



Horsforth Town Council

Full Council Minutes – Extraordinary Meeting
Thursday 17 June 2021 at 7.00pm
Emmanuel Baptist Church, Hall Lane, Horsforth LS18 5JE

Present: In Chair – Cllr Simon Dowling

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
Sam Dowling	Reiss Capitano	Simon Dowling	Jude Arbuckle	Chris Calvert
John Garvani	Dawn Collins	Katharine Firth	Becca Batchelor	Rob Jacques
Eddie Hyndes	Christine Glover	Richard Hardcastle	Becky Heaviside	
Raymond Jones	Rob Harris	Peter Mallott	David Prater	
Rosa Shaw		Tracy Stones	Charlotte Sellers	

In attendance: J Sou – Clerk, L Farrell – Assistant Clerk

NOTE: The extraordinary meeting was called following advice from Yorkshire Local Councils Association that the amendment to standing orders and subsequent appointments to committees made at the Council's meeting on 27 May 2021 had not been in accordance with procedural requirements and were therefore invalid.

HTC/21.13-21.20 These minute numbers have been left blank intentionally.

HTC/21.21 To receive apologies for absence and to consider the reason for the absence
No absences.

HTC/21.22 Declaration of Disclosable Pecuniary and other Interests
None declared.

HTC/21.23 To consider questions and comments from members of the public at the Chairman's discretion
None present.

HTC/21.24 To adopt new Standing Orders in accordance with Model Standing Orders 2018 issued by NALC.

Draft Standing Orders based on the NALC model were submitted in advance
Members considered the draft and confirmed a number of options and made a number of amendments.

RESOLVED: To approve and adopt new Standing Orders.

Note: The new approved Standing Orders subsequently further revised in the meeting – see Minute HTC/21.25.

HTC/21.25 To consider a motion to restrict numbers and for political proportionality on committees and sub-committees.

Motion proposed by Cllrs J Garvani, R Jones and SM Dowling.

Signed Dated

A debate followed with arguments for and against restricting numbers and political proportionality on committees and sub-committees.
Suggestions were made for limiting numbers differently and different ways to allocate seats between the parties.
The Clerk advised that committee and sub-committee membership was better based on members' skills, experience and interests appropriate to that committee or sub-committee rather than political balance.

The motion was put to members without amendment as follows.
A recorded vote was requested.

- 1. Council resolves to amend Standing Order 4 by inserting a new paragraph as follows:
Unless the Council determines otherwise, all Council Committees and Sub-Committees shall have a maximum membership of 11 elected members. Non-voting & co-opted members are not included in the limit of 11. The membership of a Committee or Sub-Committee (excluding the Staffing and Employment Committee and the Complaints and Grievance Sub-Committee) will be determined as follows:**
 - a. If a Political Party or other such group of Councillors is the largest Party/Group on the Council and has an absolute majority then they will be entitled to 6 seats with the remaining 5 seats being taken from other Parties/Groups/independents as far as possible in proportion to their numbers on the Council.**
 - b. If a Political Party or other such group of Councillors is the largest Party/Group on the Council but does not have an absolute majority then they will be entitled to 5 seats with the remaining 6 seats being taken from other Parties/Groups/independents as far as possible in proportion to their numbers on the Council.**
 - c. Where the balance on a Committee or Sub-Committee is changed for any reason, Council or the parent committee may choose to resolve to review the committee or sub-committee membership immediately or leave it until the Annual Meeting of the Town Council.**
 - d. Any dispute over the allocation of seats as described above is to be resolved by Council.**
- 2. Renumber standing orders as appropriate**

FOR: Cllrs J Arbuckle, B Batchelor, SL Dowling, SM Dowling, J Garvani, C Glover, B Heaviside, E Hyndes, R Jacques, R Jones and D Prater, (11)

AGAINST: Cllrs C Calvert, R Capitano, D Collins, K Firth, R Hardcastle, R Harris, P Mallott, C Sellers, R Shaw and T Stones (10)

ABSTAINED: No abstentions

The motion was carried.

NOTE: The new approved Standing Orders in accordance with Minute HTC/21.24 with the changes made by the motion carried at Minute HTC/21.25 are attached at Appendix 1.

HTC/21.26 To revise committee and sub-committee terms of reference in accordance with any changes to standing orders.

