



# WELLINGTON TOWN COUNCIL

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

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

**Purpose:** To review, report on, and make recommendations to the Council relating to matters within the Town Centre and issues faced by shops and businesses in Wellington; with an emphasis on vacant shops/commercial premises and challenges facing businesses already in operation.

### **Summary of Responsibilities**

The Committee shall have delegated authority to; -

- To monitor, review and make recommendations on matters relating to street furniture, public facilities and other amenities in the town centre
- To monitor, review and make recommendations on the review of the annual Festive Lighting scheme
- To monitor, review and make recommendations on Town Council events
- To monitor, review and make recommendations on the operation of the Pop Up Shop
- To receive and monitor footfall data
- To act as the Council's delegated body to receive reports on and approve spending for the delivery of the Film Festival

**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 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 County Councillor (who may be nominated by the County Authority).

The Committee shall comprise no more than 14 members and will include the current Mayor. There will be a maximum of 8 Councillors and 6 non-Councillor members. Council membership of the Committee will be agreed at the Council's Annual Meeting and non-Council members at the first meeting of the Committee after the Annual Meeting.

The co-opted non-Council members are invited to take part in discussions on an advisory basis as the Committee values their contributions and expertise. They do not have any voting rights.<sup>1</sup>

**The Quorum of the committee** is 4 Councillors. No business may be transacted at a meeting unless the set quorum is present and eligible to vote.

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 which shall be decided by election at the subsequent Council meeting.

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.

#### **Delegated Authority to Authorise Payments**

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core activities to a maximum of £3,000 (per item) from the relevant budget cost centres and codes contained therein. All items of expenditure will be reported at the next Council meeting.
- In the event that more than £3,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

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

- 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 and relevant to the Committee's operational remit.
- Meetings of the Committee will be held at least six times a year in alternate months.
- 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.
- All co-opted Members will be bound by the Council's Members' Code of Conduct while conducting Council activities.
- 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.

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<sup>1</sup> Local Government and Housing Act 1989 s13.

- In the case of a tied vote, the Committee's Chairman will cast the deciding vote.
- The Clerk or Assets and Event Officer will prepare and circulate an Agenda by email for each meeting, at least 3 clear days prior to the meeting, and will publish the agenda on the Council website and noticeboard.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- 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 (usually the Chairman) will report to the Council at each monthly meeting as to the progress of its deliberations.
- Any amendments to these Terms of Reference may only be by formal resolution at a Full Council meeting.