



Horsforth Town Council

**Full Council Minutes
Wednesday 22 November 2017 at 7.15pm**

Present: In Chair - Cllr R Hardcastle

Cllr C Calvert, D Collins, Cllr S Dowling, Cllr J Garvani, Cllr M Holmes, Cllr M Hughes, Cllr R Jacques, Cllr M Leech, P Mallott, Cllr R O'Callaghan, 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, PCSO Robert Southwood

HTC/17.82 – HTC/17.90 These minute numbers have been left blank intentionally.

HTC/17.91 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, S Glover, J Hardy and D Prater be accepted.

HTC/17.92 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/17.93 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.

HTC/17.94 Minutes of the previous meeting

Council was asked to approve the minutes of the meeting held on Wednesday 27 September 2017.

Draft minutes had been circulated to all members and were in the agenda pack. A correction was required to Minute HTC/17.65, bullet point 2 – to substitute the word "support" for the "safety".

Signed Dated

RESOLVED: That, subject to the substitution of the word “support” for the word “safety” at Minute HTC/17.65 bullet point 2, the minutes of the meeting held on Wednesday 27 September 2017 are a true record.

HTC/17.95 Horsforth Policing Update

17.95.1. To receive and consider reports from West Yorkshire Police.
Members **noted** a report from PCSO Robert Southwood, West Yorkshire Police, for the two months since 27 September 2017.

- 2 robberies.
Rose Terrace – victim was punched in the face and car keys and bag taken, but not the car.
Broadway – pizza delivery driver was punched in the face and his car stolen. One suspect arrested.
- 26 burglaries of houses and outhouses, including:
10 for cars – mainly Audis, one victim targeted twice. Local police are liaising with Bradford as it is believed the perpetrators are coming from the Bradford area.
3 distraction burglaries. A suspect has been identified and is to be arrested.
- 8 theft of vehicles
- 3 theft of pedal cycles, including one that was locked but which was left in an obvious place on a regular basis
- Theft from motor vehicles
- Damage – 3 spates noted:
Halloween – 5 cars on Westbrook Lane. Suspects not identified but parents of a group of youths have been approached. No further incidents.
Broadway – tyres on 4 cars slashed. Suspect not identified. No further incidents.
Windows smashed at commercial premises on Station Road. Suspect not identified. No further incidents.
- Speed checks – conducted on St Mary’s Avenue and St Mary’s Road on one occasion in November by police in high visibility gear. Nil result.

Cllr J Garvani requested that the police consider suitable locations for a speed indicator device on Low Lane.

ACTION: PCSO R Southwood to liaise with the Acting Clerk.

PCSO R Southwood left the meeting at 7:35pm.

17.95.2. PCSO Funding
Cllr R Hardcastle reported that an approach had been made regarding whether Council may wish to consider opening discussions to fund PCSOs again.

Signed Dated

ACTION: The Acting Clerk to request PC J French of West Yorkshire Police to write with any proposals or requests for Council to consider.

HTC/17.96 Employment Matters

To receive an update.

Members **noted** an update from Cllr R Hardcastle on employment matters and received a recommendation from the Staffing and Employment Committee that the Acting Clerk be appointed Town Clerk with effect from 14 October 2017.

RESOLVED: To appoint the Acting Clerk as Town Clerk with effect from 14 October 2017.

HTC/17.97 To submit the minutes of Committee meetings as listed under for Council's approval:

17.97.1. Planning, Licensing and Traffic Committee 21 September 2017
RESOLVED: That the minutes of the Planning, Licensing and Traffic Committee held on 21 September 2017 are a true record.

17.97.2. Staffing and Employment Committee 27 September 2017
RESOLVED: That the minutes of the Staffing and Employment Committee held on 27 September 2017 are a true record.

17.97.3. Staffing and Employment Committee 13 October 2017
RESOLVED: That the minutes of the Staffing and Employment Committee held on 13 October 2017 are a true record.

Thanks were given to the Staffing and Employment Committee and it was noted that Cllr R Hardcastle and in particular Cllr D Collins were due most of the credit.

17.97.4. Planning, Licensing and Traffic Committee 19 October 2017
RESOLVED: That the minutes of the Planning, Licensing and Traffic Committee held on 19 October 2017 are a true record.

