



Horsforth Town Council

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To Members of the Council

You are summonsed to attend the **Annual Meeting** of Horsforth Town Council at St Margaret's Parish Centre, Church Lane, Horsforth on **24 May 2017 at 7.15pm** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou
Acting Clerk
18 May 2017

Agenda

- 1. Election of Chair**
Council is asked to elect a chair of Council.
Elected Chair to sign declaration of acceptance of office.
- 2. Election of Vice Chair**
Council is asked to elect a vice-chair of Council.
Elected Vice Chair to sign declaration of 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 committee. 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

To approve the minutes of the Annual Meeting of the Town Council held on 25 May 2016 (previously circulated).

7. Policies, procedures and governance documents

Policies and Procedures Working Group is reviewing Council's policies, procedures and governance documents and will report to a future meeting of Council.

Pending the report and recommendations from the Working Group, Council is asked to confirm the existing policies, procedures and governance documents listed below.

These policies and 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
- Recording of 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
- Internal Audit Review Checklist
- Safeguarding Policy
- Authorities and Responsibilities of a Line Manager/Liaison Officer for the Clerk to the Council.

8. Committee terms of reference

To consider and approve the terms of reference for the following committees:

- 8.1.** Finance and General Purposes Committee
- 8.2.** Community and Environment Committee
- 8.3.** Planning, Licensing and Traffic Committee
- 8.4.** Complaints and Grievance Sub-Committee
- 8.5.** Staffing and Employment Sub-Committee

Terms of reference for Complaints and Grievance Sub-Committee and Staffing and Employment Sub-Committee are available in the Town Council's Members' Packs.

Terms of reference for Finance and General Purposes Committee, Community and Environment Committee and Planning, Licensing and Traffic Committee will be provided at the meeting.

9. Committee membership

To appoint members to serve on the following committees:

- 9.1.** Finance and General Purposes
- 9.2.** Planning, Licensing and Traffic
- 9.3.** Community and Environment
- 9.4.** Staffing and Employment Sub-Committee (6 members from F&GP)
- 9.5.** Complaints and Grievance Sub-Committee (5 members and 2 deputies from F&GP)

Proposed membership will be provided at the meeting.

10. Election of Committee Chairs and Vice-Chairs

To elect a Chair and Vice-Chair for each of the following committees:

- 10.1.** Finance and General Purposes Committee
- 10.2.** Planning, Licensing and Traffic Committee
- 10.3.** Community and Environment Committee
- 10.4.** Staffing and Employment Committee
- 10.5.** Complaints and Grievance Committee

11. Council representatives on external organisations

To appoint the following:

- 11.1.** Young People's Champion
- 11.2.** Dementia Friend
- 11.3.** Voting representatives at Yorkshire Local Council Association branch meetings (2 members).
Note – other members may attend YLCA branch meetings but may not vote or stand for appointment to the YLCA Joint Executive Board.
- 11.4.** Representatives to attend Outer North West Parish and Town Council Forum meetings.
Note: Finance and General Purposes Committee recommends that Council appoints Cllrs M Boyes, S Glover and M Hughes.

12. General Power of Competence

To consider whether Council meets the following conditions to be an eligible council for the purposes of section 8(2) of the Localism Act 2011 ("the Act") and so to have a general power of competence in accordance with Section 1 of the Act:

- (a) The number of members of Council that have been declared to be elected, whether at an ordinary election or at a by-election, is equal to or greater than two-thirds of the total number of members of the Council;
- (b) The Clerk to the Council holds the Certificate in Local Council Administration (CILCA); and
- (c) The Clerk completed the relevant training in the general power of competence as part of her CILCA qualification.

13. Review of internal audit, internal control check and risk management

To appoint the following:

- 13.1.** Two members to carry out the Council's review of internal audit – review to be carried out no later than the end of July 2017

13.2. Two members to carry out the Council's internal control checks – to be completed by no later than the end of October 2017

13.3. Two members to undertake the Council's annual review of risk management - to be completed by no later than the end of June 2017

14. Internal Auditor 2017-18

To appoint Yorkshire Audit Services to carry out the Council's two internal audits for the financial year 2017-18.

To appoint Yorkshire Audit Services as internal auditor, members must be satisfied that Yorkshire Audit Services is competent and independent of the Council and that there are no conflicts of interest.

15. Date of the next Annual Meeting of the Town Council

Wednesday 23 May 2018.

