WETHERBY TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE
Terms of Reference

1. Introduction

1.1 The aim of this Committee is to consider and determine items of business as directed by the Full Council, urgent items of business which cannot be deferred until the next ordinary Full Council meeting and complaints received in accordance with the Council's Complaints Procedure.

1.2 The Finance & General Purposes 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 Finance & General Purposes Committee shall be administered and managed in accordance with these Terms of Reference, the Council's Standing Orders and Complaints Procedure.

2. Membership

2.1 The Finance & General Purposes Committee shall consist of nine Town Councillors, to be elected annually at the Annual Meeting of the Town Council.

2.2 Eight members of the Committee shall constitute a quorum.

2.3 The Mayor shall be the Chairman of the Finance & General Purposes Committee.

2.4 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Finance & General Purposes Committee will be filled at the next meeting of the Full Council.

2.5 Substitutions are permitted in the event of a Member's absence from a meeting of the Finance & General Purposes Committee.

3. Meetings

3.1 The Town Clerk will call Finance & General Purposes Committee meetings as necessary. Meetings may be called to consider urgent business which cannot be deferred until the next monthly Full Council meeting.

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 Members of the public shall have the opportunity to speak at meetings in accordance with the Town Council's Standing Orders and Complaints Procedure.

4. Documentation

4.1 Minutes of all meetings will be recorded by the Town Clerk and circulated for approval at Full Council meetings.

4.2 All correspondence shall be conducted through the Town Clerk.

5. Scope

5.1 To consider projects / initiatives / items of business as delegated to the Committee by the Council.

5.2 To consider urgent business which, in the joint opinion of the Mayor and Town Clerk, cannot be deferred until the next monthly Full Council meeting.

5.3 To act as the Complaints Committee in accordance with the Council's approved Complaints Procedure.

5.4 The Finance & General Purposes Committee shall have the delegated power to incur expenditure within limits previously approved by the Council for the activities assigned to it.

5.5 The Finance & General Purposes Committee may delegate operational decision making to smaller working groups as necessary and appropriate.

6. Review

6.1 The Finance & General Purposes 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.

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

Signed: .....

Dated: 9.6.26

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

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

Signed: .....

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:**