



Horsforth Town Council

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Annual Meeting of the Council

Thursday 7th July 2022

AGENDA PACK

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



Horsforth Town Council

Full Council Minutes

Wednesday 24 March 2022 at 7.00pm

St Margaret's Parish Centre, Church Lane, Horsforth, Leeds LS18 5LA

Present: In Chair – Cllr Simon Dowling

| Broadfields | Brownberrie | Hall Park | Victoria | Woodside |
|--------------------|--------------------|--------------------|-------------------|-----------------|
| Emmie Bromley | Reiss Capitano | Simon Dowling | Jude Arbuckle | Chris Calvert |
| Sam Dowling | Dawn Collins | Katharine Firth | Becky Heaviside | |
| John Garvani | Christine Glover | Richard Hardcastle | Charlotte Sellers | |
| Raymond Jones | Rob Harris | Peter Mallott | | |
| | Margaret Townsley | Tracy Stones | | |

In attendance: J Sou – Clerk, 1 member of the public

HTC/21.80 These minute numbers have been left blank intentionally.

HTC/21.61 To receive apologies for absence and to consider the reason for the absence
RESOLVED: That the apologies and reasons for absence from Cllrs B Batchelor, E Hyndes and R Jacques be accepted.

HTC/21.62 Declaration of Disclosable Pecuniary and other Interests
 None declared.

HTC/21.63 Public Participation
 The guest speakers Kay Morrison and Caroline Tomes on climate issues had been invited to speak instead at the Annual Town Meeting as one of them had been unable to attend today's meeting.

HTC/21.64 Minutes of the previous meeting
RESOLVED: That, subject to the following changes, the minutes of the meeting held on 27 January 2022 are a true record:
 Minute HTC/21.67 – To substitute in the first resolution “P Mallott” for “R Jacques” in the list of members voting for the motion.
 Minute HTC/21.67 – To add the following to the second resolution “Budget to be reviewed in 6 months with a view to informing the public if future budgets need to be significantly increased”.
 Minute HTC/21.69 – To add “and witnessed by the Clerk” to the resolution.

HTC/21.65 The minutes of the following meetings were noted:

| | |
|---|----------------------------------|
| Planning, Licensing and Traffic Committee | 20 January 2022 (advisory group) |
| | 17 February 2022 |

Signed Dated

Horsforth Town Council, Annual Meeting of the Council, Agenda Pack, 7th July 2022

Horsforth Town Council, Full Council, Minutes 24 March 2022

HTC/21.66 Police report

Members **noted** the report from West Yorkshire Police on crime statistics for the period 7 January 2022 to 14 February 2022.

A verbal report was given by the Clerk on other policing issues in Horsforth.

Police representatives had been invited to the meeting but were not available to attend.

Members expressed the following:

- The crime statistics did not fully represent the issues in Horsforth
- Members of the public felt that nothing was being done in Horsforth to address various crime issues
- Communication between the police and the Council needed to be improved
- Suggested that Police and Community Together (PACT) meetings should be alternated between different wards

ACTION:

- **Clerk to express these concerns to West Yorkshire Police and to invite Alison Lowe, the Deputy Mayor of West Yorkshire for Crime and Policing to the next Council meeting.**
- **A number of other suggested contacts were also made: Sergeant Sarah Jenness, Sergeant Claire Marlow, Rowan Hess**
- **Clerk to contact PCSOs for Horsforth to ask for details of PACT meetings and for the Council to be informed of future PACT meetings**

HTC/21.67 Finance

RESOLVED as follows:

1. **To approve the accounts and list of payments to 28 February 2022**
2. **To approve the following virements:**
 - a. **£10,150 from 3&5 The Green Property Overheads to Pre- Acquisition Costs**
 - b. **£1,000 from Training to pay for recruitment**
 - c. **£1,225 from Salaries to pay for the Staffing and Structure Review. Note: payment not to be made pending enquiries regarding the report. See Minute HTC/21.71**

3. To approve the following payments:

| | |
|---|----------------|
| YLCA subscription 2022-23 | 1,909 + VAT |
| Zurich – insurance premium for 3&5 The Green and St James | 244.55 + VAT |
| Woodside defibrillator | |
| Leeds City Council – floral displays | 3,408.94 + VAT |
| Leeds City Council – community floral displays | 3,531.18 + VAT |

Members also approved payment for the Broadfields election – the invoice had not yet been received but was estimated would be in the region of £7,500 based on other election costs.