17.97.5. Finance and General Purposes Committee 9 November 2017
RESOLVED: That the minutes of the Finance and General Purposes Committee held on 9 November 2017 are a true record.

HTC/17.98 Accounts and List of Payments

The Finance and General Purposes Committee recommended that Council approve the accounts and list of payments to 7 November 2017.

Signed Dated

RESOLVED: To approve the accounts and list of payments to 7 November 2017 (attached).

HTC/17.99 Data Protection Reforms

To receive an update and agree any action.

The Clerk reported that YLCA did not yet have available a revised draft data protection policy.

This item to be carried forward to the next meeting of the Council.

HTC/17.100 Public Bodies (Admission to Meetings) Act 1960

To consider passing a resolution under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the press and public from the meeting during items 11 to 12 of the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED that due to the confidential nature of the business about to be transacted at agenda items 11 to 12 to temporarily exclude the press and public and that they be asked to withdraw from the meeting.

HTC/17.101 Employment Matters

To receive an update and to consider recommendations from the Staffing and Employment Committee in relation to the following:

17.101.1. Town Clerk ("the Clerk")

The Clerk left the meeting during discussion of salary.

RESOLVED as follows:

- 1. To approve the job description for the Clerk, subject to an amendment to the flexibility clause to state "Some evening working is required". Approved job description attached;**
- 2. To note the Clerk will be taking a week's study leave 12-16 February 2018 to work on CILCA;**
- 3. To approve an increase to the Clerk's salary to SCP32, backdated to 14 October 2017.**

17.101.2. Appointment of additional member of staff

RESOLVED as follows:

- 1. To approve the job description and person specification for an administration assistant (attached) and to approve the pay scales at SCP15-20 for a 15-21 hour week;**
- 2. To delegate the recruitment and appointment of an administration assistant to the Staffing and Employment Committee;**

Signed Dated

3. To approve a budget of £600 for recruitment of an administration assistant.

HTC/17.102 Assets of Community Value

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

There had been no meeting of the ACVWG.
Members **noted** a report from Cllr D Collins.

HTC/17.103 Review of Terms of Reference, Policies and Procedures

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

Members **noted** that the review was still outstanding and would need further consideration.

HTC/17.104 Annual Event 2018

To consider the Annual Event 2018 and agree any action.

The Working Group had not yet met.

HTC/17.105 Chain of Office and badges of office/ID badges for members

To receive an update and agree any action.

Chain of Office

The Horsforth Urban District Council Chain of Office had been returned to Horsforth Museum. It was confirmed that it was not insured. Cllr D Collins was continuing to press for information from Leeds City Council regarding insurance and liability if used by the Town Council.

The known experts for valuation of Chains of Office were based in Birmingham. To obtain a valuation would require the Chain to be delivered to them or for them to travel to Leeds to undertake a valuation. Insurance would be required if the Chain was to be sent to the valuer.

RESOLVED to approve obtaining a valuation of the Chain of Office and to request the valuer to travel to Leeds.

Badges of office/ID badges for members

Members **noted** that this item had been previously considered by Finance and General Purposes Committee and that quotes from alternative suppliers were to be requested for ID badges and costs/suppliers of badges of offices explored. It was **agreed** to defer to Finance and General Purposes Committee on this matter.

Signed Dated

ACTION: Cllr M Hughes to progress the above matters.

HTC/17.106 Public Space Protection Orders: dog control and other issues – consultation

To consider and agree any action. Details in agenda pack.

ACTION: Members to submit individual responses if they wished.

HTC/17.107 Speed indicator device – Low Lane

To consider the following recommendation from Planning, Licensing and Traffic Committee: To purchase a speed indicator device for Low Lane.

Details in agenda pack.

Members noted further information that Leeds City Council did not offer any maintenance or service of speed indicator devices.

RESOLVED to approve the purchase of a speed indicator device for Low Lane at a cost of £3,110.

ACTION: Cllr D Collins to progress the matter with Leeds City Council Highways and Traffic Management to agree a suitable location.

HTC/17.108 Meeting dates

Council was asked to consider moving the dates of meetings in January and February 2018.

