

## **Moretonhampstead Parish Council**

### **TERMS OF REFERENCE**

#### **TOILET TASK & FINISH GROUP**

##### **1. Purpose and Scope**

The Toilet Task & Finish Group is an advisory body reporting to Moretonhampstead Parish Council. Its role is to gather evidence, explore options, and make recommendations to the full council on matters relating to the potential transfer, operation, and future configuration of the public toilets. This includes:

- Assessing the implications of Teignbridge District Council's offer to transfer the asset
- Reviewing usage data, community feedback, and operational requirements
- Identifying feasible opening hours, cleaning models, maintenance needs, and charging options
- Considering long-term configuration or refurbishment opportunities
- Identifying risks, costs, and legal or technical due-diligence requirements
- Engaging with stakeholders including residents, businesses, transport operators, and contractors
- Any other matters the council asks the group to investigate relating to the toilets

The group is time-limited and will conclude its work once the Parish Council has taken a final decision on whether to accept the transfer, or once the transfer has been completed.

##### **2. Membership**

Membership of the Toilet Task & Finish Group was agreed at the Annual Meeting of the Parish Council and consists of:

- The Chair of the Parish Council
- Three parish councillors elected to the Group at the Annual Meeting
- The Parish Clerk
- One member of the public co-opted to the Group to provide additional insight and community perspective

Any other parish councillor may attend meetings and participate in discussions.

The Group may co-opt further members of the public, representatives from relevant authorities, or individuals with specialist expertise where this would support the Group's work.

The Group will elect its own Chair at its first meeting or following any vacancy.

### **3. Responsibilities**

- The Group is advisory only and holds no delegated authority to make decisions on behalf of the Parish Council.
- All proposals, recommendations, and actions requiring approval must be presented to the full council.
- Decisions may only be taken by Group members where the Parish Council has formally delegated specific authority through a council resolution.
- The Group will ensure that all work is evidence-based, proportionate, and aligned with the Council's statutory responsibilities and financial regulations.

### **4. Meetings**

The Group will meet as required to progress its work, with frequency determined by project needs and council deadlines (e.g., budget setting, negotiation timetables, or transfer milestones).

Meetings may be held in person or online.

### **5. Reporting**

The Toilet Task & Finish Group reports directly to Moretonhampstead Parish Council.

Updates and recommendations will be submitted to the full council through written reports or verbal updates at council meetings. These will include:

- Evidence summaries
- Options appraisals
- Costed recommendations
- Identified risks and mitigations
- Any required council decisions or delegations

Adopted: June 2026