4. To note the pay award of 1.75% for 2021-22

HTC/21.68 Internal audit

Signed Dated

Noted: The internal audit review and internal control check had been completed with the following matters raised:

- Audit review – training of councillors
- Internal control check – Clerk’s contract needs updating

HTC/21.69 3&5 The Green

Noted: the lease had been completed on 31 March 2022.

Action required:

- Need to appoint project manager
- Need to appoint structural engineer – specific concern regarding a beam but the condition generally not too bad

Councillors were invited to be involved in the process and to assist with clearing of the property if they wished.

Thanks were given to the Clerk.

HTC/21.70 Casual vacancy – Victoria ward

Noted: Leeds City Council had received the required number of requests and a by election would be held to fill the casual vacancy.

HTC/21.71 Staffing and structure review and recruitment

21.71.1. RESOLVED: Under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public from the meeting during this item of the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

21.71.2. Noted: following the recent recruitment exercise for a deputy clerk, no appointment had been made.

21.71.3. Recommendation from Staffing and Employment Committee was to advertise for the following:

- Assistant clerk - SCP 18 or SCP 19-23 with ILCA; 18 to 24 hours per week
- Administration Assistant – SCP 7 – 17; 18 to 24 hours per week

RESOLVED: To accept the recommendations of the Staffing and Employment Committee and to delegate to the Committee the recruitment of an assistant clerk and administration assistant at the salary and grades set out above.

HTC/21.72 Changes to committees and working groups

Noted: Cllr R Jacques resigned from the Editorial Working Group due to work commitments. A new chair will be the first item on the agenda for the next Editorial Working Group meeting.

HTC/21.73 Fink Hill junction improvement works

Noted: the information regarding the improvement works received from the Leeds City Council officer.

Cllr D Collins provided additional information regarding the works:

- At least 109 trees along Broadway will be classed as memorial trees, including many trees which are already in place. A community event to re-dedicate the trees is proposed.

Signed Dated

- Funding for the trees and fencing around the trees will be provided by Highways
- The paved area within the wall around the Cenotaph – Highways will pay for reflagging of this area and replacing some of the grass area. Planning permission is needed for the works as the Cenotaph is listed. Cllr Collins is happy to share the plans once they are available.
- There is no funding at the moment for the memorial stone.

HTC/21.74 Reports from external organisations

- Dementia Friendly – report from Cllr J Arbuckle **noted:**
 - Members were encouraged to attend dementia training
 - Dementia Action Week is planned for May 2022
 - There will be a stall at Horsforth Farmers’ Market on the first Saturday in May 2022
- Horsforth Fairtrade – nothing to report
- Young People’s Champion – nothing to report

HTC/21.75 Meeting schedule 2022-23

Noted.

HTC/21.76 Councillor surgery

There were no attendees at the Council surgery held prior to the meeting
There will no councillor surgery at the next meeting which is the Annual Meeting of the Town Council.

HTC/21.77 Matters for information

None

HTC/21.78 Items for future agendas

None

HTC/21.79 Date of next meeting

Annual Town Meeting – 28 April 2022
Annual Meeting of the Town Council – 26 May 2022

The meeting closed at 8:07pm

Distribution: Cllrs J Arbuckle, B Batchelor, E Bromley, 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, T Stones, M Townsley

Signed Dated

YORKSHIRE INTERNAL AUDIT SERVICES
 26 STOCKWELL ROAD KNARESBOROUGH
 NORTH YORKSHIRE HG5 0JZ
 TELEPHONE 01423 797817

INTERNAL AUDIT PLAN
 THE ACCOUNTS AND AUDIT [ENGLAND] REGULATIONS 2015

The above regulations require a local council to conduct a review of the effectiveness of its system of internal audit and that the findings of the review be considered as part of its review into the effectiveness of its system of internal control. As part of the review the Council should make an assessment of its internal audit plan and to assist in this consideration we detail below Yorkshire Internal Audit Services internal audit plan from which our tests and checks are selected.

