



Horsforth Town Council

Annual Meeting of the Town Council - Minutes Wednesday 24 May 2017 at 7.15pm

Present: 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 P Mallott, Cllr R O'Callaghan, Cllr D Prater, Cllr J Pritlove, Cllr I Scott, Cllr M Wharton, Cllr R Wilkinson, Cllr V Wood-Robinson

In attendance: J Sou – Acting Clerk

AMTC/17.1 Election of Chairman.

Council was asked to elect a Chairman of Council.

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

Cllr R Hardcastle signed the declaration of acceptance of office of chairman.

AMTC/17.2 Election of Vice Chairman.

Council was asked to elect a Vice Chairman of Council.

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

Cllr I Scott signed the declaration of acceptance office of vice chairman.

AMTC/17.3 To receive apologies for absence and to consider the reason for the absence RESOLVED: That the apologies and reasons for absence from Cllrs M Boyes, M Hughes, R Jacques, A Radford and N Tinsley be accepted.

AMTC/17.4 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.

None declared.

AMTC/17.5 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.

None present.

AMTC/17.6 Minutes of the previous meeting

Signed Dated

Council was asked to approve the minutes of the meeting held on Wednesday 25 May 2016 (previously circulated).

It was proposed by Cllr D Collins, seconded by Cllr S Dowling and **resolved that the minutes of the meeting held on Wednesday 25 May 2016 are a true record.**

AMTC/17.7 To consider renewing, adopting or changing the policies and procedures listed under.

Policies and Procedures Working Group was in the process of reviewing Council's policies, procedures and governance documents to report to a future meeting of Council.

Cllr J Garvani reported that there had been three meetings of the Working Group and some progress had been made but there was still work to be done. Pending the report and recommendations from the Working Group, Council was asked to confirm the existing policies, procedures and governance documents listed below.

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

It was proposed by Cllr D Collins, seconded by Cllr V Wood-Robinson and **resolved that the following policies and procedures be adopted en bloc, to be reviewed when the Policies and Procedures Working Group is in a position to report back to Council.**

- 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

AMTC/17.8 Terms of Reference

To consider and approve the terms of reference for the committees listed below.

- Finance & General Purpose Committee

Signed Dated

- Community and Environment Committee
- Planning, Licensing and Traffic Committee
- Complains & Grievance Sub-Committee
- Staffing & Employment Sub-Committee

Revised terms of reference for the Finance and General Purpose Committee and new terms of reference for the Community and Environment Committee and Planning, Licensing and Traffic Committee were circulated at the meeting.

Existing terms of Reference for Complaints and Grievance Sub-Committee and Staffing and Employment Sub-Committee are available in the Town Council Members’ Packs.

It was proposed by Cllr D Collins, seconded by Cllr S Dowling and **resolved as follows:**

- 17.8.1. To adopt the attached terms of reference for Finance & General Purpose Committee;**
- 17.8.2. To adopt the attached terms of reference for Community & Environment Committee;**
- 17.8.3. To adopt the attached terms of reference for Planning, Licensing & Traffic Committee;**
- 17.8.4. To re-adopt the existing terms of reference for Complaints and Grievance Sub-Committee;**
- 17.8.5. To re-adopt the existing terms of reference for Staffing & Employment Sub-Committee.**

AMTC/17.9 Committee and working group membership

To appoint members to serve on the following committees:

- 17.9.1. Finance and General Purposes**
- 17.9.2. Planning, Licensing and Traffic**
- 17.9.3. Community and Environment**
- 17.9.4. Staffing and Employment Sub-Committee (6 members from F&GP)**
- 17.9.5. Complaints and Grievance Sub-Committee (5 members and 2 deputies from F&GP)**

A list of proposed membership was provided to the meeting.

It was proposed by Cllr S Dowling, seconded by Cllr D Collins and **resolved to approve the Committee membership as shown on the attached list.**

NOTE: One vacancy for a deputy on Complaints and Grievance Sub-Committee – appointment to this vacancy to be considered by Finance and General Purpose Committee.

The following appointments to Working Groups were also made:

Community Assets Working Group:

Cllrs M Boyes, D Collins, J Garvani, R Hardcastle, M Hughes, D Prater, J Pritlove, N Tinsley and V Wood-Robinson.

Polices and Procedures Working Group:

Cllrs D Collins, J Garvani, S Glover, R Hardcastle, M Hughes and J Pritlove.

