



## Horsforth Town Council

Mechanics Institute  
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### To Members of the Community and Environment Committee:

You are summonsed to attend a meeting of the **Community and Environment Committee** on **Thursday 8<sup>th</sup> September 2022 at 7pm** to be held at the Town Council Office, Mechanics Institute, Town Street, Horsforth for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

B. Crabtree  
Locum Clerk  
3<sup>rd</sup> September 2022

### Agenda

1. **To accept apologies and the reason for 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**  
To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda.  
The period of public participation shall not exceed 15 minutes unless directed by the Chairman.  
A member of the public shall not speak for more than 3 minutes.  
A question shall not require a response at the meeting nor start a debate on the question.  
The Chairman of the meeting may direct that a written or oral response be given.  
Members of the public may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.
4. **To approve the minutes of the Community and Environment Committee meeting held on 16<sup>th</sup> June 2022. See agenda pack.**
5. **To review and agree the Terms of Reference. See agenda pack.**
6. **Grant/Sponsorship feedback**
  - 6.1. To receive feedback from previous applications/sponsorship
  - 6.2. To consider any grant applications. See agenda pack.
7. **Good Citizen and Young Achiever Awards Scheme**  
To receive any updates and to consider and agree any action required.

- 8. Horsforth Town Council Christmas Lights 2022**  
To receive any updates and to consider and agree any action required.
- 9. Events**
  - 9.1. To consider and agree the membership of the following Event Working Groups:
    - a) Remembrance Service
    - b) Christmas Event
    - c) Annual Event
  - 9.2. To appoint a Lead for each Events Working Group
  - 9.3. To consider and agree the Working Groups Terms of Reference. See agenda pack.
  - 9.4. To receive an update about the following events and approve proposed actions/quotes:
    - a) Remembrance Service
    - b) Christmas Event
  - 9.5. To consider any other action required in relation to events
- 10. Horsforth Matters**
  - 9.1. To consider Terms of Reference for the Editorial Working Group. See agenda pack.
  - 9.2. To agree a date for the next issue of Horsforth Matters.
  - 9.3. To receive any updates and to consider and agree any action required.
- 11. Newlay Weir**  
To receive any updates and to consider and agree any action required.
- 12. Jubilee Garden**  
To receive any updates and to consider and agree any action required.
- 13. Floral displays**  
To receive any updates and to consider and agree any action required. See agenda pack.
- 14. Band Concerts**  
To receive any updates and to consider and agree any action required.
- 15. Hall Park**  
To receive any updates and to consider and agree any action required.
- 16. Litter**  
To consider and agree any action.
- 17. Committee Budget**  
To consider the budget for 2023-2024. Documents to follow.
- 18. Items for future agenda**
- 19. Date of the next Meeting**  
Next meeting of the Committee: 1<sup>st</sup> December 2022  
Deadline for agenda items: 22<sup>nd</sup> November 2022

*Distribution: Cllrs B. Batchelor, E Bromley, C Calvert, R. Capitano, SL Dowling, J Garvani,  
R Hardcastle, E Hyndes, P Mallott, T Stones, M Townsley*