Axminster Town Council

Operations Committee

Terms of Reference

Revised June 2026 by Operations Committee (OC26/046)
Ratified by Full Council July 2026 (FC26/249)
Published July 2026
Date of next scheduled review May 2028

A) The Operations Committee has the power to appoint Sub-Committees and Working Parties as needed.

B) The membership of the Operations Committee shall consist of all serving Councillors.

C) The quorum of the Operations Committee shall be five members.

D) The Chair and Vice-Chair of the Operations Committee shall be elected annually at the first meeting of the Committee held AFTER the Annual Meeting of the Full Town Council.

E) Frequency of Meetings: Meetings of the Operations Committee will be held at least four times a year.

F) The remit of the Operations Committee is the delivery of projects and services/amenity in line with the agreed strategic plans of the Town Council and any matters of operational urgency.

The Operations Committee shall exercise jurisdiction over:

1) All matters pertaining to the operation and maintenance of The Guildhall (and curtilage)
2) All matters pertaining to the operation and maintenance of The Old Courthouse complex (and curtilage).
3) All matters pertaining to the operation and maintenance of the Town Council's allotment sites, whether owned outright or rented.
4) All matters pertaining to the operation and maintenance of the Cemetery and curtilage.
5) All matters pertaining to the Jubilee Fountain and War Memorial.
6) All matters pertaining to the operation and maintenance of the Jubilee Field.
7) All matters pertaining to street furniture such as benches, bus shelters, bins, defibrillators, vehicle activated speed devices and notice boards where such of items are owned and maintained by the Town Council.
8) All matters pertaining to Public Rights of Way (footpaths/bridleways) in accordance with the Parish Paths Partnership (P3) agreement with Devon County Council (DCC).
9) All matters pertaining to town and parish highways where the Town Council holds responsibility for that section of the highway (in liaison with the DCC Highway Authority).
10) All matters pertaining to the town signage and maps where such assets are the responsibility of the Town Council.
11) All matters pertaining to the Church Floodlighting and Christmas Lights in trees on the Minster Green.
12) All matters pertaining to the operation, maintenance and governance of CCTV equipment (and systems) under the Town Council's control and area of responsibility.
13) All matters pertaining to the operation and maintenance of Town Council vehicles, plant, machinery and equipment.
14) All matters pertaining to the provision of flowerbeds, floral displays and containers provided by the Town Council.
15) All matters pertaining to the Town Council's compliance with, and implementation of, Health and Safety legislation, good practice and policy.

Approved and adopted by Full Council in 2026. Next review May 2028.

The Chair and Vice-chair will have delegated authority to authorise (in consultation with the Town Clerk/RFO) expenditure in accordance with the Town Council's adopted Financial Regulations.

The Operations Committee will receive and consider all reports and recommendations from any sub-committee and working group it appoints.

These Terms of Reference will be reviewed bi-annually in May at the Annual Meeting of the Full Town Council (unless circumstances necessitate otherwise) and published thereafter on the Town Council's public access website. Or, by the Operations Committee, at their first scheduled meeting after the date of the Town Council's Annual Meeting (bi-annually).

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