RESOLVED: To change the meeting dates as listed below:

Meeting	Move From:	To:
Finance and General Purposes Committee	11 January 2018	18 January 2018
Planning, Licensing and Traffic Committee	18 January 2018	25 January 2018
Council	24 January 2018	31 January 2018
Planning, Licensing and Traffic Committee	8 February 2018	22 February 2018

New meeting calendar attached.

HTC/17.109 Council Surgery

Cllr C Calvert and P Mallott volunteered for the next Council Surgery, to take place on Wednesday 31 January 2018 at 6.45pm to 7:15pm.

HTC/17.110 Items for future agenda

Assets of Community Value - 3 & 5 The Green.

HTC/17.111 Date of next meeting

The next meeting is the Annual Meeting of the Town Council on Wednesday 31 January 2018 at 7:15pm.

The meeting closed at 8:40pm

Signed Dated

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

Signed Dated

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Minute HTC/17.98
Accounts and list of payments to 7 November 2017

Horsforth Town Council					
Bank Reconciliation as at 7th November 2017					At next y/end
Prepared by Tracy Sutcliffe (Bookkeeper) on 7th November 2017					S / L term
Balance per bank statements as at					
Current Account		Yorkshire Bank (per stmt 09.06.16)		14,124.00	Short term
		Unity Trust Bank (per print 01.08.17)		146,127.93	Short term
Term deposit accounts					
	050085835	Matures 27.09.18		15,842.09	Short term
	00000236	Matures 09.10.18		15,495.21	Short term
	050085806	Matures 27.03.19		37,743.91	Short term
				229,333.14	
Add uncredited receipts					
				0.00	
					0.00
Less unpresented cheques					
11.07.17	300119	Royal British Legion - Poppy wreath	18.50		
03.11.17	300123	Traidcraft plc	22.10		
03.11.17	300124	Royal British Legion - Poppy wreath	42.50		
				0.00	
					83.10
Net Balances as at 7th November 2017				229,250.04	
Cash book					
Opening balances as at 1 April 2017				172,609.89	
Add cash book receipts				124,991.26	
Less cash book payments				68,351.11	
Closing cash book balance as at 7th November 2017				229,250.04	

