



**SHIFNAL TOWN COUNCIL**

# **Terms Of Reference For Advisory Committees And Working Groups**

**Adopted at the meeting of the Full Council on  
26<sup>th</sup> September 2022**

Ratified by Full Council 27.05.21 & 20.07.21  
Updated 11.01.22, Updated 19.05.22, Updated 23.06.22  
Ratified by Full Council 26.09.22

## **TERMS OF REFERENCE FOR ADVISORY COMMITTEES (WORKING GROUPS) OF SHIFNAL TOWN COUNCIL**

1. Advisory committees (working groups) must have a specified purpose agreed by the Town Council. Once this purpose has been satisfied the committee will be dissolved.
2. The terms of reference and membership of advisory committees will be reviewed at the annual Town Council meeting.
3. Advisory committees will refer all decisions, agreements or proposals to the Town Council for ratification unless otherwise authorised by Full Council resolution.
4. Councillors cannot be part of an advisory committee if they have a personal, prejudicial or financial interest in the subject of the Group.
5. Councillors on advisory committee must abide by the Code of Conduct and Standing Orders both between themselves and to all others.
6. Advisory committees must have a minimum of 3 members. No Councillor can be a member of more than 5 Working Groups.
7. Members of the Community with specialist interest may volunteer/be invited to join an Advisory Group. All Community Members must be agreed by a majority vote of the Councillors serving in the Group and notified to Full Council at the earliest opportunity.
8. All inter-committee communications must be addressed to all committee members to include the Council office.
9. Councillors will volunteer to serve on an advisory committee. If more than 5 offer to serve, then membership will be determined by a Full Council vote. If an advisory committee remains following review at the Annual Meeting of the Town Council, the membership should remain unchanged unless the Full Council decides otherwise.
10. Advisory committees can report to the Council at any meeting if they deem this necessary. This must appear as an item on the agenda. Advisory committees will report to Full Council a minimum of every three months. A written report should be issued which will be circulated to all Councillors in advance of the meeting with the agenda.
11. At the first meeting of advisory committees the first matter of business shall be to appoint a Chairman, who will also act as spokesperson for the committee. If no open consensus is achieved, then it will be by blind vote.

12. The Town Clerk (or other Town Council Officer as so determined by Full Council) shall be an ex-officio member of each advisory committee with responsibility for administrative support and guidance.
13. Advisory committees may apply to the Full Council for funding if required or may apply to the Town Clerk / RFO for funds of up to £500 in any one fiscal year under the Town Clerk's delegated powers. Any funds must be within the constraints of the Town Council's operational plan and financial budget and within the committee's terms of reference.
14. Any change or extension to the remit of an advisory committee or change of membership should be agreed by the Council.

#### **Shifnal Town Council Advisory Committees**

1. Community Bus
2. Events
3. Internal Audit
4. Neighbourhood Plan
5. Shifnal Town Regeneration

#### **Shifnal Town Council Working Groups**

1. Shifnal Integrated Traffic

## **Detailed Terms of Reference for Shifnal Town Council Advisory Committees**

### **Community Bus**

#### **Membership**

Membership to be made up of the Community Projects Officer, a minimum of three Councillors, a maximum of two community members.

#### **Aims**

To review the management of the Community Bus Service and report back to the Full Council any recommendations or updates to

- The management of the Community Bus Service
- The service level agreement with Shropshire Council and The Broseley Friendly Bus

#### **Meetings**

The Community Projects Officer will call advisory committee meetings as and when required but any meeting should be held at least two weeks prior to the Full Council meeting.

#### **Documentation**

Brief meeting notes are required. The Community Projects Officer is responsible for producing recommendations in time for Full Council.

#### **Scope**

- To review the management of the Community Bus Service
- To consider the promotion of the Community Bus Service
- To review the service level agreement

## **Events**

### **Membership**

Membership to be made up of Administration Officer, a minimum of three Councillors, Estates Officer, a minimum of two community members.

### **Aims**

To consider the Annual Christmas Lights Display and Switch On event. Christmas Carols, Celebrating Shifnal, Remembrance Day and Armed Forces Flag Raising events and report back to the Full Council any actions required for

- The management of the Christmas Lights installation
- The management of the Christmas Lights Switch On Event
- The management of the Christmas Carols Event in conjunction with St Andrews Church
- Consider engagement in the Celebrating Shifnal Event with St Andrews Church
- The management of the Remembrance Day and Armed Forces Flag Raising events
- The consideration and management of any additional proposed events in the Council calendar

### **Meetings**

The Spokesperson will call advisory committee meetings as and when required with the expectation that meetings will be more frequent in the two months preceding the installation and event.

