



## **Horsforth Town Council**

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### **To Members of the Council**

You are summonsed to attend the Annual Meeting of the Town Council at St Margaret's Parish Centre on **25<sup>th</sup> May 2016 to start at 7.15pm and finish at 7.45pm.**

*Members of the public are welcome to attend the Council meeting.*

*C. Dodd*

C. Dodd - Clerk to the Council  
19.5.15

### **Agenda**

#### **1. Election of Chairman.**

Council is asked to elect a Chairman of Council.  
Elected Chair to sign acceptance of office.

#### **2. Election of Vice Chairman.**

Council is asked to elect a Vice Chairman of Council.  
Elected Vice Chair to sign acceptance of office.

#### **3. To receive apologies for absence and to consider the reason for the absence.**

#### **4. 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.

**5. 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.

**6. Minutes of the previous meeting.**

Council is asked to approve the minutes of the Annual Meeting of the Town Council held on the 20<sup>th</sup> May 2015.

**7. Policies and procedures. To consider renewing, adopting or changing the policies and procedures listed under.**

These policies & procedures are available in the Town Council Members Packs.

*If you require further copies please contact the office.*

- Standing Orders
- Financial Regulations
- Audit Plan
- Financial Risk Assessment
- Risk Management
- Asset Register
- Complaints Policy
- Equal Opportunities Policy
- Horsforth Town Council Code of Conduct revised 2012
- Freedom of Information Act Model Publication 2009
- Management of Records Policy
- Public Speaking at Council and Committee meetings
- Community Grants Policy
- Sponsorship Policy
- Good Citizen Awards
- Young Achievers Award
- Statement of Intent as to Community Engagement
- Statement of Intent for Staff and Elected members Training
- Dignity at Work/Bullying and Harassment Policy
- Disciplinary & Grievance Procedure
- Communications Policy
- Health & Safety Policy
- Lone Working Policy
- Internal Control Check
- Terms of Reference:
  - Finance & General Purpose Committee Planning & Licensing
  - Committee Community Committee Environment Committee
  - Public Safety & Traffic Committee
  - Complains & Grievance Committee
  - Staffing & Employment Committee
  - Authorities and Responsibilities of a Line Manager/Liaison Officer for the Clerk to the Council.

**8. Horsforth Town Council website documentation.**

The Council is to consider publishing online the following documents:

- Standing Orders
- Financial Regulations
- Publication Scheme
- Latest Annual Return
- Transparent information about Council Payments
- A calendar of all meetings including the Annual Town Meeting
- The minutes for at least one year of the full council and committee meetings
- Current agendas
- Budget and Precept information
- Complains procedure
- Council contact details and Councillor information in line with the Transparency Code
- This year's action plan
- Evidence of consulting the community
- Publicity advertising council events

**9. To consider the Council has the following in place:**

- Up to date insurance policies that mitigate risks to public money.
- Disciplinary and grievance procedures
- Training policy for new staff and councillors
- Records of training taken by staff and councillors
- The Clerk achieved 12 CPD points in the last year.

**10. Appointment of committee membership.**

Council is asked to consider committee membership which will be provided at the meeting.

**11. Election of Chairman of the Finance and General Purpose Committee.**

Council is asked to elect a Chairman for the Finance and General Purpose Committee.

**12. Election of Vice Chairman of the Finance and General Purpose Committee.**

Council is asked to elect a Vice Chairman for the Finance and General Purpose Committee.

**13. Election of Chairman of the Public Safety and Traffic Committee.**

Council is asked to elect a Chairman for the Public Safety and Traffic Committee.

**14. Election of Vice Chairman of the Public Safety and Traffic Committee.**

Council is asked to elect a Vice Chairman for the Public Safety and Traffic Committee.

**15. Election of Chairman of the Planning and Licensing Committee.**

Council is asked to elect a Chairman for the Planning and Licensing Committee.

**16. Election of Vice Chairman of the Planning and Licensing Committee.**

Council is asked to elect a Vice Chairman for the Planning and Licensing Committee.

**17. Election of Chairman of the Community Committee.**

Council is asked to elect a Chairman for the Community Committee.

**18. Election of Vice Chairman of the Community Committee.**

Council is asked to elect a Vice Chairman for the Community Committee.

**19. Election of Chairman of the Environment Committee.**

Council is asked to elect a Chairman for the Environment Committee.

**20. Election of Vice Chairman of the Environment Committee.**

Council is asked to elect a Vice Chairman for the Environment Committee.

**21. Election of Chairman of the Staffing Sub Committee.**

Council is asked to elect a Chairman for the Staffing Sub Committee.

**22. Election of Vice Chairman of the Staffing Sub Committee.**

Council is asked to elect a Vice Chairman for the Staffing Sub Committee.

**23. Appointment of a Youth Champion.**

To consider appointing a youth champion.

**24. To appoint members to represent the Council at YLCA branch meetings.**

To consider appointing members to attend the YLCA branch meetings on the following dates:

**7 June at 7.30pm – Horsforth Town Council Office.**

**The 2016 Joint Annual Meeting will be held at The Bridge Hotel, Wetherby on Saturday, 16 July at 2.00pm.**

**Tuesday 11 October 7.30pm - Horsforth Town Council Office.**

*Advice from YLCA: Councils can send as many representatives to branch meetings as they wish. However no more than two can be designated as voting representatives.*

**25. Annual review of risk management.**

To complete the annual review of the Council's risk management.

**26. Council's review of internal audit and Council's internal control check.**

To consider allocating the responsibility for:

26.1 Two Councillors to carry out the Council's review of internal audit, to be carried out no later than the end of July 2016.

26.2 Two Councillors to carry out the Council's internal control checks by the end of October 2016.

**27. Internal Auditor 2016/17**

To consider Yorkshire Audit Services to carry out the council's two internal audits for FY 2016/17, and that they are independent with no conflict of interests or have any other business with the Council.

**28. Register of interests - Chapter 7 of Part 1 of the Localism Act 2011**

Councillors are asked to check their Register of Interests details (link from Horsforth Town Council website) and advise the office of any changes.

**29. Date of the next Annual Meeting of the Town Council.**

To be confirmed.

*Distribution: Councillors: T. Hanley, M. Wharton, M. Boyes, M. Holmes, M. Hughes, D. Prater, V. Wood-Robinson, C. Cordingley, S. Dowling, R. Hardcastle, J. Hardy, P. Mallott, D. Collins, R. Jaques, I. Scott, N. Tinsley, R. Wilkinson, J. Garvani, S. Glover, R. O'Callaghan, J. Pritlove, A. Radford.*