Signed Dated

AMTC/17.10 Election of Committee Chairs and Vice-Chairs

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

17.10.1. Finance and General Purposes Committee

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

17.10.2. Planning, Licensing and Traffic Committee

It was proposed by Cllr D Collins, seconded by Cllr J Garvani and **resolved that Cllr A Radford be the Chair of Planning, Licensing and Traffic Committee.**

It was proposed by Cllr J Garvani, seconded by Cllr M Wharton and **resolved that Cllr M Holmes be the Vice-Chair of Planning, Licensing and Traffic Committee.**

17.10.3. Community and Environment Committee

It was proposed by Cllr D Collins, seconded by Cllr S Dowling and **resolved that Cllr J Pritlove be the Chair of Community and Environment Committee.**

It was proposed by Cllr J Garvani, seconded by Cllr I Scott and **resolved that Cllr P Mallott be the Vice-Chair of Community and Environment Committee.**

17.10.4. Staffing and Employment Sub-Committee

It was proposed by Cllr S Dowling, seconded by Cllr J Garvani and **resolved that Cllr R Hardcastle be the Chair of Staffing and Employment Sub-Committee.**

It was proposed by Cllr M Wharton, seconded by Cllr C Cordingley and **resolved that Cllr I Scott be the Vice-Chair of Staffing and Employment Sub-Committee.**

17.10.5. Complaints and Grievance Sub-Committee

It was proposed by Cllr D Collins, seconded by Cllr P Mallott and **resolved that Cllr S Dowling be the Chair of Complaints and Grievance Sub-Committee.**

It was proposed by Cllr S Dowling, seconded by Cllr M Holmes and **resolved that Cllr M Wharton be the Vice-Chair of Complaints and Grievance Sub-Committee.**

AMTC/17.11 Council representatives on external organisations

To appoint the following:

17.11.1. Young People's Champion

Cllr S Dowling was stepping down as Young People's Champion due to family and work commitments.

No appointment made.

17.11.2. Dementia Champion

It was proposed by Cllr D Collins, seconded by Cllr P Mallott and **resolved to appoint Cllr V Wood-Robinson as Dementia Champion.**

Signed Dated

- 17.11.3.** 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.

AGREED that the existing voting representatives, Cllrs I Scott and S Glover, would continue, with Cllr M Hughes as a deputy.

- 17.11.4.** 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.

AGREED that Cllrs M Boyes, S Glover, M Hughes and J Garvani be appointed as representatives to attend Outer North West Parish and Town Council Forum meetings.

AMTC/17.12 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

It was proposed by Cllr D Collins, seconded by Cllr J Garvani and **resolved that Council meets the conditions set out above and so has general power of competence in accordance with Section 1 of the Localism Act 2011.**

AMTC/17.13 Review of internal audit, internal control check and risk management

To appoint the following:

- 17.13.1.** 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

It was proposed by Cllr I Scott, seconded by Cllr D Collins and **resolved to appoint Cllrs M Hughes and J Garvani be appointed to carry out the Council’s review of internal audit.**

- 17.13.2.** Two members to carry out the Council’s internal control checks – to be completed by no later than the end of October 2017

It was proposed by Cllr J Garvani, seconded by Cllr D Collins and **resolved to appoint Cllrs M Boyes and R O’Callaghan to carry out the Council’s internal control checks.**

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

Signed Dated

It was proposed by Cllr S Dowling, seconded by Cllr I I Scott and **resolved to appoint Cllrs J Garvani and D Collins to undertake the Council's annual review of risk management.**

AMTC/17.14 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.

Members were satisfied that Yorkshire Audit Services was competent and independent of the Council and that there were no conflicts of interest.

It was proposed by Cllr S Dowling, seconded by Cllr I Scott and **resolved to appoint Yorkshire Audit Services to carry out the Council's two internal audits for the financial year 2017-18**

AMTC/17.15 Date of the next Annual Meeting of the Town Council

Wednesday 23 May 2018.

Noted.

The meeting closed at 7:57pm

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



Finance & General Purpose Committee

Terms of Reference

1. That the Chair of the Council be the Chair of the Finance & General Purpose Committee, and that in the absence of the Chair, the Vice Chair take the position of Chair for that meeting.
2. The quorum of the Committee shall be one third of the members of the Committee.
3. The membership of the Committee will be reviewed annually in May each year.
4. This Committee will conduct its meetings under the provisions of the Local Government Act 1972.
5. The Chair of the Committee to be consulted as to the items to be included on the agenda of the meeting, and to approve the subsequent minutes at the next meeting thereof prior to their publication.