LOCAL COUNCIL INTERNAL AUDIT PLAN
 TESTS and CHECKS FOR SELECTION

- 1) Check that books of account have been properly kept throughout the year.
- 2) Check a sample of payments to ensure that the Councils financial regulations have been met, payments are supported by invoices, expenditure is approved and VAT is correctly accounted for.
- 3) Review the Councils risk management assessment ensuring adequate arrangements are in place to manage all identified risks.
- 4) Verify the annual precept request is the result of a proper budgetary process, that budget progress has been regularly monitored and Councils reserves are appropriate.
- 5) Check income records ensuring that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for.
- 6) Review petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for.
- 7) Check that salaries to employees have been paid in accordance with Council approvals and that PAYE requirements have been applied.
- 8) Read and review Council minutes.
- 9) Check the accuracy of the asset and investment registers.
- 10) Test the accuracy and timeliness of periodic and year-end bank account reconciliations.
- 11) Test the accuracy and completeness of the year-end financial statements. [final visit.]
- 12) Any other appropriate additional relevant testing to support the validity and integrity of the above.

SCHEDULE OF ASSETS - as at 31 March 2022

| LONG TERM INVESTMENTS | | | | | | | |
|--|----------|--|-------------|-------------------------------------|----------------|-----------------------------------|--|
| Item | Quantity | Location | Acquired on | Purchase cost | Notional value | Maturity date | Notes |
| | | | | | | | |
| | | | | Total | £ - | £ - | |
| | | | | | | | |
| Item | Quantity | Location | Acquired on | Purchase Price/Value at Acquisition | Responsibility | Insurance Value/Replacement Costs | |
| Real Property | | | | | | | |
| 3&5 The Green, Horsforth - 125 year lease | 1 | | 31/03/2022 | £ 600,000.00 | | £ 600,000.00 | |
| | | | | | | | |
| Totals | | | | £ 600,000.00 | | £ 600,000.00 | |
| | | | | | | | |
| Items insured at any location within the territorial limits - identified as Additional items in policy | | | | | | | |
| Item | Quantity | Location | Acquired on | Purchase Price/Value at Acquisition | Responsibility | Insurance Value/Replacement Costs | |
| Jubilee Clock | 1 | Fink Hill Car Park | Jun-02 | £ 8,700.00 | C&E | £ 15,194.36 | |
| Stanford Seats | 6 | 1 Broadgate Lane 1 Drury Lane 1 Ring Road/Low Lane 2 Jubilee Garden *1 Hunger Hills - donated | 25/02/2011 | £ 4,433.12 | C&E | £ 6,698.02 | Plus VAT |
| Town Notice Board | | 1 at Jubilee Garden | May-12 | £ 1,912.00 | C&E | £ 2,151.97 | Plus VAT |