RESOLVED: To revise committee and sub-committee terms of reference in accordance with the changes to standing orders.

Signed Dated

HTC/21.27 To appoint members to the following committees:

**Finance and General Purposes Committee
Planning, Licensing and Traffic Committee
Community and Environment Committee
Staffing and Employment Committee**

RESOLVED: To appoint the members to Committees as shown in the table at Appendix 2.

HTC/21.28 To elect Chair and Vice Chair of the following committees

RESOLVED: To appoint the following Committee Chairs and Vice Chairs:

Committee	Chair	Vice Chair
Planning, Licensing and Traffic	Cllr R Jones	Cllr J Arbuckle
Community and Environment	Cllr J Garvani	Cllr R Jacques
Staffing and Employment	Cllr SM Dowling	Cllr J Garvani

HTC/21.29 To review working, steering and advisory groups and appointment of members and co-opted members to such groups (except where this is delegated to Committees)

RESOLVED as follows:

That the Assets of Community Value Working Group be dissolved.

To appoint Cllr J Garvani as Chair of The 3&5 The Green Steering Group

It was also noted as follows:

That the terms of reference for the Neighbourhood Plan Working Group may need revising in light of the adopted Neighbourhood Plan and the need to keep the Neighbourhood Plan under review

That terms of reference of working groups should be reviewed by each working group/parent committee.

That membership of each working group to be submitted to the Clerk by 23 June 2021.

HTC/21.30 To consider a motion to suspend physical Council and committee meetings and to hold virtual meetings instead

Motion proposed by Cllr R Jacques.

The motion was considered and debated.

The motion was then put to the vote without amendment as follows:

- 1. Council moves to suspend physical Committee and Council meetings until further notice, to be replaced with advisory groups for each meeting that will meet remotely; membership of each group to consist of Council or the “parent” committee’s members.**
- 2. Agendas and minutes to be drawn up and published in the same way as they would be for formal physical meetings; remote group meetings to be open to the public in the same way as formal physical meetings; the group to make recommendations**
- 3. Any recommendations arising from the group’s discussions will be referred to the Clerk or the Assistant Clerk for a decision. The Clerk and Assistant Clerk are each given delegated authority to make decisions and must take into consideration any recommendations made by the group and will continue to consult with the Chair and Vice chair of Council or the committee as appropriate.**

Signed Dated

4. The need for physical meetings will be reviewed on a regular basis at full council and with consultation with the Chair and Vice Chair of Council

The motion was carried.

The meeting closed at 8.43pm

Distribution: Cllrs J Arbuckle, B Batchelor, C Calvert, R Capitano, D Collins, SL Dowling, SM Dowling, K Firth, J Garvani, C Glover, R Hardcastle, R Harris, B Heaviside, E Hyndes, R Jacques, R Jones, P Mallott, D Prater, C Sellers, R Shaw, T Stones

Signed Dated

Committee	Finance & General Purposes	Planning, Licensing & Traffic	Community & Environment	Staffing & Employment Committee (must inc Chair or Vice-Chair of Council)
Chair	Dowling, Simon	Jones, Raymond	Garvani, John	Dowling, Simon
Vice Chair	Garvani, John	Arbuckle, Jude	Jacques, Rob	Garvani, John
1	Arbuckle, Jude	Arbuckle, Jude	Calvert, Chris	Calvert, Chris
2	Collins, Dawn	Capitano, Reiss	Dowling, Sam	Collins, Dawn
3	Dowling, Simon	Dowling, Simon	Dowling, Simon	Dowling, Simon
4	Firth, Katharine	Garvani, John	Garvani, John	Garvani, John
5	Garvani, John	Glover, Christine	Hardcastle, Richard	Hardcastle, Richard
6	Hardcastle, Richard	Hardcastle, Richard	Hyndes, Eddie	Heaviside, Becky
7	Harris, Rob	Hyndes, Eddie	Jacques, Rob	Jones, Raymond
8	Heaviside, Becky	Jones, Raymond	Jones, Raymond	Stones, Tracy
9	Jones, Raymond	Stones, Tracy	Mallot, Peter	
10	Shaw, Rosa		Sellers, Charlotte	
11	Stones, Tracy		Stones, Tracy	