WETHERBY TOWN COUNCIL

CO-OPTION ADVISORY COMMITTEE
Terms of Reference

1. Introduction

1.1 The purpose of this Committee is to consider any applications received to fill a casual vacancy and make recommendations thereon to the Full Council.

1.2 The Co-Option Advisory Committee is constituted as an advisory committee of Wetherby Town Council and as such has no delegated powers to act on behalf of the Full Council. The Co-Option Advisory Committee's purpose is to make recommendations to the Full Council in accordance with these terms of reference.

1.3 The Co-Option Advisory Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1 The Co-Option Advisory Committee shall consist of the Mayor, Deputy Mayor and Chair of the Staffing Committee.

2.2 Three members of the Committee shall constitute a quorum.

2.3 The Mayor shall be the Chairman of the Co-Option Advisory Committee.

2.4 Substitutions are not permitted in the event of a Member's absence from a meeting of the Co-Option Advisory Committee.

3. Meetings

3.1 The Town Clerk will call Co-option Advisory Committee meetings as necessary.

3.2 Members will be summoned to attend meetings which will usually be held in Wetherby Town Hall.

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 The first item of business on the agenda of a Co-option Advisory Committee meeting will make provision for the Committee to resolve to exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960.

4. Documentation

4.1 A report from each meeting of the Co-option Advisory Committee shall be circulated for approval at Full Council meetings and incorporated in the minutes of the meeting.

4.2 All correspondence shall be conducted through the Town Clerk.

5. Scope

5.1 To consider the applications received from persons wishing to be considered when notification has been received that a casual vacancy on Wetherby Town Council can be filled through co-option.

5.2 To check that persons wishing to become councillors meet the qualification requirements set out in section 79 of the Local Government Act 1972.

5.3 To interview each applicant, in a fair and equitable manner.

5.4 To formulate a recommendation as to which candidate should be selected for co-option to the Council.

5.5 The Full Council shall not be bound to accept a recommendation made by the Co-option Advisory Panel.

5.6 The Co-option Advisory Committee shall have no power to incur expenditure on behalf of the Town Council.

6. Review

6.1 The Co-option Advisory Committee's Terms of Reference are to be reviewed annually at the Annual Meeting of Wetherby Town Council.

These Terms of Reference were reviewed 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:

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:**