



SHAFTESBURY  
ARTS & CULTURE  
ADVISORY COMMITTEE  
TERMS OF REFERENCE  
2025

## SHAFTESBURY TOWN COUNCIL

### Shaftesbury Arts & Culture Advisory Committee Terms of Reference

#### 1. Introduction

- 1.1. Shaftesbury Town Council took the decision to form the 'Shaftesbury Arts & Culture Advisory Committee' at its meeting on 20<sup>th</sup> 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.

#### 2. Purpose

- 2.1. The Arts & Culture 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 Advisory Committee will be formed from residents and under the same qualifying criteria set out for becoming a local councillor. Elected members of Shaftesbury Town Council may also be members of the Advisory Committee.
- 3.2. The Advisory Committee will consist of a maximum of 15 members of the community.
- 3.3. If a member of the Advisory Committee fails to attend 3 consecutive Advisory Committee meetings the member will be deemed to have resigned from the Advisory Committee unless otherwise agreed by the Advisory Committee. This provision does not prevent any member from resigning from the Advisory Committee by providing the Chairman with written notice of their resignation.
- 3.4. The membership of the 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 Advisory Committee will need to contact the Town Council and the individuals 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 necessary resources to allow the advisory committee to carry out its work effectively and efficiently, including the town hall venue for meetings and secretarial and admin staff to support it, including the distribution of notes, agendas, minutes and reports.

The members of the 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 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 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 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 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 Chairman shall have the casting vote where the vote is equal.

## 7. **Advisory Committee Chairman**

- 7.1. The Advisory Committee shall elect a Chairman and Deputy Chairman 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 Advisory Committee will usually meet monthly, on the first Monday of the month.
- 8.2. The 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 Advisory Committee and all Shaftesbury Town Councillors and officers.
- 8.4. These Terms of Reference will be reviewed throughout the project by the Advisory Committee and amended as required by resolution of Full Council.

## 9. **Delegated Powers**

- 9.1. The Advisory Committee has no delegated powers.

## 10. **Reporting**

- 10.1. The 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 on-going budgetary implications associated with the project.

## 11. **Application of Terms of Reference**

- 11.1. A review of the 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 Advisory Committee