



SHAFTESBURY
TOWN
COUNCIL



SUSTAINABLE SHAFTESBURY
ADVISORY COMMITTEE
TERMS OF REFERENCE

2024

1. Introduction

1.1 Shaftesbury Town Council agreed to create a permanent Sustainable Shaftesbury Advisory Committee (SuSAC) at its meeting on 14 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 monitor and further the Sustainable Shaftesbury Masterplan Vision Statement and Action Plan adopted by Shaftesbury Town Council (STC) on 20 February 2024. SuSAC will oversee the process of preparing, updating and researching proposals in the plan, initiating or suggesting community consultation and involvement, and providing recommendations to STC to fund and implement.

3. Membership

3.1 The Advisory Committee will be formed of interested and experienced volunteer citizens regardless of geographical location and may include no more than two elected members of STC. The 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 Advisory Committee and act under its direction.

3.2 The Chair and Deputy Chair of the committee will be decided by the membership of the committee at its first meeting. If the Chair is not present, the Deputy Chair will take the meeting, and 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 Support the preparation of recommendations linked to the Action Plan by providing sufficient assistance and financial resources to ensure the plan is prepared 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 Provide all 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.

Members of the 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 monthly, usually on the second Tuesday of the month but this could be varied as required.

7.2 Meetings shall be conducted in accordance with procedures to be determined and agreed by the Advisory Committee.

8. Reporting

8.1 Notices, agendas, minutes and associated papers will be emailed where possible to all Advisory Committee members as well as to Shaftesbury Town councillors and officers.

8.2 The minutes of the 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 ensuring that she, as the Responsible Financial Officer for the Council, is aware of any budgetary implications of its work.

9. Application of Terms of Reference

9.1 A review of the Advisory Committee membership and its duties will be undertaken annually in May.

9.2 The Shaftesbury Town Council Scheme of Delegation (section 10) is appended to these Terms of Reference which will be reviewed annually in keeping with statutory requirements.

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

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

Name of Advisory Committee member.....

Signatures..... Dated: