the Town Clerk to convene an extraordinary meeting when required.
 - 7.2 Meetings shall be conducted in accordance with procedures to be determined and agreed by the Working and Advisory Committee.
8. Reporting
 - 8.1 Notices, agendas, minutes and associated papers will be emailed where possible to all Working and Advisory Committee members as well as to Shaftesbury Town Councillors and officers.
 - 8.2 The minutes of the Working and Advisory Committee and its sub-groups will be open to public scrutiny and published on the Town Council website.
 - 8.3 SuSAC will regularly update and report its progress to the Clerk of the Council and the Responsible Financial Officer for the Council, ensuring that both are aware of any budgetary implications of its work.
9. Application of Terms of Reference
 - 9.1 A review of the Working and Advisory Committee membership and its duties will be undertaken annually in May.
 - 9.2 These Terms shall apply from the date of this document.
 - 9.3 These Terms of Reference will be kept under review by the Town Clerk in consultation with the Working and Advisory Committee and amended as required by resolution of the Full Council of Shaftesbury Town Council.