

SHAFTESBURY TOWN COUNCIL
MAMPITTS ADVISORY COMMITTEE
TERMS OF REFERENCE 2024

1. Introduction

Shaftesbury Town Council (STC) agreed to create a Mampitts Advisory Committee (MAC) at its meeting on 17th December 2024. The MAC will oversee the development of the project, building on the community consultation, and provide recommendations for Shaftesbury Town Council to consider. In doing so, it is deemed appropriate that the MAC is provided with and accepts the following terms of reference.

2. Membership

2.1 The Mampitts Advisory Committee will be formed from residents under the same qualifying criteria set out for becoming a local councillor. Elected members of Shaftesbury Town Council will also be included in the membership.

2.2 The Mampitts Advisory Committee shall extend until the project reaches completion; the HUB is operational and the landscape scheme is completed.

2.3 The Mampitts Advisory Committee will consist of a maximum of ten members and a minimum of 3 members and the membership will be made up of five STC councillors and five members of the public.

2.4 If a member of the Mampitts Advisory Committee fails to attend 3 consecutive meetings, the member will be deemed to have resigned from the committee unless otherwise agreed by the MAC. This provision does not prevent any member from resigning from the MAC by providing the Chairman with written notice of their resignation.

2.5 The membership of the Mampitts 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 Mampitts Advisory Committee after the commencement of the process shall apply to the MAC who shall resolve whether they shall be admitted to the committee. If it is resolved that the individual shall be admitted to the committee, the Town Council shall ratify as it sees fit the individual's membership at the next review.

2.7 The Mampitts Advisory Committee may form Working Groups or sub-committees to undertake various aspects of the work involved in producing the plan. These working groups will be subservient to the committee and act under its instructions, adhering to the same terms of reference.

3. Roles and Responsibilities

3.1 The members of the Mampitts Advisory Committee will:

- Oversee compliance with all the conditions as set out in the Dorset Council S106 award letter
- Be responsible for assessing tenders and making recommendations to Shaftesbury Town Council.
- Liaise with relevant organisations and stakeholders to secure their input in the process.
- Analyse the results of questionnaires, surveys, or other evidence received during the project development process and use them to develop the operating plan.
- Inform the Town Council of progress at Full Council meetings in order that committee minutes can be noted.
- Provide a membership report on an annual basis to Full Council.

4. Roles and Responsibilities of the Town Council

4.1 All members of the Mampitts Advisory Committee and any sub-committees formed will:

- Declare any personal interest in line with that set out for councillors 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 committee.
- Ensure that there is no discrimination in the process and that it is a wholly inclusive, open, and transparent process to all groups in the town and to those wishing to undertake development or be involved in the plan-making process.
- 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.

5. Quorum

The Mampitts Advisory Committee shall be quorate when one third or 3 members (whichever is the greater) are present.

6. Voting

The Mampitts Advisory Committee does not have any decision-making powers. The committee will review options and decide on recommendations to present to Shaftesbury Town Council for consideration.

7. Advisory Committee Chairman

7.1 A chairman and deputy will be selected from their number.

7.2 An officer of Shaftesbury Town Council will fulfil the role of Clerk.

7.3 If the Chairman is not present, the Deputy Chairman shall take the meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number.

8. Frequency, Timing, and Procedure of Meetings

8.1 The Mampitts Advisory Committee will usually meet monthly, although sub-groups may meet more frequently as necessary unless a meeting is deemed not to be required.

8.2 The Mampitts Advisory Committee and its sub-groups shall keep minutes of meetings which will be open to public scrutiny. These will be publicised on the Town Council website.

8.3 Notices, Agendas, Minutes, and associated papers will be circulated to all current Mampitts Advisory Committee members and all Shaftesbury Town Councillors and officers.

8.4 Meetings shall be conducted in accordance with set procedure to be determined and agreed by the Mampitts Advisory Committee and the council's standing orders.

8.5 These Terms of Reference will be reviewed throughout the project by the Full Council and amended as required by resolution of Shaftesbury Town Council.

9. Delegated Powers

The Mampitts Advisory Committee has no delegated powers.

10. Reporting

10.1 The Mampitts Advisory Committee will regularly update and report its progress to the Clerk of the Town Council, ensuring that they, as the Responsible Financial Officer for the Council, are aware of the ongoing budgetary implications associated with the project.

10.2 The Mampitts Advisory Committee will provide an annual membership report for review by the Council.

11. Application of Terms of Reference

11.1 The Shaftesbury Town Council Scheme of Delegation is appended to these Terms of Reference, which will be reviewed annually as per the statutory requirements.

11.2 These terms shall apply from the date of this document and retrospectively where relevant to the date of the inception of the Mampitts Advisory Committee.

Signature:

Dated: