



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

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 29th September 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 September 2022

Agenda

- 1. The meeting will commence with a minute's silence for Her Majesty followed God Save The King**
- 2. To receive apologies for absence and to consider the reason for the absence**
- 3. 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.
- 4. 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.
- 5. Minutes of the previous meeting**
Council is asked to approve the minutes of the meeting of the Town Council held on 28th July 2022 and the Extraordinary Meetings held on 18th August 2022 and 1st September 2022. See Agenda Pack.
- 6. To receive and note the minutes of the following meetings:**
See agenda pack. Draft minutes not contained in the pack will be circulated later.
Planning, Licensing and Traffic Committee 1st September 2022
Staffing and Employment Committee 11th August 2022, 31st August 2022

7. Financial Matters

- 7.1. To consider and approve the accounts and list of payments to 30th August 2022. See agenda pack.
- 7.2. To approve/note the following payments:
 - Business Rates for 3&5 The Green – Leeds City Council - £6802.59
 - Salary – Clerk - £4683.10
 - Salary – Locum Clerk - £953.58
 - Electricity at 3&5 The Green – Engie - £7676.43 (Please note: there may have been an increase since the agenda was issued)
 - Roofing works at 3&5 The Green – Airedale Roofing - £6450.00
 - Dehumidifier/electrical and wastewater works at 3&5 The Green – L & B Property - £552.00
 - External painting at the Stables – Yorkshire Decorators LTD - £840.00
 - Band concerts – Leeds City Council - £975.00
 - Bookkeeping – T& B Bookkeeping Services - £594.00
 - Keys for 3&5 The Green – Meridian - £100.00
 - 2021 Wreath – Royal British Legion - £42.50
 - Book of Condolences – S. Dowling - £31.98
 - Accessible Roundabout at Newlaithes - Leeds City Council - £5093.00
 - Queens Jubilee Garden – Horsforth in Bloom - £120.00
 - Flowers – T. Stones - £95.00
 - Insurance – Zurich - £1833.30
 - Laminating the NDP map – T. Stones - £9.00
 - Office 365- Enlightened IT Services – £96.60
 - Printing costs – Commerce Business Solutions - £67.50
- 7.3. To consider and agree to arrange training for Rialtas Accounts Software at a cost of £200.00
- 7.4. To agree to remain with the SAAA sector led auditor appointment regime
- 7.5. To agree to authorise a credit card for the Locum Clerk
- 7.6. To consider a grant request from Friends of Horsforth Hall Park. See agenda pack.

8. To consider matters requested by Councillors and agree any necessary action:

- 8.1. To consider having a Horsforth Town Council tabletop stall each month at the Farmer’s Market to raise the profile of our Council. See agenda pack
- 8.2. To consider purchasing a set of lamp-post flagpoles in readiness for Christmas to be placed along Town Street, Station Road and New Roadside, working in partnership with local businesses to possibly sponsor a flagpole attachment.
- 8.3. To consider and agree the arrangements for the Good Citizen Award
- 8.4. To consider working in collaboration with Horsforth Climate Action on a formal basis and agree to publish a statement

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

- 9.1. Finance and General Purposes
- 9.2. Planning, Licensing and Traffic
- 9.3. Community and Environment
- 9.4. In view of the confidential nature of the business to be transacted in Item 9.5. to consider to temporarily exclude the press and public and that they be asked to withdraw from the meeting
- 9.5. Staffing and Employment

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

- 10.1. 3 & 5 Development Group
 - a) To consider and agree that R. Crooks Partnership be appointed as architect
 - b) To consider and agree the Terms of Reference for the Working Group. See agenda pack.
- 10.2. Community Infrastructure Levy Advisory Group
- 10.3. Editorial Working Group
 - a) To consider Terms of Reference for the Editorial Working Group. See agenda pack.

- b) To agree a date for the next issue of Horsforth Matters.
- 10.4. Neighbourhood Plan Working Group
- 10.5. Event Working Groups
- a) To consider and agree the membership for the following Event Working Groups:
- Remembrance Service
 - Christmas Event
 - Annual Event
- b) To appoint a Lead for each Events Working Group
- c) To consider and agree the Working Groups Terms of Reference. See agenda pack.
- d) To receive an update about the following events and approve proposed actions/quotes:
- Remembrance Service
 - Christmas Event
- e) To consider publish information about HTC events on media platforms.
- f) To consider and agree First Aid arrangements for upcoming events. See agenda pack.

11. Reports from external organisations

To consider reports and any action required in relation to:

11.1. Dementia Friendly.

- a) For Council to consider as a Full Council, to receive a Dementia Friendly Horsforth awareness session
- b) To apply as a Council to become a 'business' Dementia Friendly Council – to receive our updated sticker status
- c) To agree to allow Dementia Friendly the use of the Council's postal address for any post

11.2. Horsforth Fairtrade

11.3. Young People's Champion

11.4. To note that a meeting is being held with ABCD/HCAP and an update will be given at the next meeting.

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, 24th November 2022

14. Items for future agenda

15. Date of next meeting

Members are asked to note the date of the next meeting: 24th November 2022

Deadline for agenda items: 14th November 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