



Horsforth Town Council

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Meeting of the Town Council - Minutes Thursday 28th July 2022 at 7.00pm

Present: In Chair – Cllr Stones

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
Emmie Bromley	Reiss Capitano	Simon Dowling	Jude Arbuckle	Chris Calvert
Eddie Hyndes	Dawn Collins	Katharine Firth	Mark Fletcher	
Raymond Jones	Rob Harris	Richard Hardcastle		
	Christine Glover	Peter Mallott		
	Margaret Townsley	Tracy Stones		

In attendance: B Crabtree - Locum Clerk

- HTC/22.1** **To receive apologies for absence and to consider the reason for the absence**
Apologies were received from Cllr B. Batchelor, Cllr J. Garvani, Cllr C. Sellers, Cllr Sam Dowling and Cllr B. Heaviside and reasons were approved.
- HTC/22.2** **Declaration of Disclosable Pecuniary and other Interests**
None declared.
- HTC/22.3** **To consider questions and comments from members of the public at the Chairman's discretion**
No members of the public were present.
- HTC/22.4** **Minutes of the previous meeting**
Resolved to approve the minutes of the meeting held on 7th July 2022 as a true and accurate record.
- HTC/22.5** **To receive and note the minutes of the following meetings:**
The following minutes were noted:
- | | |
|---|--|
| Planning, Licensing and Traffic Committee | 30 th June 2022 and 21 st July 2022 |
| Staffing and Employment Committee | 7 th June 2022, 14 th June 2022 and 21 st June 2022 |
| Community and Environment Committee | 16 th June 2022 |
| Extraordinary Meeting | 30 th May 2022 |

HTC/22.6

Financial Matters

It was noted that the Clerk/RFO had not prepared the financial documents in time for the meeting due to a number of reasons and an extraordinary meeting has been called for the end of year accounts and AGAR to be approved on 18th August 2022.

The Cllrs discussed this and felt that it was unacceptable as they have been unable to approve the documents at the last two meetings. The Town Council has a responsibility to be transparent and be accountable to the members of public with public funds.

22.6.1 To consider and approve the end of year accounts and list of payments to 31st March 2022

Resolved to defer to the next meeting.

22.6.2 To note the Internal Auditor's Final Report 2021-2022 and agree any action required.

Resolved to defer to the next meeting.

22.6.3 To note the Annual Internal Audit Report for 2021/2022 included at page 3 of the Annual Governance and Accountability Return 2021/2022

Resolved to defer to the next meeting.

22.6.4 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

Resolved to defer to the next meeting.

22.6.5 To approve Section 2 - Accounting Statements 2021/2022 for Horsforth Town Council on page 5 of the Annual Governance and Accountability Return 2021/2022

Resolved to defer to the next meeting.

22.6.6 To agree to set the period for exercise of public rights of inspection of the accounts

Resolved to defer to the next meeting.

22.6.7 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.

Resolved to defer to the next meeting.

22.6.8 To approve/note the following payments:

Resolved to approve 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

22.6.9 To appoint signatories to the Council's bank and building society accounts

Resolved that Cllr Simon Dowling, Cllr Garvani, Cllr Hardcastle and Cllr Hyndes continue to be signatories.

Cllr Stones gave an update about the Metro bank account.

HTC/22.7

Organisational matters

22.7.1 To consider/agree the insurance renewal quotes and agree any necessary action.

It was noted that the current policy is due for renewal in September and the Clerk has been obtaining three quotes. Two providers have requested rebuilding costs. This was discussed.

Resolved to remain with the current provider and not to obtain further quotes. The insurance will be reviewed again in the future once building works have been completed.

22.7.2 To note the Attendance Record 2021-2022.

The Attendance Record was noted, and amendments were requested.

- HTC/22.8 To receive an update and consider/agree any action for the following committees:**
- 22.8.1 Finance and General Purposes**
See item HTC/22.6.
- 22.8.2 Planning, Licensing and Traffic**
The minutes were noted.
- 22.8.3 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.**
Resolved to form three working groups with individual Leads or one for all if that occurs. The working groups will report back to the Community and Environment Committee, there will be no membership limit and the TOR will include provision for emergency actions.
- b) **To agree the membership of the Events Sub-Committee/working groups**
Resolved that the Cllrs will email the Clerk with proposals.
- 22.8.4 Staffing and Employment**
Cllr Stones reported on staffing matters, and it was noted that a meeting is being held on 11th August 2022.

