WETHERBY TOWN COUNCIL

BUDGET & GOVERNANCE COMMITTEE
Terms of Reference

1. Introduction

1.1 The aim of this Committee is to manage the internal audit of the Council's financial and procedural issues.

1.2 The Budget & Governance Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside these terms of reference shall be made to the Full Council.

1.3 The Budget & Governance Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1 The Budget & Governance Committee shall consist of six Town Councillors to be elected annually at the Annual Meeting of the Town Council.

2.2 Members of the Committee shall include the Mayor and Deputy Mayor and any two other Councillors.

2.3 Two members of the Committee shall constitute a quorum.

2.4 The Chairman and, if necessary, the Vice-Chairman are to be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council Meeting.

2.5 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Budget & Governance Committee will be filled at the next meeting of the Full Council.

2.6 Substitutions are not permitted in the event of a member's absence from a meeting of the Budget & Governance Committee.

3. Meetings

3.1 The Town Clerk will call Budget & Governance Committee meetings as necessary. Meetings will usually be held on the second Tuesday of each month, prior to each Full Council meeting.

3.2 Members will be summoned to attend meetings which will usually be held in Wetherby Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor but will have no more rights at Committee meetings than members of the public.

3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

3.4 Members of the public may attend but shall not be permitted to take part in meetings of the Budget & Governance Committee.

4. Documentation

4.1 The minutes of all meetings will be taken by the Town Clerk and circulated for approval at Full Council meetings. Reports from each Committee meeting to be incorporated in the minutes of Full Council meetings

4.2 All correspondence shall be conducted through the Town Clerk.

5. Scope

5.1 To review and monitor the income and expenditure of the Council as a whole.

5.2 To review the supporting documentation for, and carry out the routine authorisation of, all payments in accordance with the monthly schedule presented for approval to each meeting of the Full Council.

5.3 Delegated authority to carry out routine checks of the Town Hall payments and approve them for payment

5.4 The Budget & Governance Committee shall have no power to incur expenditure on behalf of the Town Council.

5.5 All members of the Budget & Governance Committee shall be the Council's signatories on its bank accounts.

5.6 To prepare, in collaboration with the RFO, and recommend the annual draft budget to the Full Council.

5.7 To recommend the draft precept to the Full Council.

5.8 To vire funds between budget allocations.

5.9 To review the Internal Audit and External Audit reports and oversee the implementation of any required actions.

5.10 To draw up and annually review a reserves strategy for the Full Council's approval.

5.11 To review policies and procedures relating to financial and governance matters to ensure that they are compliant with statutory requirements and best practice and make recommendations thereon to the Full Council.

6. Review

6.1 The Budget & Governance Committee's Terms of Reference are to be reviewed annually at the Annual Meeting of Wetherby Town Council.

These Terms of Reference were prepared by Dianne Rickaby, Clerk and RFO to the Town Council.

Signed: Signature Redacted. Original can be viewed in the Town Council Offices, Wetherby Town Hall.

Dated: 9.6.26.

These Terms of Reference were adopted by the Town Council at its meeting held on 12th February 2019 and reviewed on 12th May 2026.

Signed: Signature Redacted. Original can be viewed in the Town Council Offices, Wetherby Town Hall.

Councillor Connor Mulhall, Mayor of Wetherby

Dated: 09.06.2026

These Terms of Reference were subsequently reviewed, and approved without amendment by the Town Council on:

Date: **Signed by Chairman:**