| Barrier troughs | 3 | Fink Hill | Not Known | Not Known | C&E | £ 425.44 | Plus VAT |
| Garden mosaic | 1 | Jubilee Garden | Jul-12 | £ 875.00 | C&E | £ 984.82 | Plus VAT |
| Planters | 3 | Town Street/ North Broadgate Lane/King Edward Avenue | Not Known | Not Known | C&E | £ 996.08 | Plus VAT |
| Karabiner | 90 | On Hanging Baskets | 2013 | £ 364.50 | C&E | £ 556.12 | |
| Digital Camera – Nikon CoolPix L310 | 1 | Office | 2012 | £ 538.00 | Office | £ 719.49 | inc VAT |
| Portable display board | 1 | Office | 2015 | £ 153.00 | Office | £ 185.71 | Plus VAT |
| External Memory 500GB | 2 | Office/Staff Homes | 2012 | £ 116.00 | Office | £ - | Plus VAT |
| HP laptop | 1 | Office/with staff | Jul-17 | £ 543.00 | Office/staff | £ 611.15 | Plus VAT |
| Speed Indication Device | 1 | Low Lane | Jul-18 | £ 3,110.00 | PLT | £ 3,398.38 | No VAT |
| Defibrillators & cabinets | 4 | Banyan, New Road Side Morrisons, Town Street Brownlee Stone Centre, Town Street Horsforth Sports Club, Brownberrie Lane | 2016 | £ 5,170.00 | C&E | £ 5,818.88 | Plus VAT |
| Hanging Baskets Brackets. | 82 | Various around Horsforth | Unknown | Unknown | C&E | £ 964.45 | Plus VAT |
| Marquee | 1 | Office | May-15 | £ 135.00 | Office | £ 174.45 | inc VAT |
| Photocopier Samsung - leased from BNP Paribas agreement A1A78716/001 | 1 | Office | Oct-18 | £849 | Office | £ 927.72 | Plus VAT |
| HTC bespoke Christmas light motif | 1 | Leeds Lights | Dec-18 | £485 | C&E | £ 529.98 | Plus VAT |
| Chain of Office | 1 | Office | Aug-18 | £15,000 | Office | £ 19,478.12 | Held as custodian for Leeds City Council |
| Deputy's Chain of Office | 1 | Office | Aug-18 | £1,625 | Office | £ 4,132.21 | Held as custodian for Leeds City Council |
| Epson projector | 1 | Office | Feb-19 | £249 | Office | £ 273.19 | |
| Defibriliator & cabinet | 1 | Mousie Brown's, Station Road | Jan-19 | £ 1,290.00 | F&GP | £ 1,328.70 | Plus VAT |
| Motorola Moto G7 Power mobile 'phon | 1 | Office/with staff | Oct-19 | £ 133.32 | Office/staff | £ - | plus VAT |
| Printer - HP Colour LaserJet | 1 | Office/with staff | Oct-19 | £ 279.00 | Office | £ 288.40 | Plus VAT |
| Motorola Moto G7 Play mobile 'phon | 1 | Office/with staff | Mar-20 | £ 83.29 | Office/staff | £ - | Plus VAT |
| Dell laptop (refurbished) | 1 | Office/with staff | Jun-20 | £ 300.00 | Office/staff | £ 309.00 | |
| Philips V-Line 243V7QJABF 24" Full HD IPS Monitor | 1 | Office/with staff | Jan-21 | £ 94.97 | Office/staff | £ - | exc VAT |
| Microsoft Wired Desktop 600 for Business - keyboard and mouse | 1 | Office/with staff | Jan-21 | £ 18.53 | Office/staff | £ - | exc VAT |