Minute HTC/17.98
Accounts and list of payments to 7 November 2017

Horsforth Town Council																			
Cash Book																			
Year ended 31 March 2018																			
Period 16.08.17 to 07.11.17																			
Bank Payments																			
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Creditors 2017	Planning Lic & Traffic	CCCZ / Other	Comm & Environ'mt	Assets of Comm Val	Election	Salaries	Office	Buildings	Staff Training	Designated Funds	SECTION 137 EXPENDITURE	
16.08.17	Brought Forward			36,529.83		0.00	2,012.90	2,150.00	0.00	0.00	5,765.92	1,500.00	0.00	17,468.88	5,473.66	526.00	0.00	1,632.47	0.00
18.08.17	SLCC - Training seminar 2017	On line	63	153.60		25.60													
18.08.17	Julie Sou - SUND EXPS	On line	64	12.75											2.08	Postage			128.00
18.08.17	Julie Sou - SUND EXPS	On line	65	36.58			0.99								9.68	Refreshments			
18.08.17	Julie Sou - SUND EXPS	On line	65	36.58											32.89	Postage			
18.08.17	Julie Sou - SUND EXPS	On line	65	36.58											3.69	Refreshments			
18.08.17	Horsforth In Bloom - QJE - July 2017	On line	66	60.00						60.00									
23.08.18	Talk Talk - Internet	DD	67	22.31										22.31					
24.08.18	YLCA - Guide to Finance & Transparency	On line	68	15.65															15.65
25.08.18	BT Group - office phone	DD	69	100.00		16.67									83.33				
25.08.17	C Dodd - Net pay August 2017	On line	70	939.54									939.54						
25.08.17	Julie Sou - net pay August 2017	On line	71	1,466.05									1,466.05						
29.08.17	West Yorkshire Pension Fund - August 2017	On line	72	664.28									664.28						
31.08.17	XBM Limited - Photocopies	DD	73	44.71		7.45								37.26					
01.09.17	Zurich Insurance - policy to 31.08.18	On line	74	955.73											955.73				
07.09.17	Horsforth In Bloom - QJE - August 2017	On line	75	60.00						60.00									
07.09.17	Tracy Sutcliffe - Bookkeeping & payroll	On line	76	157.50											157.50				
14.09.17	Royal Mail - Postage	On line	77	114.00		19.00									95.00	Postage			
14.09.17	PKF Littlejohn LLP - Audit fee 2017	On line	78	480.00		80.00									400.00				
17.08.17	Traidcraft plc - Biscuits - Meeting expenses	300120	79	25.50											25.50				
18.09.17	Refill Horsforth - Grant	On line	80	300.00						300.00									
22.09.17	Talk Talk - Internet	DD	81	22.31											22.31				
25.09.17	Julie Sou - SUND EXPS	On line	82	45.55		1.98									9.92	Water jug - mtg exps			
															3.50	Kitchen roll	30.15	Mileage SLCC Training 04.09.17	
17.08.17	Dawn Collins - SUND EXPS - Mileage to YLCA 04.08.17	300121	83	31.50															31.50
26.09.17	West Yorkshire Pension Fund - September 2017	On line	84	691.34									691.34						
26.09.17	C Dodd - September 2017	On line	85	939.74									939.74						
26.09.17	Julie Sou - September 2017	On line	86	1,611.54									1,611.54						
26.09.17	HMRC - PAYE & NIC - qtr to 5th October	On line	87	2,125.62									2,125.62						
28.09.17	Leeds City Council - Summer band - sponsorship for 3 concerts 2017	On line	88	960.00						960.00									
29.09.17	XBM Limited	DD	89	94.11		15.68								78.43					
30.09.17	Service charge - Unity bank charges	DD		25.95										25.95					
15.09.17	Friends Of Hunger Hill Woods - grant	300122	90	300.00						300.00									
11.10.17	Horsforth In Bloom - QJG - September 2017 & plants	On line	101	136.00						136.00									
26.10.17	C Dodd - October 2017	On line	102	555.68									555.68						
26.10.17	J Sou - October 2017	On line	103	1,550.61									1,550.61						
26.10.17	LCC - Election expenses	On line	104	3,479.22								3,479.22							
26.10.17	LCC - Election expenses	On line	105	6,307.39								6,307.39							
23.10.17	BNP Paribas - Copier lease to 21.01.18	DD	106	236.40		39.40									197.00				
24.10.17	Talk Talk - Internet	DD	107	22.31										22.31					
03.11.17	Traidcraft plc - Biscuits	300123	92	22.10										22.10					
03.11.17	Royal British Legion - wreaths	300124	93	42.50						42.50									
31.10.17	XBM Limited	DD	94	40.54		6.76								33.78					
03.11.17	C Dodd - final payment	On line	95	6,000.00									6,000.00						
03.11.17	Neil Coombes Solicitors	On line	96	300.00		50.00								250.00					
03.11.17	Kingdom Coffee	On line	97	56.53		0.60								55.93					
03.11.17	West Yorkshire Pension Fund - October 2017	On line	98	529.76									529.76						
03.11.17	YPO - Office stationery	On line	99	70.80		11.80								59.00					
03.11.17	YPO - Extension lead	On line	100	15.58		2.60								12.98					
	Carried Forward			68,351.11	0.00	2,291.43	2,150.00	0.00	0.00	7,624.42	1,500.00	9,786.61	34,543.04	6,939.11	1,678.73	205.30	1,632.47		
	Check total			68,351.11		68,351.11													
	Total Expenditure 2017-2018 (for budget page)									66,059.68									
	Cash book payments			68,351.11															

