



# WELLINGTON TOWN COUNCIL

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## Terms of Reference for the Wellington Town Council Town Centre Committee

*As amended to incorporate management of the £100,000 Town Centre Emergency Fund and adopted at the meeting of Wellington Town Council held on 5<sup>th</sup> October 2020*

**Name of Committee:** The Wellington Town Centre Committee

**Purpose:** To review and report to the Council on issues faced by shops and businesses in Wellington, with an emphasis on:

- Vacant Shops and other commercial premises;
- The challenges facing businesses already operating in Wellington;
- Public Facilities and amenities in the town centre;
- Proposing practical solutions to issues identified which are affordable and within the scope of the Council's powers.

To act as the Council's delegated body for the receipt of the Somerset West and Taunton Council's Town Centre Emergency Fund (TCEF) award for Wellington Town Centre of £100,000. In doing so to manage the fund in line with all associated regulations, terms of acceptance or guidance relating to expenditure of funds given and to carry out all required administration in respect of the award.

To act as the Council's delegated body to deliver projects to the value of £36,660 allocated funding from the MHCLG Welcome Back Fund. In conjunction with Somerset West and Taunton Council, to manage the fund in line with all associated regulations, terms of acceptance or guidance relating to expenditure of funds given and to carry out all required administration in respect of the allocated funding.

To act as the Council's delegated body to spend the allocated Budget of £8,000 to deliver the Film Festival for the financial year 2022/23.

**Status:** The Town Centre Committee is a fully constituted Committee. It has elected membership; however, all Councillors are welcome to attend any meetings of the Committee.

**Reporting:** The Committee will provide a regular update for discussion and consideration at each Council meeting following a meeting of the Committee.

**Membership:** Membership of the Committee will comprise elected Councillors and co-opted members of the public. It is intended that the members of the public co-opted onto the Committee will have some particular relevant experience or expertise relating to the matters under consideration by the Committee. At least one member shall be a representative of a local trading organisation (where one such group exists), and at least two members shall be independent traders within Wellington. The Committee will also elect to its membership, where possible, a District Councillor (who may be nominated by the District Authority), and a County Councillor (who may be nominated by the County Authority).

The Committee shall comprise no more than 11 members and will include the current Mayor. There will be a maximum of 4 non-Councillor members. Councillors Lithgow, Thorne, Powell-Brace, Pringle-Kosikowsky, McGuffie and Lloyd (Mayor) will serve for the 2020 – 2021 operational year. Subject to availability, the Town Clerk or the Deputy Town Clerk will attend meetings to provide expertise and to take minutes.

Should any of the elected members of the Committee resign, the Chairman will consult with the other elected members and, if it is deemed necessary, seek another elected Councillor to fill the vacancy.

If any co-opted member of the Committee resigns from the Committee at any time, the Committee as a whole shall vote on a replacement, who will then be approached by the most appropriate member of the Committee.

#### **Operation of the Committee:**

- In matters relating to the Town Centre Emergency Fund, (TCEF) and The Welcome Back Fund (WBF) and at all times complying strictly with all rules of the Fund and in accordance with the Council's financial regulations, Code of Conduct and Standing Orders, the Committee has full power to:-
  - ❖ Receive and disburse payments relating to the TCEF
  - ❖ Make decisions on expenditure – all such decisions to be approved by formal vote with an accompanying minute confirming each decision
  - ❖ Instruct works to be carried out as approved in the Fund's Indicative Plan
  - ❖ In conjunction with Town Council staff deliver the activities or services as approved in the Fund's Indicative Plan
  - ❖ Draw on the services of the Council's staff to arrange works, issue invoices or to pay for goods or services.
- In matters relating to general Town Centre business The Committee has power to operate only as set out in these Terms of Reference and has no power whatsoever to implement any recommendations without express approval from the Council. Additionally, members will only have decision-making authority when voting at full Council on issues presented by the Committee relevant to the Committee's operational remit.
- Meetings of the Committee will be held at least four times a year, as and when designated by the Chairman, and subject to availability.
- The Committee will appoint a Chairman for the year ahead at its first meeting following the Annual Meeting of the Council. The Chairman must be a Councillor.

- If the Chairman is not able to attend a meeting another elected Member will undertake to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting, each member having one vote.
- In the case of a tied vote, the Committee's Chairman will cast the deciding vote.
- The Clerk or Deputy Clerk will prepare and circulate an Agenda by email for each meeting, at least 5 working days prior to meeting.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors as soon as practicable, and to the public as deemed appropriate.
- Whilst it is recognised that the following issues are of critical importance to Wellington, in order to make the best use of the time available (and mindful of the work which is already ongoing elsewhere in respect of these issues) the Committee will not consider or make recommendations on any issue directly relating to:
  - ❖ The provision of a railway station for Wellington;
  - ❖ The Northern Relief Road; and/or
  - ❖ The restoration of the Wellington Monument.
- One of the elected members of the Committee will report to the Council at each monthly meeting as to the progress of its deliberations. Each monthly report will include specific updating on all activities relating to the delivery and administration of the Town Centre Emergency The Welcome Back Fund.
- In matters not relating to the Town Centre Emergency Fund and The Welcome Back Fund the Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core activities to a maximum of £500 (per item) to be taken from the Community Services budget. All items of expenditure will be reported at the next Council meeting.
  - ❖ In the event that more than £500 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.
- Where expenditure relates to the Town Centre Emergency fund and The Welcome Back Fund, there is no restriction on the amount of expenditure the Committee can authorise on the strict proviso that:-
  - ❖ the item in question is an approved, pre-costed item within the Indicative Plan, as agreed with SWTC.
  - ❖ all terms of the Fund are complied with, and
  - ❖ expenditure is in line with the Council's financial regulations
- Any amendments to these Terms of Reference must be by formal resolution at a full Council meeting, and in the instance that amendments relate to the delivery and administration of the Town Centre Emergency Fund and The Welcome Back Fund shall be formally ratified by the appropriate representative of the District Council.

- In matters relating to the Film Festival the committee will have the power to act as the Council's delegated body to spend the allocated Budget of £8,000 to deliver the Film Festival for the financial year 2022/23.