



Horsforth Town Council

Mechanics Institute
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Horsforth
Leeds
LS18 5BL

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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 28th July 2022 at 7:00pm** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

B Crabtree
Locum Clerk
23rd July 2022

Agenda

- 1. To receive apologies for absence and to consider the reason for the absence**
- 2. 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 paragraphs 14-19 of 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 paragraphs 20-21 of the Members' Code of Conduct.
- 3. 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.
- 4. Minutes of the previous meeting**
Council is asked to approve the minutes of the Annual meeting of the Town Council held on 7th July 2022. See Agenda Pack.
- 5. To receive and note the minutes of the following meetings:**
See agenda pack. Draft minutes not contained in the pack will be circulated at a later date.

Planning, Licensing and Traffic Committee	30 th June 2022 and 21 st July 2022
Staffing and Employment Committee	1 st May 2022, 7 th June 2022, 14 th June 2022 and 21 st June 2022

6. Financial Matters – Documents to be provided

- 6.1. To consider and approve the end of year accounts and list of payments to 31st March 2022
- 6.2. To note the Internal Auditor's Final Report 2021-2022 and agree any action required.
- 6.3. To note the Annual Internal Audit Report for 2021/2022 included at page 3 of the Annual Governance and Accountability Return 2021/2022
- 6.4. To approve Section 1 - Annual Governance Statement 2021/2022 for Horsforth Town Council on page 4 of the Annual Governance and Accountability Return 2021/2022
- 6.5. To approve Section 2 - Accounting Statements 2021/2022 for Horsforth Town Council on page 5 of the Annual Governance and Accountability Return 2021/2022
- 6.6. To agree to set the period for exercise of public rights of inspection of the accounts
- 6.7. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities. This includes:
 - Annual Internal Audit Report 2021/2022
 - Section 1 – Annual Governance Statement 2021/2022
 - Section 2 – Accounting Statements 2021/2022
 - Analysis of variances
 - Bank Reconciliation to 31 March 2022
 - Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. Resolved to approve the publication of the documents stated above.
- 6.8. To approve/note the following payments:
 - Directions Planning – NP Training £952.80
 - Leeds City Council – Victoria by-election costs - £7744.67
 - Leeds City Council – floral displays - £2235.67
- 6.9. To appoint signatories to the Council's bank and building society accounts

7. Organisational matters

- 7.1. To consider/agree the insurance renewal quotes and agree any necessary action. Documents to be provided
- 7.2. To note the Attendance Record 2021-2022. See agenda pack

8. To receive an update and consider/agree any action for the following committees:

- 8.1. Finance and General Purposes
- 8.2. Planning, Licensing and Traffic
- 8.3. Community and Environment
 - a) To consider removing Events Sub-Committee and have working groups for Remembrance, Christmas and Annual Event. Office to have responsibility for Annual Town Meeting.
 - b) To agree the membership of the Events Sub-Committee/working groups
- 8.4. Staffing and Employment

9. To receive an update and consider/agree any action for the following working groups:

- 9.1. 3 & 5 Development Group
 - a) To agree the Lead of the group
 - b) To approve the Terms of Reference. See Agenda Pack.
 - c) To consider and agree to delegate powers to the Proper Officer for emergency decisions in liaison with the keyholders and Lead of the group.
 - d) To approve the quote for new security keys at a cost of £110 plus VAT
 - e) To consider and agree any further recommendations
- 9.2. Community Infrastructure Levy Advisory Group
- 9.3. Editorial Working Group
- 9.4. Neighbourhood Plan Working Group

10. Horsforth Policing Update

To note and consider the latest crime statistics for Horsforth - To be available at the meeting.
To consider any other policing matters.

11. Reports from external organisations

To consider reports and any action required in relation to:

- 11.1. Dementia Friendly.
- 11.2. Horsforth Fairtrade
- 11.3. Young People's Champion

12. Matters for information

To note the following:

- Information previously circulated to members, including consultation documents
- Matters raised by members of the public

13. Council Surgery

Two councillors are requested to provide their names for attendance at the next Council Surgery – 6:30pm to 7:00pm, 29th September 2022.

14. Items for future agenda

15. Date of next meeting

Members are asked to note the date of the next meeting: 29th September 2022

Deadline for agenda items: 19th September 2022

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 Townsley