



Horsforth Town Council

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Prior to the meeting there is a Councillor Surgery at 6:45pm to 7:15pm

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 **Wednesday 14 March 2018 at 7:15pm** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou
Clerk
9 March 2018

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 Council. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.
4. **Minutes of previous meetings**
 - Council is asked to approve the minutes of the meeting held on 31 January 2018 (**previously circulated and in agenda pack**).
 - Council is asked to approve a correction to Minute HTC/17.111 (meeting of 22 November 2017) as follows:
Minute HTC/17.111 reads:
"The next meeting is the Annual Meeting of the Town Council on Wednesday 31 January 2018 at 7:15pm."

Council is asked to approve an amendment to Minute HTC/17.111 by deletion of the words "the Annual Meeting of the Town Council" and to approve the Chairman initialling the amendment.

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);
- 5.3. Cold Calling Control Zones.

6. To submit the minutes of Committee meetings as listed under for Council to note

- 6.1 Planning, Licensing and Traffic Committee 25 January 2018
- 6.2 Planning, Licensing and Traffic Committee – draft 22 February 2018

7. Accounts and List of Payments to 6 March 2018

Finance and General Purposes Committee (F&GP) recommends the following:

- 7.1. That Council approves the accounts and list of payments to 6 March 2018 (**in agenda pack**).
- 7.2. That reserves be designated as follows for 2018-19:

Fund	Amount £
Neighbourhood Plan	21,479
Elections	8,687
Speed Indicator Device	3,100
3 & 5 The Green	70,000

- 7.3. That the following designated funds be closed and the balances transferred to general reserves:

Fund	Amount £
Horsforth Matters Community	
Directory	6,000
Defibrillator	630

8. Assets of Community Value

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

9. General Data Protection Regulations (GDPR)

To consider recommendations from Finance & General Purposes Committee in relation to the GDPR:

- 9.1. That the budget for 2017-18 for Legal and Professional Fees be increased to £3000 to cover any costs incurred in connection with the GDPR;
- 9.2. That the Management of Records Policy be reviewed and that, subject to that review, to destroy electronic and manual data and documents older than seven years.

10. Otley Citizens Advice Bureau

To receive an update.

11. Review of Terms of Reference, Policies and Procedures

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

12. Council and Committee Diary 2018-19

To consider setting the dates and venues for Council and Committee meetings 2018-19. Proposed diary **in agenda pack**.

13. Annual Town Meeting 2018

To confirm the date of the Annual Town meeting – Wednesday 25 April 2018.

To consider the following timetable: Chairs to submit reports to the Council office by 6 April 2018.

14. Horsforth Gala

To consider having a pitch at Horsforth Gala on 30 June 2018.
To agree any action and expenditure.

15. Floral Displays

To consider recommendations from Community and Environment Committee.

16. Civic Service

To note the Civic Service is to be held on 24 June 2018 at 6pm at Grove Methodist Church.

17. Council Surgery

Two councillors are requested to provide their names for attendance at the next Council Surgery – 6:45pm to 7:15pm, date to be confirmed.

18. Items for future agenda

19. Date of next meeting

Members are asked to note the date of the next meeting:
Annual meeting of the Town Council – 23 May 2018

*Distribution: Cllrs M Boyes, C Calvert, D Collins, C Cordingley, S Dowling, J Garvani, S Glover, R Hardcastle,
J Hardy, M Holmes, M Hughes, R Jacques, M Leech, P Mallott, R O'Callaghan, D Prater,
J Pritlove, A Radford, I Scott, N Tinsley, M Wharton, V Wood-Robinson*