### **Documentation**

Brief meeting notes are required. The Town Clerk in conjunction with the Administration Officer is responsible for producing recommendations in time for Estates Committee or Full Council dependant on relevance and/or expediency.

### **Scope**

- To consider the display including existing and additional equipment requirements and recommend any changes/enhancements
- To consider and manage the installation requirements of the display
- To consider and manage the delivery of the annual programme of events
- To consider and manage any additional events proposed by the Council

## **Internal Audit**

### **Membership**

Membership to be made up of The Town Clerk, a minimum of three Councillors, no community members.

### **Aims**

To audit the financial and administrative processes of Shifnal Town Council and report back to the Full Council any recommendations or updates to

- the financial, administrative practices and internal controls
- Internal and External Audit requirements
- the Annual Governance Statement requirements

### **Meetings**

The Town Clerk will call advisory committee meetings as and when required but any meeting should be held at least two weeks prior to the Full Council meeting.

### **Documentation**

Brief meeting notes are required. The Town Clerk in conjunction with the spokesperson is responsible for producing recommendations in time for Full Council.

### **Scope**

- To review the current financial, administrative practices and internal controls
- To consider the current regulations in relation to the Practitioners Guide to Governance and Accountability for Smaller Authorities in England
- To consider recommendations from Internal or External Audit bodies

## **Neighbourhood Plan**

### **Membership**

Membership to be made up of Town Clerk, a minimum of three Councillors, a minimum of three community members, specifically engaging with the Shifnal Matters Group.

### **Aims**

To review the existing Neighbourhood Plan for Shifnal and Surrounding Areas and effect an updated version in line with the Local Planning Policy

### **Meetings**

The Clerk will call advisory committee meetings as and when required using discretion as to the suitable venue and timing dependant on attendees.

### **Documentation**

Brief meeting notes are required. The Town Clerk is responsible for producing recommendations in time for Full Council.

### **Scope**

- To consider and make recommendations on the engagement of a planning consultant to carry forward a review.
- To support a review of the existing Neighbourhood Plan in line with the Local Plan Review
- To engage with local public with matters related the review
- To make recommendations to Council on the funding streams and/or requirements for a review.

## **Shifnal Town Regeneration**

### **Membership**

Membership to be made up of the Town Clerk, a minimum of three Town Councillors and a maximum of two community members.

### **Aims**

To review requirements for Council, public and business engagement, promotion and activities in and around the Shifnal town centre area by

- Considering the current activities on offer
- Considering how the Town Council could offer support or assistance in existing activities
- Considering the issues facing businesses and public users in the area
- Considering the development of new initiatives

### **Meetings**

The Town Clerk will call advisory committee meetings as and when required but any meeting should be held at least two weeks prior to the Full Council meeting.

### **Documentation**

Brief meeting notes are required. The Town Clerk is responsible for producing recommendations in time for Full Council.

### **Scope**

- To engage with local organisations and businesses and public users of the town centre area
- To consider funding opportunities for current and new initiatives
- To consider support initiatives for the Town Council to develop new projects
- To engage with Shropshire Council on regeneration issues
- To engage with Shropshire Council on the Economic Growth Strategy for Shifnal



## **Shifnal Integrated Traffic Scheme Working Group (SITS)**

### **Membership**

Council membership to be made up of Town Clerk, Chairman and a maximum of three Councillors. Additional members will be Shropshire Council officers, contractors and stakeholders of the scheme.

### **Aims**

To act as representatives of the Council in a working party of Shropshire Council, contractors and stakeholders in the delivery of the Shifnal town centre enhancements. To act as a conduit for the community and to report identified matters to Full Council.

### **Meetings**

The Town Clerk will advise meetings as and when required but any meeting should be reported to the next Full Council meeting.

### **Documentation**

Brief meeting notes are required. The Town Clerk is responsible for producing reports in time for Full Council.

### **Scope**

- To review arrangements for the delivery of the scheme
- To report arrangements to the next meeting of the Full Council
- To relate resolutions of the Full Council to the working group meetings
- To release regular public updates on the delivery of the scheme and any impacts on the community
- In the event of extreme urgency, the Chairman and members of the group (collectively) to release public updates or statements and advise the council office as soon as practicable.
- No other delegated powers are identified for town council members or officers of this working group