



## Horsforth Town Council

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**Prior to the meeting there is a Councillor Surgery at 6:30pm to 7:00pm**

### To Members of the Council

You are summonsed to attend a meeting of Horsforth Town Council at **St Margaret's Parish Centre, Church Lane, Horsforth** on Thursday 4<sup>th</sup> April 2024 at 7:00pm for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

B Crabtree  
Town Clerk  
22.03.2024

**POLITE REMINDER TO ALL CLLRS: WE ARE A GREEN COUNCIL AND PRINTING BY THE OFFICE SHOULD BE KEPT TO A MINIMUM. IF POSSIBLE, PLEASE BRING AN ELECTRONIC DEVICE FOR THE MEETING TO USE TO VIEW DOCUMENTS.**

### Agenda

1. **Introduction from the Chair**
2. **To receive apologies for absence and to consider the reason for the absence**
3. **Declaration of Disclosable Pecuniary and other Interests**  
To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and the Members' Code of Conduct. Also, to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with the Members' Code of Conduct.
4. **To consider questions and comments from members of the public at the Chairman's discretion**  
Members of the Public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the Council. However, they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.
5. **Police report**
  - 5.1. To note and consider the latest crime statistics for Horsforth.
  - 5.2. To consider any other policing matters.Police representatives have been invited to the meeting.
6. **To approve the minutes of the meeting of the Town Council held on 25<sup>th</sup> January 2024. See Agenda Pack.**

- 7. To receive an update and note previous minutes for the following committees. See Agenda Pack.**
  - 7.1. Finance and General Purposes
  - 7.2. Planning, Licensing and Traffic
  - 7.3. Community and Environment
  - 7.4. Staffing and Employment
  
- 8. Financial Matters**
  - 8.1. To consider and approve the accounts to 29<sup>th</sup> February 2024 and agree any necessary action. See Agenda Pack.
  - 8.2. To consider and approve the Schedule of Payments. See Agenda Pack
  
- 9. To consider matters requested by Councillors/the Clerk/Committee and agree any necessary action:**
  - 9.1. To note the resignation of Cllr Harris and receive an update about the Brownberrie Ward vacancy
  - 9.2. To consider and approve the Co-option Policy and application form. See Agenda Pack.
  - 9.3. To receive an update from the Premises Development Group and agree any necessary action including:
    - i. An update about the planning application and license of alterations
    - ii. An update about a meeting with the grant consultant
    - iii. An update about the contractor including the contract and schedule of payments
  - 9.4. To consider and agree to register and work towards the Quality level of the Local Council Award Scheme at a cost of £150.
  - 9.5. To receive an update from the Neighbourhood Plan Working Group including:
    - i. To adopt the Neighbourhood Plan Working Group Terms of Reference. See Agenda Pack.
  - 9.6. To receive an update from the Council of Sanctuary Working Group and agree any action including:
    - i. Consider joining the City of Sanctuary's local authority network
    - ii. Consider making a public commitment to Horsforth being a place of sanctuary and commit working with the local Town of Sanctuary group
  
- 10. To consider reports and any action required in relation to the following external organisations:**
  - 10.1. Dementia Friendly. See Agenda Pack.
  - 10.2. Horsforth Fairtrade
    - i. To consider and resolve that the Town Council supports fairtrade in Horsforth and commits to the use of fairtrade products at events and gatherings facilitated by the Town Council in the future.
  - 10.3. Young Peoples Champion
  - 10.4. Horsforth Climate Action. See Agenda Pack.
  - 10.5. MHA Communities
  
- 11. Matters for information**

To note the following:

  - 11.1. Information previously circulated to members
  - 11.2. Matters raised by members of the public
  
- 12. Council Surgery**

Two councillors are requested to provide their names for attendance at the next Council Surgery – 6:30pm to 7:00pm, 30<sup>th</sup> May 2024.
  
- 13. Items for future agenda**
  
- 14. Date of next meeting**

Members are asked to note the date of the next meeting: 30<sup>th</sup> May 2024. (Annual Meeting of the Town Council) and the Annual Town Meeting is being held on 9<sup>th</sup> May 2024.  
Deadline for agenda items: 20<sup>th</sup> May 2024

*Distribution: E Bromley, D Brosnan, D Collins, M Connors, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani, J Garvani, S Gomersall, A Goulden, R Hardcastle, R Harris, B Heaviside, E Hyndes, R Jones, A Martin, E Richards, T Stones, J Tumalan, A Wishart*