



## Horsforth Town Council

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### 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 **19 July 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  
14 July 2017

### Agenda

- 1. To receive apologies for absence and to consider the reason for the 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**  
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.
- 4. Minutes of the previous meeting**  
Council is asked to approve the minutes of the meeting held on 24 May 2017 (previously circulated and in agenda pack).

**5. Horsforth Policing Update.**

To receive reports from and to consider any further action in relation to:

- 5.1.** West Yorkshire Police and Police Community Support Officers;
- 5.2.** An update on the use of speed indicator devices (SID).

**6. To submit the minutes of Committee meetings as listed under for Council's approval.**

- 6.1.** Planning and Licensing Committee 18 May 2017
- 6.2.** Environment Committee (draft) 8 June 2017
- 6.3.** Planning and Licensing Committee 15 June 2017
- 6.4.** Finance and General Purposes Committee (draft) 6 July 2017
- 6.5.** Staffing/Employment Sub-Committee 30 May 2017
- 6.6.** Staffing/Employment Sub-Committee 27 June 2017

**7. Accounts and List of Payments to 8 June 2017**

Finance and General Purposes Committee (F&GP) recommends that Council approve the accounts and list of payments to 8 June 2017 (in agenda pack).

**8. Banking**

**8.1.** Cheque signatories

To consider signatories to bank accounts and term deposits.

Current signatories – Cllrs D Collins, J Garvani, M Hughes and I Scott.

Cllr M Hughes requested to be removed as a signatory and, further to a decision of F&GP Committee, is to be replaced by Cllr R Hardcastle.

Council is asked to consider any further changes to the signatories.

**8.2.** Yorkshire Bank current account - to receive an update.

F&GP Committee minutes of 6 July 2017 refer.

**9. Staffing/Employment Sub-Committee**

**9.1.** Staffing/Employment Sub-Committee Terms of Reference – to consider

**9.2.** F&GP Committee asks Council to ratify the following decision:

To delegate authority to the Staffing/Employment Sub-Committee to act on behalf of the Council in relation to the management of staff and negotiating office working practices and procedures until updated Staffing/Employment Sub-Committee Terms of Reference have been approved.

**10. Public Bodies (Admission to Meetings) Act 1960**

Council is asked that in view of the confidential nature of the business about to be transacted at agenda items 11 and 12 to temporarily exclude the press and public and that they are asked to withdraw from the meeting.

**11. Staffing**

F&GP Committee minutes of 6 July 2017 refer.

**11.1.** Roles and Responsibilities

F&GP Committee recommends the following to Council:

**11.1.1.** That, subject to a letter from Charlotte Dodd requesting the change to her role, Charlotte Dodd be appointed Deputy Clerk and Julie Sou be promoted to Town Clerk with effect from 1 August 2017.

**11.1.2.** That the draft job descriptions for the Town Clerk and Deputy Clerk be approved, subject to the amendment that the line manager for both members of staff is a member of the Council.

**11.1.3.** That the Chair of the Council is to be an additional contact point for staff in relation to employment matters.

**11.1.4.** That policies and procedures in relation to staff, training and employment matters and working practices be referred back to Staffing/Employment Sub-Committee for drafting and consideration.

**12. Assets of Community Value**

To receive a report from the Assets of Community Value Working Group (ACVWG) and to consider recommendations and action.

Cllr D Collins to report.

**13. Office hours**

F&GP Committee minutes of 6 July 2017 refer.

To note change to office opening hours: Tuesday to Thursday 9.30am to 12.30pm.

**14. Councillor Vacancies and By-elections: 3 August 2017**

To receive an update.

**15. Review of Terms of Reference, Policies and Procedures**

To receive an update from the Working Group and to consider any action.

F&GP Committee recommends that the Working Group prioritise review of the Staffing/Employment Sub-Committee Terms of Reference.

**16. Association of Local Council Clerks**

To approve payment of £10 for Charlotte Dodd's membership of the Association of Local Council Clerks.

**17. Annual Event 2018**

Community & Environment Committee asks Council to consider the Annual Event 2018.

**18. Young People's Champion**

Community & Environment Committee asks Council to consider the appointment of a Young People's Champion.

**19. Good Citizen 2017**

To receive an update regarding the Good Citizen Award 2017 to Mr John Hall.

**20. Badges for Council members**

F&GP Committee recommends that Council consider the provision of badges of office for members.

**21. Council Surgery 27 September 2017**

Two councillors are requested to provide their names for attendance at the Council Surgery from 6.45pm to 7.15pm on the 27 September 2017.

**22. Items for future agenda**

**23. Date of next meeting**

Members are asked to note that the next meeting of the Council is on 27 September 2017.

*Distribution: Cllrs M Boyes, D Collins, C Cordingley, S Dowling, J Garvani, S Glover, 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, V Wood-Robinson*