Minute HTC/17.98
Accounts and list of payments to 7 November 2017

Horsforth Town Council							
Annual Budget and Expenditure 2017-2018							
Updated 07.11.17							
		Annual Budget		Income & Expenditure		Budget Remaining	
		£	£	As At 7th November 2017	As At 7th November 2017	£	£
INCOME							
	Precept	109,950		109,950			0
	Council Tax Support Grant	5,308		5,308			0
	Bank interest Received	0		495			0
	TOTAL INCOME		115,258		115,753		0
EXPENDITURE							
	Community & Environment						
	Grants	4,000		1,055			2,945
	Sponsorship	3,000		0			3,000
	Award Scheme	150		27			123
	Civic Service	200		0			200
	Remembrance Service	350		43			307
	Horsforth Matters	3,500		1,392			2,108
	Horsforth List	1,000		0			1,000
	Networking	0		0			0
	Band Concerts	1,000		960			40
	Event	1,500		1,312			188
	Defibrillator Maintenance	300		0			300
	Christmas Motifs (and tree lights)	15,000		-1,635			16,635
	Christmas Lights Switch On	2,000		0			2,000
	New Christmas Tree Lights	0		0			0
	Christmas Tree	900		0			900
	Sundry Items	1,000		19			982
	Summer Baskets Installation & Water	4,535		1,864			2,671
	Garden	1,025		466			559
	Ginnels & Paths	2,500		-2,150			4,650
			41,960		3,352		38,608
	Planning, Licensing & Traffic		1,500		0		1,500
	Cold Calling Control Zone / Other		500		0		500
	Salaries		47,062		34,543		12,519
	Office						
	Office Equipment	1,500		646			854
	Stationery	1,000		619			381
	Postage	250		130			120
	Telephone	600		327			273
	Adverts	300		0			300
	Subscriptions	2,600		2,271			329
	Audit & Accounts	2,500		1,211			1,289
	Miscellaneous & Quality Council	700		85			615
	Bank Charges	100		26			74
	Chairman's Allowance	300		0			300
	Room Hire & Meeting Expenses	550		383			167
	Legal & Professional Fees	2,000		956			1,044
	Advertising & Website	500		564			-64
			12,900		7,218		5,682
	Buildings						
	Rent & Rates	2,100		0			2,100
	Utilities	700		0			700
	Insurance	1,200		956			244
	Clock	500		212			288
	Office Equipment (Lease)	1,100		511			589
	Roll Of Honour	200		0			200
			5,800		1,679		4,121
	Staff Training		2,500		205		2,295
	Election		8,000		0		8,000
	Assets of Community Value		10,000		1,500		8,500
	TOTAL EXPENDITURE		130,222		48,497		81,725
	SURPLUS OF INCOME OVER EXPENDITURE		-14,964		67,256		-81,725

Minute HTC/17.98
Accounts and list of payments to 7 November 2017

Horsforth Town Council			
Annual Budget and Expenditure 2016-2017			
Designated Funds			
Horsforth Town Council			
As At 7th November 2017			
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.04.17	25,330	
	Income	0	
	Expenditure	-1,633	
	Transfer of funds	0	
	Balance C/F 07.11.17		23,697
HORSFORTH MATTERS COMMUNITY DIRECTORY			
	Balance B/F 01.04.17	6,000	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 07.11.17		6,000
ELECTION			
	Balance B/F 01.04.17	10,474	
	Income	0	
	Expenditure	-9,787	
	Transfer of funds	0	
	Balance C/F 07.11.17		687
DEFIBRILLATOR			
	Balance B/F 01.04.17	630	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 07.11.17		630
	TOTAL DESIGNATED FUNDS C/F		31,014
RECONCILIATION TO CASH BOOK			
CHECK TOTAL			
	General income less expenditure		67,256
	Designated Income		0
	Designated expenditure		-11,420
	CASH BOOK TOTAL		55,836
	CASH BOOK TOTAL 2017-18		53,739
	(CB Receipts less payments - per cash book)		
	Difference		2,097
Adjustments for accruals & prepayments 31.03.17			
	Grant re event - play rec'd in 2017	600	
	T Sutcliffe - accounts work accrued 2017	285	
	Event - tickets printed 2017	-50	
	Event - Alzheimers Society	-45	
	V Wood - Exps - Alz Event	-279	
	Vision ICT	-564	
	Paths	2,150	
	TOTAL ADJUSTMENTS	2,097	

Minute HTC/17.01.1
Approved job description – Town Clerk



Horsforth Town Council
Town Clerk and Responsible Financial Officer
Job Description

JOB TITLE: TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER
REPORTING TO: DESIGNATED LINE MANAGER/CHAIR OF COUNCIL
JOB DESCRIPTION APPROVED BY COUNCIL: 22 NOVEMBER 2017

