



WETHERBY TOWN COUNCIL



Terms of Reference

1. Introduction

- 1.1 Welcome to Wetherby is constituted as a Committee of Wetherby Town Council.
- 1.2 The aim of the Group is to encourage visitors to the town of Wetherby through activities which help towards improving the economic, social, environmental and cultural vitality of Wetherby.
- 1.3 Welcome to Wetherby 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.
- 1.4 Welcome to Wetherby shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

- 2.1 Welcome to Wetherby shall consist of up to twelve members to include up to five Town Councillors. Town Councillor representatives on Welcome to Wetherby will be elected annually at the Annual Meeting of the Town Council.
- 2.2 Non-Councillor representatives of the local community, interest groups, businesses etc may be appointed as members of the Welcome to Wetherby Group at each Annual Meeting of the Town Council. Non-Councillor members of the Group will have voting rights.
- 2.3 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.
- 2.4 In the event of the resignation, death or disqualification of a Committee member during the year any vacancy on Welcome to Wetherby will be filled at the next meeting of the Full Council.
- 2.5 Non-Members of Welcome to Wetherby will be required to sign an agreement to abide by the Council's Code of Conduct when acting in their role as a Group Member. Copies of these declarations will be retained by the Town Clerk and destroyed upon the cessation of the person's membership of the Group.
- 2.6 Substitutions are not permitted in the event of a Group Member's absence from a meeting of Welcome to Wetherby.

3. Meetings & Voting

- 3.1 The Town Clerk will call meetings of Welcome to Wetherby as necessary.

- 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 Group 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 shall, under the direction of the Chair, have the opportunity to speak at Group meetings in accordance with the Town Council's Standing Orders.
- 3.5 Welcome to Wetherby will take decisions at its meetings. Decisions will be taken by consensus whenever possible. However, if no consensus can be reached, a majority vote, based on one vote per member, will carry the decision, with the Chair having the casting vote if the vote is equal.
- 3.6 Four members of the Group, including at least two Town Councillors, shall constitute a quorum.

4. Documentation

- 4.1 Minutes of all meetings will be taken by the Town Clerk and circulated for approval at the next Group meeting, and submitted to Full Council meetings for information.
- 4.2 All correspondence shall be conducted through the Town Clerk wherever possible.

5. Finance

- 5.1 Welcome to Wetherby shall have the delegated power to incur expenditure to facilitate any activities which fall within the Group's terms of reference.
- 5.2 Wetherby Town Council will usually make budgetary provision to help fund the activities of Welcome to Wetherby. The Group shall ensure that all its activities are delivered at no net cost to Wetherby Town Council, unless otherwise approved by the Full Council.
- 5.3 Welcome to Wetherby shall have the delegated power to raise funds through sponsorship, sales, grant applications and other initiatives for the furtherance of the Group's activities in accordance with the scope of these terms of reference.
- 5.4 Welcome to Wetherby shall have the delegated authority to submit grant applications in the name of Wetherby Town Council.

6. Scope

- 6.1 To create, promote and deliver events and activities which attract visitors to the Town and boost the local economy. To ensure that these events encourage community cohesion and inclusivity and mark significant local or national occasions.
- 6.2 To encourage and promote direct community volunteer involvement with local events and community endeavours including local businesses and community groups as well as individuals.
- 6.3 To create, design, deliver and review publications including, but not limited to: Walking in Wetherby booklets, Visitor Guides and Town maps.



- 6.4 To develop use of the wetherby.co.uk website and other forms of social and printed media to publicise and promote events, community activities and tourism across the town to both residents and the wider community.
- 6.5 To maintain liaison with Leeds City Council and other local and regional bodies established for the promotion and / or management of any facilities or activities which fall within the Group's terms of reference.

7. Review

- 7.1 Welcome to Wetherby's Terms of Reference are to be reviewed annually at the Annual Meeting of Wetherby Town Council.