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

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Minutes of the previous meeting



Horsforth Town Council
Minutes of the Annual Meeting of the Town Council
25 May 2016 at 7.15pm

Present: Cllr M Boyes, Cllr D Collins, Cllr C Cordingley, Cllr S Dowling, Cllr J Garvani, Cllr S Glover, Cllr T Hanley, Cllr R Hardcastle, Cllr J Hardy, Cllr M Holmes, Cllr M Hughes, Cllr R Jacques, Cllr P Mallott, Cllr D Prater, Cllr J Pritlove, Cllr A Radford, Cllr I Scott, Cllr M Wharton, Cllr R Wilkinson, Cllr V Wood-Robinson

In attendance: J Sou – Administration and Finance Assistant

HTC/16.1 Election of Chairman.

Council is asked to elect a Chairman of Council.

It was proposed by Cllr D Collins, seconded by Cllr R Wilkinson and **resolved that Cllr J Garvani is elected to Chairman.**

Elected Chair to sign acceptance of office.

It was proposed by Cllr J Garvani, seconded by Cllr M Hughes and **resolved that the signing of the acceptance of office by the Chairman be delayed for up to two months to the next meeting of the Council.**

HTC/16.2 Election of Vice Chairman.

Council is asked to elect a Vice Chairman of Council.

It was proposed by Cllr S Dowling, seconded by Cllr M Hughes and **resolved that Cllr I Scott is elected to Vice Chairman.**

Elected Vice Chair to sign acceptance of office.

It was proposed by Cllr J Garvani, seconded by Cllr M Hughes and **resolved that the signing of the acceptance of office by the Vice Chairman be delayed for up to two months to the next meeting of the Council.**

HTC/16.3 To receive apologies for absence and to consider the reason for the absence.

It was proposed by Cllr M Hughes, seconded by Cllr D Collins and **resolved to accept the apologies and the reason for absence from Cllr R O'Callaghan. Note: The absence of the Clerk from the meeting and from the office due to illness was noted.**

Note: Cllr Tinsley sent apologies for absence out of office hours.

HTC/16.4 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

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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.

HTC/16.5 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.

No members of the public present.

HTC/16.6 Minutes of the previous meeting.

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

It was proposed by Cllr M Hughes, seconded by Cllr D Collins and **resolved that the minutes of the Annual Meeting of the Town Council held on 20 May 2015 be approved, subject to the following amendments:**

To correct the spelling of councillors' names where errors had occurred;

To insert the word "vice" at Item 8 so that the resolution reads " It was proposed by Cllr I Scott and seconded by Cllr M Hughes and resolved that Cllr R Wilkinson be the Vice Chair of the Public Safety and Traffic Committee".

HTC/16.7 Policies and procedures.

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

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

It was proposed by Cllr M Hughes, seconded by Cllr R Hardcastle and **resolved that the following policies and procedures be adopted en bloc.**

- **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**

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- **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.**

HTC/16.8 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

It was proposed by Cllr D Collins, seconded by Cllr M Hughes and **resolved that the documents listed above be published online.**

Note: To allow up to four months for publication of the documents online due to the Clerk being on sick leave at the present time.

HTC/16.9 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.

An up to date insurance policy was in place and available for inspection. More information relating to the remaining items was required but had not been available for this meeting due to the Clerk being on sick leave.

It was proposed by Cllr D Collins, seconded by Cllr M Hughes and **resolved that the Council does have in place up to date insurance policies that mitigate risk to public money.**

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It was proposed by Cllr Collins, seconded by Cllr M Hughes and **resolved to defer to a future meeting consideration of whether the Council has in place the remaining items listed above.**

HTC/16.10 Appointment of committee membership.

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

The following changes to the proposed committee membership were requested:

To add Cllr C Cordingley to Public Safety and Traffic;

To remove Cllr D Collins from Community and to add her to Environment;

To add Cllr R Hardcastle to the Neighbourhood Plan Working Group;

To make Cllr J Garvani chair of the Editorial Working Group.

It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved that the committee membership be approved with the above adjustments.**

A copy of the final approved committee membership is attached.

HTC/16.11 Election of Chairman of the Finance and General Purpose Committee.

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

Note: In accordance with the Finance and General Purpose Committee's Terms of Reference, the Chair of the Council is the Chair of the Finance and General Purpose Committee and, in his absence from any meeting of the committee, the Vice Chair takes the position of Chair of that meeting.

HTC/16.12 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.

See Item 11.

HTC/16.13 Election of Chairman of the Public Safety and Traffic Committee.

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

It was proposed by Cllr D Collins, seconded by Cllr M Hughes and **resolved that Cllr I Scott be the Chair of the Public Safety and Traffic Committee.**

HTC/16.14 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.

It was proposed by Cllr D Prater, seconded by Cllr R Wilkinson and **resolved that Cllr C Cordingley be the Chair of the Public Safety and Traffic Committee.**

HTC/16.15 Election of Chairman of the Planning and Licensing Committee.

