



SHAFTESBURY ARTS & CULTURE
WORKING AND ADVISORY COMMITTEE
TERMS OF REFERENCE
2026

1. Introduction

- 1.1 Shaftesbury Town Council took the decision to form the 'Shaftesbury Arts & Culture Advisory Committee' at its meeting on 20th May 2025.
- 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 18th August 2026, Shaftesbury Arts & Culture Advisory Committee was renamed the Shaftesbury Arts & Culture Working and Advisory Committee

2. Purpose

- 2.1 The Arts & Culture Working and Advisory Committee is established to support Shaftesbury Town Council in promoting and developing arts, culture and heritage within the town. The Committee will act in an advisory capacity to help the Council enhance Shaftesbury's cultural identity, support creative initiatives and foster community engagement through arts and cultural activity.

3. Membership

- 3.1 The Working and Advisory Committee will be formed 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.
- 3.2 The Working and Advisory Committee will consist of a maximum of 15 members of the community.
- 3.3 If a member of the Working and Advisory Committee fails to attend 3 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.
- 3.4 The membership of the Working and Advisory Committee shall be reviewed and confirmed by the Town Council on an annual basis.
- 3.5 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.

4. Roles and Responsibilities

The Town Council will:

- 4.1 Facilitate, if required, contact with the relevant statutory bodies or parties who need to be consulted during the process.
- 4.2 Provide some resources to allow the advisory committee to carry out its work effectively and efficiently, including the town hall venue for meetings and limited secretarial and admin staff to support it, including the distribution of notes, agendas, minutes and reports.

The members of the Working and Advisory Committee will:

- 4.3 Arrange meetings and appoint other subject matter experts to gather views and secure their input and recommendations for Full Council to consider.
- 4.4 Inform Full Council of progress at regular intervals in order that Working and Advisory Committee minutes can be noted.
- 4.5 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.
- 4.6 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.

5. Quorum

- 5.1 The Working and Advisory Committee shall be quorate when one third or three members (whichever is the greater) are present, including at least one councillor.

6. Voting

- 6.1 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.

7. Working and Advisory Committee Chairman

- 7.1 The Working and Advisory Committee shall elect a Chair and Deputy Chair from their number.
- 7.2 An officer of Shaftesbury Town Council will fulfil the role of Clerk.
- 7.3 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.
- 7.4 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.

8. Frequency, Timing and Procedure of Meetings

- 8.1 The Working and Advisory Committee will usually meet formally every third month, on the last Tuesday of the month, and informally in the months between the formal meetings, organising meetings within its own membership.
- 8.2 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.
- 8.3 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.
- 8.4 These Terms of Reference will be reviewed as and when required by the Working and Advisory Committee and amended as required by resolution of Full Council.

9. Delegated Powers

9.1 The Working and Advisory Committee has no delegated powers.

10. Reporting

10.1 The Working and Advisory Committee will regularly update and report its progress to the Clerk of the Town Council ensuring that they, and the Responsible Financial Officer for the Council, are aware of the on-going budgetary implications associated with any proposals.

11. Application of Terms of Reference

11.1 A review of the Working and Advisory Committee membership and its duties will be taken annually, in May.

11.2 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.