OVERALL RESPONSIBILITIES:	<p>The Town Clerk (“the Clerk”) will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority’s Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on the formation of overall policies to be followed in respect of the Authority’s activities and to produce all the information required for making effective decisions. The Clerk will be accountable to the Council for the effective management of resources and will report to the Council as and when required.</p> <p>The Responsible Financial Officer (“RFO”) is responsible for maintaining the financial records of the Council and the careful administration of its finances.</p>
SPECIFIC RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed. 2. As RFO: <ol style="list-style-type: none"> a) To manage the finances of the Council including the preparation of the annual budgets, the monitoring and balancing of the Council’s accounts and budgets, the maintenance of the asset register, the maintenance of all other records for audit, VAT and income tax purposes, the monitoring of insurance policies and the cover provided, the processing and issuing of invoices, the receipt of payments due to the Council, the payment of wages and statutory deduction schemes, the preparation of financial reports on all relevant matters for Committees and the Council, the monitoring of compliance with the Council’s financial regulations; liaising with the internal and external auditors and the implementation of systems of internal financial control; b) To receive and report on invoices in respect of goods and services to be paid for by the Council and to ensure such accounts are met in accordance with the policies of the Council; c) To apply for grants. 3. To ensure the Council’s obligations for risk assessment and health and safety regulations are properly met. 4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend all such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer. 5. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the

Minute HTC/17.01.1
Approved job description – Town Clerk

	<p>attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.</p> <ol style="list-style-type: none"> 6. To maintain such records and systems as are necessary for the effective administration of the affairs of the Council. 7. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council. 8. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action. 9. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. 10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. 11. To act as the representative of the Council as required. 12. To issue notices and prepare agendas and minutes for the Annual Town Meeting; to attend the assemblies of the Annual Town Meeting and to implement the decisions made at the assemblies that are agreed by the Council. 13. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council. 14. To co-ordinate and manage the Council's public and civic events or to oversee such tasks if delegated to another member of staff. 15. To prepare newsletters, events calendars, posters and advertisements or to oversee such tasks if delegated to another member of staff. 16. To administer the Council's website and Facebook page or to oversee such tasks if delegated to another member of staff 17. To attend training courses or seminars on the work and role of the Clerk and Council as required by the Council. 18. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council. 19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: membership of the professional body The Society of Local Council Clerks is suggested. 20. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
VARIATION CLAUSE:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of the Council to periodically examine Job Descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Council in consultation with the post-holder.</p>
FLEXIBILITY CLAUSE:	<p>Other duties and responsibilities expressed and implied, which arise from the nature and character of the post within the Council mentioned above. Some evening working is required.</p>



**Horsforth Town Council
Administration Assistant
Job Description**

JOB TITLE: ADMINISTRATION ASSISTANT
REPORTING TO: CLERK/DESIGNATED LINE MANAGER/CHAIR OF COUNCIL
JOB DESCRIPTION APPROVED BY COUNCIL: 22 NOVEMBER 2017

OVERALL RESPONSIBILITIES:	To provide office and administrative support for the work of Horsforth Town Council in the execution of its statutory duties and its additional community work under the direction of the Clerk to the Council.
SPECIFIC RESPONSIBILITIES:	<p>General Duties</p> <ol style="list-style-type: none"> 1. To provide administrative support to the Clerk and Councillors as required. 2. To undertake basic clerical tasks on behalf of the Clerk and the Council, eg. filing, scanning, photocopying, collating, compiling, disseminating, archiving and shredding of documents and information. 3. To be responsible for routine filing – including maintenance of the Council’s filing and record systems and archive records. 4. To assist the Clerk in reviewing the Council’s filing and record systems. 5. To comply with legislation/Council policies and to maintain confidentiality as required by the Council. 6. To assist with Council banking, drawing of cheques and paying of invoices, under the direction of the RFO. 7. To undertake internet and other research at the request of the Clerk. 8. To act as a representative of the Council as required. 9. To attend training courses or seminars as required by the Council, e.g. Introduction to Local Council Administration 10. To cover the daily operation of the office in the absence of the Clerk. 11. To assist in keeping the office clean and tidy. 12. To help maintain levels of stationery, refreshments, cleaning materials, first aid supplies and office equipment for the Council and the ordering and checking of deliveries. 13. Any other duties as may be reasonably required for the performance of the role within the job holder’s skill and competence. <p>Communications and Liaison</p> <ol style="list-style-type: none"> 1. To be the first point of contact, when required, for visitors to the office and to maintain effective communication with all Councillors, members of the public and other visitors as required. 2. To answer the telephone and deal with enquiries from members of the public, Councillors or representatives from other organisations 3. To deal with email and correspondence, including replying, filing and maintaining a correspondence register under the direction of the Clerk. 4. To assist the Clerk in keeping Councillors updated with information received from Leeds City Council, YLCA and NALC and other external organisations. 5. To maintain and keep updated the Council’s website and Facebook page and other social media as required. 6. To update the Council’s noticeboards.

