



## Horsforth Town Council

**Full Council Minutes  
Wednesday 25 January 2017 at 7.15pm**

**Present: In Chair** - Cllr J Garvani

Cllr M Boyes, Cllr D Collins, Cllr S Dowling, Cllr S Glover, Cllr T Hanley, Cllr R Hardcastle, Cllr J Hardy, Cllr M Holmes, Cllr M Hughes, Cllr R O'Callaghan, Cllr D Prater, Cllr J Pritlove, Cllr A Radford, Cllr I Scott, Cllr N Tinsley, Cllr M Wharton, Cllr V Wood-Robinson

**In attendance:** J Sou – Acting Clerk, 1 member of the public

**HTC/16.73 – HTC/16.80 These minute numbers have been left blank deliberately.**

**HTC/16.81 To receive apologies for absence and to consider the reason for the absence**

It was proposed by Cllr D Collins, seconded by Cllr J Pritlove and **resolved that the apologies and reasons for absence from Cllrs R Jacques, P Mallott and R Wilkinson be accepted.**

**HTC/16.82 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.

None declared.

**HTC/16.83 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 Committee. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

One member of public in attendance stated he wished only to observe.

**HTC/16.84 Minutes of the previous meeting**

The minutes of the Council meeting of 23 November 2016 were not available due to the Clerk's absence on sick leave.

**HTC/16.85 To submit the minutes of Committee meetings as listed under for Council's approval**

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Environment Committee	8 September 2016
Planning and Licensing Committee	17 November 2016
Environment Committee	1 December 2016
Community Committee	8 December 2016
Planning and Licensing Committee	15 December 2016
Community Committee – extraordinary	5 January 2017
Finance and General Purposes Committee	12 January 2017

**16.85.1.** It was proposed by Cllr M Hughes, seconded by Cllr R Hardcastle and **resolved to approve the minutes of the following Committee meetings:**

<b>Environment Committee</b>	<b>8 September 2016</b>
<b>Planning and Licensing Committee</b>	<b>17 November 2016</b>
<b>Environment Committee</b>	<b>1 December 2016</b>
<b>Community Committee</b>	<b>8 December 2016</b>
<b>Planning and Licensing Committee</b>	<b>15 December 2016</b>

**16.85.2.** It was proposed by Cllr M Hughes, seconded by Cllr S Glover and **resolved to approve the minutes of the extraordinary Community Committee meeting of 5 January 2017.**

**16.85.3.** It was proposed by Cllr S Dowling, seconded by Cllr V Wood-Robinson and **resolved to approve the minutes of the Finance and General Purposes Committee of 12 January 2017.**

**16.85.4.** Members considered the recommendation of the Finance and General Purposes Committee (minute F&GP16.46 refers) that a working group be appointed to review standing orders and terms of reference of committees and working groups.

It was **agreed** that a working group be appointed to review Council standing orders, policies and procedures and Committee and working group terms of reference. **Cllrs D Collins, J Garvani, S Glover, R Hardcastle, M Hughes, D Prater and J Pritlove were appointed to the working group.**

**HTC/16.86 Footpaths and ginnels maintenance**

The Council was asked by the Environment Committee to consider the continued maintenance of footpaths and ginnels by the Council.

The Council considered terminating the agreement with Leeds City Council (LCC) to maintain footpaths and ginnels and to hand back full responsibility to LCC. The

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annual grant to the Town Council under the agreement had gradually reduced and was now only £2150 in 2016-17. No cuts had yet taken place in 2016-17.

It was proposed by Cllr M Hughes, seconded by Cllr J Hardy and **resolved to carry out a footpath cut this financial year and to terminate the agreement with Leeds City Council within twelve months.**

**HTC/16.87 Responsibility for grants and sponsorship applications**

The Council was asked by the Community Committee to consider whether to transfer the responsibility and budgets for grants and sponsorship applications to Finance and General Purposes Committee.

It was **agreed** that responsibility and budgets for grants and sponsorship applications should remain with the Community Committee.

**HTC/16.88 Accounts and List of Payments**

To consider and approve the accounts and list of payments attached.

It was proposed by Cllr M Hughes, seconded by Cllr M Wharton and **resolved to approve the attached accounts and list of payments to 10 January 2017.**

**HTC/16.89 Council Budget and Precept Demand 2017-18**

The Council was asked to consider the F&GP Committee recommendations for the 2017-18 budget and precept demand.