| | | | | | | | |
|---|---------|--------------------------------|--------------------------------------|--------------------|--------------|--------------------|-------------------------|
| Hired Christmas motifs - Nov to Jan | | | | £ - | | £ - | insured under LCC cover |
| Defibrillator & Cabinet - St James Woodside | 1 | St James Woodside | Feb-21 | £ 1,500.00 | C&E | £ 1,500.00 | No VAT |
| | | | Totals | £ 47,956.73 | | £ 67,646.64 | |
| | | | Less: items held as custodian | £ 16,625.00 | | | |
| | | | Total | £ 31,331.73 | | | |
| Computer and other equipment - identified as Contents (c) in policy | | | | | | | |
| Handset Telephones | 2 | Office | 2017 | £ 40.00 | Office | | Plus VAT |
| Coffee Maker | 1 | Office | Not Known | £ 222.00 | Office | | inc VAT |
| Rexel Shredder | 1 | Office | Not Known | £ 50.00 | Office | | Plus VAT |
| 22" Acer Monitor | 1 | Office | Mar-12 | £ 65.78 | Office | | Plus VAT |
| Belonghi Electric Radiator | 1 | Office | Nov-12 | £ 149.99 | Office | | inc VAT |
| Rotatrim A3 trimmer | 1 | Office | Jan-17 | £ 74.40 | Office | | Plus VAT |
| Mini Russell Hobbs Fridge | 1 | Office | Jun-19 | £ 92.49 | Office | | New in 2019 |
| Refurbished Dell pc, intel core i5 /3rd gen, 240gb SSD, 8gb ram, windows 10 | 2 | Office | Aug-19 | £ 580.00 | Office | | |
| Refurbished 24" monitors | 2 | Office | Aug-19 | £ 100.00 | Office | | |
| | | | | £ 1,374.66 | | | |
| | | | | | Total | £ 2,672.72 | Global blanket cover |
| Furniture and other equipment identified as Contents (a) in the Insurance Policy | | | | | | | |
| Cups & Saucers | 34 each | Office | Not Known | Not Known | Office | | Plus VAT |
| Metal Post Box | 1 | Outside office. | Jan-09 | £ 58.00 | Office | | Plus VAT |
| Hat & Coat Stand | 1 | Office | Not Known | Not Known | Office | | inc VAT |
| Roll of Honours board | 1 | Office | 2008 | £ 495.00 | Office | | Plus VAT |
| Office Display Boards | 2 | Office | 2010 | £ 137.00 | Office | | Plus VAT |
| Year Planner | 1 | Office | 2009 | £ 30.95 | Office | | Plus VAT |
| Vertical Blinds | 7 | Meeting Room (5) Office (2) | 2011 | £ 605.00 | Library | | Plus VAT |
| Projector Screen | 1 | Office | 2010 | £ 60.00 | Office | | inc VAT |
| Fire Chief Safe | 1 | Office | Feb-11 | £ 830.63 | Office | | Plus VAT |
| Board Room Table | 1 | Office | Nov-08 | £ 10.00 | Office | | inc VAT |
| Board Room Chairs | 12 | Office | Nov-08 | £ 10.00 | Office | | est'd replacement value |
| Office Desk | 2 | Office | Nov-08 | Donated | Office | | Plus VAT |
| Office Chair | 2 | Office | Mar-12 | £ 169.00 | | | |
| | | Office | Apr-15 | £ 101.52 | Office | | Plus VAT |
| | | Office | Oct-14 | £ 105.84 | | | |
| Cushion Stacking Chairs | 12 | Office | Unknown | Unknown | Office | | inc VAT |
| Metal Folding Chairs | 8 | Office | Not known | Unknown | Office | | est'd replacement value |
| Metal /wood Tables | 2 | Office | Oct-14 | £ 201.36 | Office | | Plus VAT |
| Wooden 4 Drawer Filing Cabinets | 2 | Office | Nov-08 | Donated | Office | | Plus VAT |
| Wooden 3 Drawer Filing Cabinets | 2 | Office | Nov-08 | Donated | Office | | Plus VAT |
| Wooden Office Cupboard | 1 | Office | Nov-08 | Donated | Office | | Plus VAT |
| Open Front Wooden Bookcase | 4 | Office | Oct-08 | Donated | Office | | Plus VAT |
| Metal Secure Cupboard | 1 | Office | Not Known | Not Known | Office | | Plus VAT |
| Wooden bookcase - 2 shelves | 1 | Office | Feb-17 | £ 130.00 | Office | | |
| Whiteboard | 1 | Office | Aug-18 | £ 27.20 | | | |
| Printer shelf | 1 | Office/with staff | Dec-20 | £ 30.82 | Office/staff | | exc VAT |
| Footrest | 1 | Office/with staff | Dec-20 | £ 21.84 | Office/staff | | exc VAT |
| | | | | £ 3,024.16 | Total | £ 7,519.53 | Global blanket cover |

| | | |
|----------------|--------------------------|------------------------|
| Summary | Acquisition Value | Insurance Value |
|----------------|--------------------------|------------------------|