The Finance and General Purpose Committee has delegated responsibility for the following:

6. Plans and initiatives relating to any community safety, crime prevention and home safety schemes which the Committee considers would benefit the people of Horsforth and which the Committee considers appropriate.
7. Preparing a budget for the forthcoming financial year to be submitted to the Council for approval.
8. Considering regular financial reports, not less than twice a year, setting out the Council's expenditure to date during the financial year, its financial commitments, and comparing these to the budget estimates.
9. Assessing the Annual Statement of Accounts showing income and expenditure for the period ending 31st March each year. The Statement of Accounts shall then be approved by the Council at the Council's Annual General Meeting.
10. The Committee reviews the Annual Return, Section 2 of the Annual Return, the Annual Governance Statement for the current year and recommends to Council, at its Annual Meeting, the Annual Return and Governance Statement are approved.
11. The Committee reviews the Internal Audit Report and recommends to Council, at its Annual Meeting, that the report is approved.

Finance and General Purpose Committee
Terms of Reference

12. Ensuring the notice of the amount of Precept required by the Council is submitted to Leeds City Council by the deadline each year.
13. Maintaining the Council's bank accounts so as, as far as it is practicable, to maximise the amount of interest accruing to the Council.
14. Approving requests from other Committees for additional expenditure in excess of the budget provisions.
15. Making all arrangements relating to the Council's accommodation.
16. To consider complaints received against the Council in accordance with the Council's adopted complaints procedure and to seek advice on the appropriate course of action.
17. The Committee shall review and recommend to Council the renewal of the following policies:
 - a. Standing Orders
 - b. Financial Regulations
 - c. Audit Plan
 - d. Financial Risk Assessment
 - e. Risk Management
 - f. Asset register with Additions
 - g. Complaints Policy
 - h. Equal Opportunities Policy
 - i. Horsforth Town Council Code of Conduct as revised 2012
 - j. Freedom of Information Act Model Publications 2009
 - k. Health and Safety Policy
 - l. Management of Records Policy
 - m. Public Speaking at Council and Committee meetings Policy
 - n. Community Grants Policy
 - o. Sponsorship Policy
 - p. Statement of Intent to Community Engagement Policy

Adopted 24 May 2017



Community & Environment Committee

Terms of Reference

1. The quorum of this Committee shall be one third of the members of the Committee.
2. The membership of the Committee will be reviewed annually in May each year.
3. This Committee will conduct its meeting under the provisions of the Local Government Act 1972.
4. The Chair of the Committee to be consulted as to the items to be included in the agenda of the meeting, and to approve the subsequent minutes at the next meeting thereof prior to their publication.
5. The Committee has delegated authority to administer, subject to any direction from the Council, the Community Grant Funds on behalf of the Council, for the benefit of the people of Horsforth. The Committee may make individual grants of £300 and sponsorship up to the maximum of £500, in accordance with the General Power of Competence and in accordance with the Community Grant and Sponsorship criteria approved by the Council, and may deal with any other delegated matters.
 - a. That the balance of any grant or sponsorship in excess of the amount shown in paragraph 5 above, if agreed by the Committee, should be submitted to the Finance and General Purpose Committee (F&GP) for its consideration, indicating the Community and Environment Committee's recommendation as to what level of grant or sponsorship should be considered. Any additional funds awarded by F&GP above the £300 Grant/£500 Sponsorship levels will still be taken from the Community and Environment Committee Budget.
 - b. That the deadline for grant and sponsorship requests is to be the day before the day of publication of the agenda of the Committee, i.e. seven working days prior to and including the day of the Committee meeting.
 - c. Subject to the proviso that any grant or sponsorship application which, in the opinion of the Committee, is sensitive should be referred to the Full Council for its views.
6. The Committee has delegated authority to administer, subject to any direction from the Council, Horsforth Matters and Horsforth Matters Community Guide and associated editing of those publications.

Community and Environment Committee
Terms of Reference

7. The Committee has delegated authority, subject to any direction from the Council, to carry into effect schemes and programmes of work for cleansing, weeding, pruning, street cleaning, litter picking, planting, provision of litter bins, hanging baskets and flower tubs, benches and other measures so as to bring an improvement in the environment of Horsforth; and to do anything that is conducive to the undertaking of such schemes such as risk assessment.

