

HAILSHAM TOWN COUNCIL
POST OFFICE AND BANKING HUB COMMITTEE
DRAFT TERMS OF REFERENCE 2026-2027

Membership:	Membership shall comprise of FIVE Councillors (unless Council resolves otherwise)
Quorum:	Shall be half of appointed members or the closest majority to that number
Frequency of Meetings:	The Committee shall meet every two months and may meet more often where there is a necessity.
Time of Meetings:	Meetings shall commence at 7.00pm (or earlier or later if determined by committee resolution)

Membership eligibility:

Open to all members of council, as formally appointed at the Annual Meeting of Council or subsequently at other council meetings.

The Membership will include the two members of council appointed as Directors of Hailsham Town Council CIC Ltd. Meetings will also be attended by officers who are also appointed as CIC Directors although in the context of this committee, they are not voting members.

Substitute Council Members must also be formally appointed at the Annual Meeting of Council or subsequently at other council meetings.

Other members may be co-opted from other organisations for specific purposes as and when appropriate. Other members who are not members of council will have no voting-rights.

Staff Members from the Post office/Banking Hub and either from Post Office Ltd or Cash Access UK Ltd may be asked to attend.

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to email or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

Terms of Reference

The committee will consider and deal with all matters addressing the effective and commercial running of the Hailsham Town Council Post office and Banking Hub services and the fulfilment of the CIC's contracts with Post Office Ltd and Cash Access UK Ltd. The committee will liaise with the Staff and external stakeholders such as Post office Ltd and Cash Access UK to ensure compliance.

The Town Clerk shall be responsible for the day-to-day management of staff under delegated authority

The Post Office Committee shall be delegated to make decisions on behalf of the Council in the following matters:

1. To establish and keep under review the Post Office and Banking Hub Performance via income data and any other performance information available.
2. To help draft and approve a business plan for the Post office and Banking Hub which would then feed into the Town Council's Overall Strategic Plans.
3. To liaise with all Post Office staff to ensure the most effective and efficient operations possible including identification of training and development needs
4. To liaise with other stakeholders including the Post Office Regional Manager, and other Post office Ltd Staff, staff from Cash Access UK Ltd and from any other related organisation to ensure the effective operation of the branch(es) and fulfilment of the requirements of any existing contracts.
5. The submission of any necessary returns including financial returns to Companies House and reporting requirements such as to Post office Ltd or Cash Access UK Ltd.
6. The committee will report to full council on overall financial and other performance as required

The Post office Committee **does not** have delegated authority to make decisions where these matters are within the remit of another council appointed committee. Therefore it may make **recommendations only** to the relevant committee or to the full council on the following matters:

6. Staffing matters including disciplinary, performance management, health and safety, terms and conditions, salaries or pensions, overall staff structure, attendance issues, or staff policy - where council policy states that these are within the remit of the Staffing Committee at any stage.
7. Matters related to the development, enhancement, alteration or change of the branch premises (where these are controlled by the Town Council): These are addressed via recommendations to the Assets Management Committee where there is a direct effect on either the council's assets portfolio or resources & budget, including any maintenance requirements which may require Works Team input.
8. Matters that affect the overall budget required to effectively operate the Post Office and Banking Hub will be referred to the Finance and Governance Committee or other relevant committee or full council if required (for e.g. increases in staffing levels, staff terms and conditions, changes to capital assets, that require additional budget should be referred through the relevant committee and through to full council if necessary)

FINANCE

1. Submit an annual proposed budget to Finance Committee.
2. Comply with the Council's Financial Regulations
3. Oversee the Submission of all required financial returns (i.e Companies House) etc via the RFO.