| | | |
|----------------------|--------------|--------------|
| Real Property | £ 600,000.00 | £ 600,000.00 |
|----------------------|--------------|--------------|

| | | |
|---------------------|--|--|
| Fixed Assets | | |
|---------------------|--|--|

| | | |
|----------------------------|-------------|-------------|
| Total Items - any location | £ 31,331.73 | £ 67,646.64 |
|----------------------------|-------------|-------------|

| | | |
|---|------------|------------|
| Total computer and other office equipment | £ 1,374.66 | £ 2,672.72 |
|---|------------|------------|

| | | |
|-----------------|------------|------------|
| Total furniture | £ 3,024.16 | £ 7,519.53 |
|-----------------|------------|------------|

| | | |
|---------------|---------------------|---------------------|
| Totals | £ 635,730.55 | £ 677,838.88 |
|---------------|---------------------|---------------------|

| | | |
|---------------------------------------|-----|--|
| Total long-term financial investments | £ - | |
|---------------------------------------|-----|--|

| | | | |
|--------------------------------|-------------|-------------|----------------------------|
| Total staffing costs per annum | £ 53,551.00 | £ 50,000.00 | Key Personnel Cover |
|--------------------------------|-------------|-------------|----------------------------|

HORSFORTH TOWN COUNCIL MEETINGS - 2022-23

| Day | 2022 | | | | | | | | | | | | 2023 | | | | | Day |
|------|----------------|----------------|------------|-----------------|------------|---------|-----|------------|------------------|------------|---------|------------|------------------|----------------|-------|--|--|-----|
| | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | | | | | |
| Mon | | | | 1 | | | | | | | | | | 1 Bank Holiday | Mon | | | |
| Tues | | | | 2 | | | | 1 | | | | | | 2 | Tues | | | |
| Wed | | 1 | | 3 | | | | 2 | | | 1 | | 1 | 3 | Wed | | | |
| Thu | | 2 Bank Holiday | | 4 | 1 | | | 3 | 1 C&E | | 2 | 2 C&E | | 4 ELECTIONS | Thu | | | |
| Fri | | 3 Bank Holiday | 1 | 5 | 2 | | | 4 | 2 | | 3 | 3 | | 5 | Fri | | | |
| Sat | | 4 | 2 | 6 | 3 | 1 | | 5 | 3 | | 4 | 4 | 1 | 6 | Sat | | | |
| Sun | 1 | 5 | 3 | 7 | 4 | 2 | | 6 | 4 | 1 | 5 | 5 | 2 | 7 | Sun | | | |
| Mon | 2 Bank Holiday | 6 | 4 | 8 | 5 | 3 | | 7 | 5 | 2 New Year | 6 | 6 | 3 | 8 | Mon | | | |
| Tues | 3 | 7 | 5 | 9 | 6 | 4 | | 8 | 6 | 3 | 7 | 7 | 4 | 9 | Tues | | | |
| Wed | 4 | 8 | 6 | 10 | 7 | 5 | | 9 | 7 | 4 | 8 | 8 | 5 | 10 | Wed | | | |
| Thu | 5 ELECTIONS | 9 | 7 AMTC | 11 | 8 C&E | 6 | | 10 F&GP | 8 | 5 | 9 | 9 F&GP | 6 | 11 | Thu | | | |
| Fri | 6 | 10 | 8 | 12 | 9 | 7 | | 11 | 9 | 6 | 10 | 10 | 7 Good Friday | 12 | Fri | | | |