**Recommended budget   £129,872**

**Recommended precept   £109,950**

Budget papers were attached to the agenda showing the following:

- 2015-16 budget and expenditure for comparison purposes
- 2016-17 accounts to date and spending projections to the end of the financial year
- Forecasted budget requirements for 2017-18
- Past budget and precept request history
- Designated and restricted funds
- General reserves calculation

A budget and precept options worksheet was provided electronically via the OHP at the meeting.

The referendum principles are not to be extended to parish and town councils for 2017-18 (YLCA email appended to the agenda refers).

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It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved to approve the budget for 2017-18 at £129,872 and to set the Council precept demand for 2017-18 at £109,950.**

It was proposed by Cllr S Dowling, seconded by Cllr M Wharton and **resolved to give thanks to the staff and bookkeeper involved in preparing the budget papers and figures.**

#### **HTC/16.90 Previous Council and Committee agenda items and decisions**

In the absence of recorded minutes from the following meetings, the Council was asked to consider the agendas and to ratify decisions as required:

**16.90.1.** Community Committee 29 September 2016

Item 7 – Horsforth Live at Home grant application declined as no accounts were produced. **Noted.**

Item 10.1 – Horsforth Town Council Christmas Lights Switch On event 2016 – budget of £2000 approved.

It was proposed by Cllr M Hughes, seconded by Cllr S Glover and **resolved to ratify the decision of the Community Committee to approve a budget of £2000 for the Christmas Lights Switch On event 2016.**

Item 11.2 – Summer band concerts in Hall Park 2017 – expenditure to be approved retrospectively after each concert. **Noted.**

Item 12 – Annual Event 2017, Dementia Friendly Week – budget of £1500 approved. **Noted.**

Item 17.2 – purchase of Community First Responders kit – not approved as this is not a Community Committee responsibility. **Noted.**

**16.90.2.** Public Safety & Traffic 10 November 2016

Item 8 – Cold Calling Control Zone application for £195 funding – approved. **Noted.**

Item 13.2 – PCSO contract between the Council and West Yorkshire Police (“the PCSO contract”) – to recommend to Council that the contract be terminated from 30 November 2016. **Noted.**

**16.90.3.** Council 23 November 2016

Item 8 – recommendation from Public Safety and Traffic Committee to terminate the PCSO contract from 30 November 2016 – recommendation accepted.

It was proposed by Cllr D Collins, seconded by Cllr M Hughes and **resolved to ratify the Council’s decision to terminate the PCSO contract from 30 November 2016.**

Item 10 – proposed changes to the committee structure for 2017-18 as follows - accepted:

Planning, Licensing and Traffic

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Community and Environment  
Finance and General Purposes

It was proposed by Cllr M Hughes, seconded by Cllr R Hardcastle and **resolved to ratify the decision of the Council that the committees for 2017-18 would be as follows:**

**Planning, Licensing and Traffic  
Community and Environment  
Finance and General Purposes**

Item 11 – Assets of Community Value £3000 approved for valuation and survey fees. **Noted.**

Item 16 – Leeds Trinity University Honorary Awards – agreed that a recommendation for an Honorary Award would be made to Leeds Trinity University. **Noted.**

It was proposed by Cllr D Collins, seconded by Cllr M Wharton and **resolved that Cllr Hughes be delegated to make enquiries regarding the process to recommend somebody for an Honorary Award.**

**HTC/16.91 Horsforth Town Council lease**

To consider and note updates.

It was proposed by Cllr M Hughes, seconded by Cllr R Hardcastle and **resolved to approve the lease on the basis of a term of 11 years at a peppercorn rent from 1 July 2009.**

**HTC/16.92 Council Surgery 22 March 2017**

Two councillors are requested to provide their names for attendance at the Council Surgery from 6.45pm to 7.15pm on the 22 March 2017.

Cllrs R O’Callaghan and A Radford to attend the Council Surgery on 22 March 2017. **Noted.**

**HTC/16.93 Items for future agenda**

Horsforth Town Council lease.

**HTC/16.94 Date of next meeting**

Members are asked to note that the next meeting of the Council is on 22 March 2017.

The meeting closed at 8.15pm

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

Signed ..... Dated .....