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

It was proposed by Cllr A Radford, seconded by Cllr V Wood-Robinson and **resolved that Cllr R Hardcastle be the Chair of the Planning and Licensing Committee.**

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- HTC/16.16 Election of Vice Chairman of the Planning and Licensing Committee.**
Council is asked to elect a Vice Chairman for the Planning and Licensing Committee.
- It was proposed by Cllr I Scott, seconded by Cllr D Collins and **resolved that Cllr A Radford be the Vice Chair of the Planning and Licensing Committee.**
- HTC/16.17 Election of Chairman of the Community Committee.**
Council is asked to elect a Chairman for the Community Committee.
- It was proposed by Cllr V Wood-Robinson, seconded by Cllr D Collins and **resolved that Cllr J Pritlove be the Chair of the Community Committee.**
- HTC/16.18 Election of Vice Chairman of the Community Committee.**
Council is asked to elect a Vice Chairman for the Community Committee.
- It was proposed by Cllr D Collins, seconded by Cllr M Hughes and **resolved that Cllr P Mallott be the Vice Chair of the Community Committee.**
- HTC/16.19 Election of Chairman of the Environment Committee.**
Council is asked to elect a Chairman for the Environment Committee.
- It was proposed by Cllr I Scott, seconded by Cllr S Dowling and **resolved that Cllr M Hughes be the Chair of the Environment Committee.**
- HTC/16.20 Election of Vice Chairman of the Environment Committee.**
Council is asked to elect a Vice Chairman for the Environment Committee.
- It was proposed by Cllr D Collins, seconded by Cllr M Hughes and **resolved that Cllr P Mallott be the Vice Chair of the Environment Committee.**
- HTC/16.21 Election of Chairman of the Staffing Sub Committee.**
Council is asked to elect a Chairman for the Staffing Sub Committee.
- It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved that Cllr J Garvani be Chair of the Staffing Sub Committee.**
- HTC/16.22 Election of Vice Chairman of the Staffing Sub Committee.**
Council is asked to elect a Vice Chairman for the Staffing Sub Committee.
- It was proposed by Cllr M Wharton, seconded by Cllr C Cordingley and **resolved that Cllr D Collins be Vice Chair of the Staffing Sub Committee.**
- HTC/16.23 Appointment of a Youth Champion.**
To consider appointing a youth champion.
- Cllr S Dowling informed the meeting that the correct title for the position was Young People's Champion.
- It was proposed by Cllr D Collins, seconded by Cllr V Wood-Robinson and **resolved to appoint Cllr S Dowling to be Young People's Champion.**

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HTC/16.24 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.

It was proposed by Cllr M Hughes, seconded by Cllr D Collins and **resolved that Cllr I Scott and Cllr S Glover be appointed as the Council's voting representatives at the YLCA branch meetings.**

HTC/16.25 Annual review of risk management.

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

Cllr S Dowling raised the issues of whether a designated safeguarding officer was needed and whether councillors whose role involved working with children or vulnerable adults required a Disclosure and Barring Service (DBS) check.

These issues to be deferred for consideration to the September meeting of the Council. The office was requested to approach YLCA for advice on these issues.

A number of typographical errors in the risk management document were noted and corrected:

The date of the review changed from 20 May 2016 to 26 May 2016;

"Liable and Slander" changed to "Libel and Slander";

"Speed indication devise" changed to "Speed Indication Device";

"Bye-Election" changed to "By-Election".

It was proposed by Cllr M Hughes, seconded by Cllr D Collins and **resolved that the Council has reviewed and adopted the Council's risk management with the above adjustments.**

HTC/16.26 Council's review of internal audit and Council's internal control check.

To consider allocating the responsibility for:

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

It was proposed by Cllr D Collins, seconded by Cllr I Scott and **resolved that Cllr R Hardcastle and Cllr M Hughes be allocated responsibility for the Council's internal audit.**

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

It was proposed by Cllr D Collins, seconded by Cllr M Wharton and **resolved that Cllr M Boyes and Cllr R O'Callaghan be allocated responsibility for the Council's internal control checks.**

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HTC/16.27 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.

It was proposed by Cllr M Hughes, seconded by Cllr R Hardcastle and **resolved that Yorkshire Audit Services be appointed to carry out the Council's internal audits for the financial year 2016-17, and that Yorkshire Audit Services is independent with no conflict of interests or has any other business with the Council.**

HTC/16.28 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.

Noted. Members to advise the office of any changes.

HTC/16.29 Date of the next Annual Meeting of the Town Council.

To be confirmed.

It was proposed by Cllr D Collins, seconded by Cllr M Wharton and **resolved that the next Annual Meeting of the Town Council will take place on Wednesday 24 May 2017.**

Distribution: Councillors: 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