| Sat | 7 | 11 | 9 | 13 | 10 | 8 | | 12 | 10 | 7 | 11 | 11 | 8 | 13 | Sat | | | |
| Sun | 8 | 12 | 10 | 14 | 11 | 9 | | 13 | 11 | 8 | 12 | 12 | 9 | 14 | Sun | | | |
| Mon | 9 | 13 | 11 | 15 | 12 | 10 | | 14 | 12 | 9 | 13 | 13 | 10 Easter Monday | 15 | Mon | | | |
| Tues | 10 | 14 | 12 | 16 | 13 | 11 | | 15 | 13 | 10 | 14 | 14 | 11 | 16 | Tues | | | |
| Wed | 11 | 15 | 13 | 17 | 14 | 12 | | 16 | 14 | 11 | 15 | 15 | 12 | 17 | Wed | | | |
| Thu | 12 F&GP | 16 C&E | 14 F&GP | 18 | 15 F&GP | 13 | | 17 PL&T | 15 PL&T | 12 F&GP | 16 PL&T | 16 PL&T | 13 PL&T | 18 AMTC | Thu | | | |
| Fri | 13 | 17 | 15 | 19 | 16 | 14 | | 18 | 16 | 13 | 17 | 17 | 14 | 19 | Fri | | | |
| Sat | 14 | 18 | 16 | 20 | 17 | 15 | | 19 | 17 | 14 | 18 | 18 | 15 | 20 | Sat | | | |
| Sun | 15 | 19 | 17 | 21 | 18 | 16 | | 20 | 18 | 15 | 19 | 19 | 16 | 21 | Sun | | | |
| Mon | 16 | 20 | 18 | 22 | 19 | 17 | | 21 | 19 | 16 | 20 | 20 | 17 | 22 | Mon | | | |
| Tues | 17 | 21 | 19 | 23 | 20 | 18 | | 22 | 20 | 17 | 21 | 21 | 18 | 23 | Tues | | | |
| Wed | 18 | 22 | 20 | 24 | 21 | 19 | | 23 | 21 | 18 | 22 | 22 | 19 | 24 | Wed | | | |
| Thu | 19 PL&T | 23 | 21 PL&T | 25 PL&T | 22 PL&T | 20 PL&T | | 24 Council | 22 Office closed | 19 PL&T | 23 | 23 Council | 20 | 25 | Thu | | | |
| Fri | 20 | 24 | 22 | 26 | 23 | 21 | | 25 | 23 Office closed | 20 | 24 | 24 | 21 | 26 | Fri | | | |
| Sat | 21 | 25 | 23 | 27 | 24 | 22 | | 26 | 24 | 21 | 25 | 25 | 22 | 27 | Sat | | | |
| Sun | 22 | 26 | 24 | 28 | 25 | 23 | | 27 | 25 | 22 | 26 | 26 | 23 | 28 | Sun | | | |
| Mon | 23 | 27 | 25 | 29 Bank Holiday | 26 | 24 | | 28 | 26 Boxing Day | 23 | 27 | 27 | 24 | 29 | Mon | | | |
| Tues | 24 | 28 | 26 | 30 | 27 | 25 | | 29 | 27 Christmas | 24 | 28 | 28 | 25 | 30 | Tues | | | |
| Wed | 25 | 29 | 27 | 31 | 28 | 26 | | 30 | 28 Office closed | 25 | | 29 | 26 | 31 | Wed | | | |
| Thu | 26 | 30 PL&T | 28 Council | | 29 Council | 27 | | | 29 Office closed | 26 Council | | 30 | 27 | | Thurs | | | |
| Fri | 27 | | 29 | | 30 | 28 | | | 30 Office closed | 27 | | 31 | 28 | | Fri | | | |
| Sat | 28 | | 30 | | | 29 | | | 31 | 28 | | | 29 | | Sat | | | |
| Sun | 29 | | 31 | | | 30 | | | | 29 | | | 30 | | Sun | | | |
| Mon | 30 | | | | | 31 | | | | 30 | | | | | Mon | | | |
| Tues | 31 | | | | | | | | | 31 | | | | | Tues | | | |
| Day | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | Day | | | | |

Key

AMTC - Annual Meeting of the Town Council, followed by the first Council meeting of the Council year

ATM - Annual Town Meeting

C&E - Community & Environment Committee

F&GP - Finance & General Purposes Committee

PL&T - Planning, Licensing & Traffic Committee

All meetings start at 7pm, unless otherwise stated