



# SHAFTESBURY SWIMMING WORKING AND ADVISORY COMMITTEE TERMS OF REFERENCE 2026



## 1. Introduction

- 1.1. Shaftesbury Town Council took the decision to form the 'Shaftesbury Swimming Advisory Committee' at its meeting on 8<sup>th</sup> February 2022.
- 1.2. The Town Council will establish an Advisory Committee and in doing so it is deemed appropriate that the Advisory Committee is provided with and accept the following Terms of Reference.
- 1.3. At the Full Council meeting on 18<sup>th</sup> August 2026, Shaftesbury Swimming Advisory Committee was renamed the Shaftesbury Swimming Working and Advisory Committee.

## 2. Membership

- 2.1. The Working and Advisory Committee will be made up of interested and experienced volunteers regardless of geographical location of their primary domicile. No more than three elected members of Shaftesbury Town Council may also be members of the Working and Advisory Committee.
- 2.2. The Working and Advisory Committee will consist of a maximum of eight members of the community.
- 2.3. The Working and Advisory Committee continues its existence for the lifespan of the Lido.
- 2.4. If a member of the Working and Advisory Committee fails to attend three consecutive Working and Advisory Committee meetings the member will be deemed to have resigned from the Working and Advisory Committee unless otherwise agreed by the Working and Advisory Committee. This provision does not prevent any member from resigning from the Working and Advisory Committee by providing the Chair with written notice of their resignation.
- 2.5. The membership of the Working and Advisory Committee shall be reviewed and confirmed by the Town Council on an annual basis.
- 2.6. Any person who wishes to become a member of the Working and Advisory Committee will need to contact the Town Council and the individual's membership will be considered by Full Council.

## 3. Roles and Responsibilities

The members of the Working and Advisory Committee will:

- 3.1. Advise the council on taking forward the new mission statement (18<sup>th</sup> August 2026) - The mission of Shaftesbury Lido is to support the well-being of our community and provide a welcoming space for individuals, families and visitors to our town. Shaftesbury Lido should maximise its potential as a community asset; it should offer all-year round, water-related recreational opportunities that improve fitness, health, water safety and swimming skills. Shaftesbury Town Council aims to develop a high-quality facility, which is environmentally and financially sustainable, and safe and supportive for both public and employees. It recognises the role of the 'Friends of Shaftesbury Swimming', to help to raise funds, act as a voice for user views and as a guide for decision-making.

Updated: 18<sup>th</sup> August 2026

- 3.2. Arrange meetings and appoint other subject matter experts to gather views and secure their input and recommendations for Full Council to consider.
- 3.3. Inform Full Council of progress at regular intervals in order that Working and Advisory Committee minutes can be noted.

The Town Council will:

- 3.4. Support the preparation of the Lido Swimming Plan providing sufficient assistance and financial resources to ensure the plan is prepared expeditiously providing that overall expenditure falls within the budget allocated by the Council.

All Members of the Working and Advisory Committee will:

- 3.5. Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Working and Advisory Committee.
- 3.6. Work together for the benefit of the communities established within the Town. Treat other members of the Group with respect and dignity, allowing members to express their views without prejudice and interruption.

#### 4. Quorum

- 4.1. The Working and Advisory Committee shall be quorate when one third or three members (whichever is the greater) are present.

#### 5. Voting

- 5.1. Any decisions taken by the Working and Advisory Committee other than those delegated to appointed officers, will be carried if the majority (more than 50%) are in favour at any given meeting. The Chair shall have the casting vote where the vote is equal.

#### 6. Working and Advisory Committee Chair

- 6.1. The Working and Advisory Committee shall elect a Chair and Deputy Chair from their number.
- 6.2. An officer of Shaftesbury Town Council will fulfil the role of Clerk.
- 6.3. If the Chair is not present, the Deputy Chair shall take the meeting. If neither is present, members shall elect a Chair for the meeting from amongst their number.
- 6.4. The Working and Advisory Committee Chair can be called to speak to relevant agenda items at Full Council meetings at the discretion of the Mayor.

#### 7. Frequency, Timing and Procedure of Meetings

- 7.1. The Working and Advisory Committee will usually meet formally every third month

and informally in the months between the formal meetings, organising the meetings within its own membership.

- 7.2. The Working and Advisory Committee shall keep minutes of meetings which will be open to public scrutiny. These will be publicised on the Town Council's website.
  - 7.3. Notices, Agendas, Minutes and associated papers will be emailed where possible to all current members of the Working and Advisory Committee and all Shaftesbury Town Councillors and officers.
  - 7.4. These Terms of Reference will be reviewed throughout the lifespan of the Lido by the Working and Advisory Committee and amended as required by resolution of Full Council.
8. Delegated Powers
    - 8.1. The Working and Advisory Committee has no delegated powers.
9. Reporting
    - 9.1. The Working and Advisory Committee will regularly update and report its progress to the Clerk of the Town Council, especially following informal meetings, ensuring that they, and the Responsible Financial Officer for the Council, are aware of the on-going budgetary implications associated with the Working and Advisory Committee's findings.
10. Application of Terms of Reference
    - 10.1. A review of the Working and Advisory Committee membership and its duties will be taken annually, in May.
    - 10.2. These terms shall apply from the date of this document and retrospectively where relevant to the date of the inception of the Working and Advisory Committee.