- HTC/22.9 To receive an update and consider/agree any action for the following working groups:**
- 22.9.1 3 & 5 Development Group**
Cllr Simon Dowling read out an email from Cllr Garvani, which is as follows:
I was amazed to be told on Thursday 22nd June, that there was a Freedom of Information request that named me and needed my urgent attention.
On checking my email, the FoI was requesting all correspondence between me, as a City Councillor, and Leeds City Council that discussed 3 & 5 The Green.
Whilst I was the Lead on 3 & 5 The Green, I was always open with the Steering Group and told them of any meetings about the buildings and never attended any such meetings without either the Clerk or other Councillors present.
If any Councillor wanted information about emails between myself and LCC on this subject, they simply could have asked rather than incurring LCC Officer time and expense in dealing with an FoI request.
- a) **To agree the Lead of the group**
Resolved to appoint Cllr Collins as the Lead of the group.
- b) **To approve the Terms of Reference**
Resolved to defer to the next meeting as amendments are required.
- 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.**
Resolved 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**
Resolved to approve the quote for the new security keys.
- e) **To consider and agree any further recommendations**
It was **resolved** that Cllr Arbuckle, Cllr Collins, Cllr Simon Dowling are the named keyholders/contact for 3 & 5 The Green.
It was noted the energy contract may need to be reviewed but further information is required before doing so.
- 22.9.2 Community Infrastructure Levy Advisory Group**
Cllr Hardcastle reported that the group have not met since re-appointing members and are not due to meet in August.
- 22.9.3 Editorial Working Group**
Cllr Simon Dowling reported that the group are due to start working on Horsforth Matters.
Cllr Stones reported that the website provider has been unable to provide a means of locating and finding the links. Third party software is available to proofread and

locate links. The Site Map is to locate the pages only. She will investigate this further.

22.9.4 Neighbourhood Plan Working Group

Cllr Stones reported that M. Hughes has politely declined the offer to be co-opted. It was noted that the PLT Committee are referring to the document when commenting on planning applications.

HTC/22.10

Horsforth Policing Update

To note and consider the latest crime statistics for Horsforth

The latest crime statistics report dated 20th July 2022 was noted.

To consider any other policing matters.

PC Long attended the meeting and gave the following report:

- PC Carlton Russell will become the new Ward Manager for Horsforth on 8th August 2022 and new PCSO Lyndon Thomas will be starting on 5th September 2022. This will bring the staffing up to 3 for the Horsforth Ward.
- They are currently struggling with the number of live calls as there are on average 50 live calls waiting for arrival/attendance.
- In the last 31 days there have been:
20 burglaries.
4 vehicle thefts including vehicles and parts. It was noted that keyless vehicles have been targeted and this can be prevented by ensuring the key is in a container that stops emitting the signal.
Several drug deals have been intercepted.
- It was noted that there are a number of electric scooters/motorbikes in the area, and they are trying to deal with the issue.
- A current incident was discussed, and Cllr Jones asked why nothing has been done about it. PC Long explained the investigation/arrest process.
- PC Long confirmed that 999 should be called if the incident needs dealing with asap.

HTC/22.11

Reports from external organisations

To consider reports and any action required in relation to:

22.11.1 Dementia Friendly

Cllr Calvert reported the following:

We had a successful Dementia Action Week in May with several events including a Dementia Friendly quiz night (raising funds for the Alzheimer's Society), a movie night, and an afternoon tea event with musical moments. Attendees well received all these events.

The most recent meeting of Dementia Friendly Horsforth (DFH) took place on 11th July. Sarah Prescott from Leeds Older People's Forum attended the meeting and discussed the work she had been doing recently around working with making businesses around Leeds more Dementia Friendly. As a group, we want to engage with local businesses again anyway but put that on the 'back burner' during Covid. DFH already has a list of businesses it wishes to approach.

The group is in the process of creating a card or leaflet to take around local businesses inviting them to get in touch to find out more about Dementia Friendly Horsforth and potentially book an information session for their staff.

Horsforth Town Council's Children and Young People's Champion Cllr Reiss Capitano also attended the meeting and explained that he would like to work with the group to go into the local schools to help raise awareness of Dementia. The group had done this in the past, but this was some years ago and felt it was a promising idea.

We are now looking to arrange an event for autumn time, in September or October inviting Wendy Mitchell to speak again after our successful event with her 'Tea with Wendy' a couple of years ago.

22.11.2 Horsforth Fairtrade

No update.

22.11.3 Young People's Champion

Cllr Capitano reported that he attended the Dementia Friendly Horsforth meeting and has agreed to contact the local Primary/high schools to see how they can work together.

HTC/22.12 Matters for information

To note the following:

- **Information previously circulated to members, including consultation documents**
The memorial trees on Broadway were discussed and it was noted that Highways have agreed to replace them.
- **Matters raised by members of the public**
No matters have been raised.

HTC/22.13 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.

Cllr Mallott and Cllr Townsley agreed to attend the next Council surgery.

HTC/22.14 Items for future agenda

The following items were requested:

Budget review

Good Citizen Award

HTC/22.15 Date of next meeting

Resolved that the next meeting is to be held on 29th September 2022 and the deadline for agenda items is 19th September 2022.

The meeting closed at 8.51pm.

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