Such programmes may include:

Parks
Open Spaces
Ginnels
Public Footpaths and Rights of Way
Bridleways
Public Highways
Commons
Becks and Water Courses
Public Memorials
Christmas Lighting

8. The Committee may engage in particular partnership/support arrangements with Leeds City Council, the Community Involvement Team, churches, statutory and voluntary bodies or agencies, as appropriate, to provide community services which benefit the people of Horsforth.
9. Provided that the Committee shall not commit the Council to any expenditure other than that allocated by the budget.

Adopted 24 May 2017



Planning, Licensing and Traffic Committee

Terms of Reference

1. The quorum of this Committee shall be one third of the members of the Committee.
2. The membership of this Committee will be reviewed annually in May each year.
3. This Committee will conduct its meetings under the provisions of the Local Government Act 1972.
4. The Chair of the Committee to be consulted as to the items to be included in the agenda of the meeting, and to approve the subsequent minutes prior to their publication.
5. The Committee has authority to consider all planning and licensing applications submitted to it by Leeds City Council for comment, to make observations and objections as appropriate, and to consider any planning and licensing related matters which are put to the Committee. Comments related to applications are to be forwarded to the Director of Planning, Leeds City Council and Director of Entertainment Licensing, Leeds City Council.
6. The Committee has delegated authority subject to direction from Council to engage in any co-operative highways schemes with Leeds City Council, the Area Management Team, West Yorkshire Police, voluntary bodies, statutory agencies and local businesses, focussing particularly on road safety.
7. The Committee has authority to appoint or co-opt individuals to act as liaison between the Committee and other designated planning, licensing and traffic agencies, in specific instances.
8. The Committee shall not commit the Council to any expenditure other than that allocated by the budget.
9. The Committee may appoint a working group to promote the development of a Horsforth Neighbourhood Plan.
10. The Committee has delegated authority to appoint, subject to any direction from the Council, other outside agencies to assist in its duties.

Planning, Licensing & Traffic Committee
Terms of Reference

11. The Clerk has delegated powers to seek extensions to planning applications and the not seeking of extensions for tree preservation orders, non-material amendments and permitted developments.
12. The Clerk has delegated powers to object to Leeds City Council on any licensing application that extends the licensing hours of an establishment by one hour or more per day.
13. The Planning and Licensing Committee will recommend to Full Council the allocation of the funds from the Community Infrastructure Levy (CIL).
14. The Planning & Licensing Committee meetings to take place within the cycle of a maximum no more than 6 (six) weeks.

Adopted 24 May 2017



Horsforth Town Council
Committee Membership 2017-18

Committees

| Committee | Finance & General Purposes | Planning, Licensing & Traffic | Community & Environment | Staffing & Employment Committee (must inc Chair or Vice-Chair of Council) | Complaints & Grievance Sub-Committee |
|-------------------|----------------------------|-------------------------------|-------------------------|---|--------------------------------------|
| Chair | Hardcastle, Richard | Radford, Alan | Pritlove, Janice | Hardcastle, Richard | Dowling, Simon |
| Vice Chair | Scott, Ian | Holmes, Mark | Mallot, Peter | Scott, Ian | Wharton, Matthew |
| 1 | Collins, Dawn | Boyes, Margaret | Boyes, Margaret | Collins, Dawn | Collins, Dawn |
| 2 | Dowling, Simon | Garvani, John | Cordingley, Chas | Dowling, Simon | Dowling, Simon |
| 3 | Garvani, John | Glover, Serena | Dowling, Simon | Garvani, John | Garvani, John |
| 4 | Hardcastle, Richard | Hardcastle, Richard | Glover, Serena | Hardcastle, Richard | Pritlove, Janice |
| 5 | Hanley, Ted | Hardy, Jan | Hardcastle, Richard | Scott, Ian | Wharton, Matthew |
| 6 | Hardy, Jan | Holmes, Mark | Hughes, Martin | Wood-Robinson, Valerie | Scott, Ian (deputy) |
| 7 | Holmes, Mark | Hughes, Martin | Jacques, Rob | | Vacancy (deputy) |
| 8 | Hughes, Martin | Radford, Alan | Mallot, Peter | | |
| 9 | Pritlove, Janice | Scott, Ian | Prater, David | | |
| 10 | Scott, Ian | | Pritlove, Janice | | |
| 11 | Wharton, Matthew | | Radford, Alan | | |
| 12 | Wood-Robinson, Valerie | | Scott, Ian | | |
| 13 | | | Tinsley, Nicky | | |
| 14 | | | Wilkinson, Rob | | |
| 15 | | | Wood-Robinson, Valerie | | |