Minute HTC/17.101.2

Approved job description and person specification – Administration Assistant

	<p>7. To assist in editing the Council’s newsletter.</p> <p>8. To assist in the administration and organisation of Council events and the production of publicity materials for such events.</p> <p>Meeting Administration</p> <p>1. To prepare notices/summons of meetings under the direction of the Clerk and to publish the notices/summons as required.</p> <p>2. To assist the Clerk in the preparation of agendas, agenda packs and other meeting papers</p> <p>3. To be available to attend up to 12 Planning, Licensing and Traffic Committee meetings per year and up to 8 other evening meetings as requested by the Clerk</p> <p>4. To take minutes at meetings as requested by the Clerk and to produce the minutes in a timely manner as required by the Clerk</p> <p>5. To file agendas and minutes in the Council’s minute books as required.</p> <p>6. To assist in maintaining up-to-date records relating to meetings, including meeting calendar, apologies, attendance records, Committee and Working Group memberships, Councillor records, public attendance records.</p> <p>Planning, Licensing and Traffic Committee - Administration and Meetings</p> <p>1. To assist with entering details of planning and licensing matters into the Council’s record systems</p> <p>2. To ask Leeds City Council for extensions of time to comment on planning applications as required</p> <p>3. To prepare documentation for meetings of the Council’s Planning, Licensing and Traffic Committee meetings as required</p> <p>4. To post planning applications to be considered by the Committee on the Council website</p> <p>5. To attend meetings of the Committee and to take the minutes</p> <p>6. To send comments to Leeds City Council Planning Department within the time limits</p> <p>7. To raise queries with Leeds City Council Planning Department on behalf of the Council</p> <p>Project Work</p> <p>To work closely with the Clerk and Councillors supporting projects undertaken by the Council, including assisting with the research and preparation of reports, finding funding sources and making grant applications.</p>
PROSPECTS	There may be an opportunity to progress to Assistant Clerk
VARIATION CLAUSE:	This is a description of the job as it is constituted at the date shown. It is the practice of the Council to periodically examine Job Descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Council in consultation with the post-holder.
FLEXIBILITY CLAUSE:	Other duties and responsibilities expressed and implied, which arise from the nature and character of the post within the Council mentioned above. Some evening working is required.

Minute HTC/17.108
Approved revised meeting dates

Horsforth Town Council Meetings – 2017/18

Day	2017								2018					Day
	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	
THUR		1								1	1 C&E			THUR
FRI		2			1			1		2	2			FRI
SAT		3	1		2			2		3	3			SAT
SUN		4	2		3	1		3		4	4	1		SUN
MON	1	5	3		4	2		4	1	5	5	2		MON
TUE	2	6	4	1	5	3		5	2	6	6	3	1	TUE
WED	3	7	5	2	6	4	1	6	3	7	7	4	2	WED
THUR	4	8 C&E – moved to 22.06.2017	6 F&GP	3	7 C&E	5	2	7 C&E	4	8	8 F&GP	5	3	THUR
FRI	5	9	7	4	8	6	3	8	5	9	9	6	4	FRI
SAT	6	10	8	5	9	7	4	9	6	10	10	7	5	SAT
SUN	7	11	9	6	10	8	5	10	7	11	11	8	6	SUN
MON	8	12	10	7	11	9	6	11	8	12	12	9	7	MON
TUE	9	13	11	8	12	10	7	12	9	13	13	10	8	TUE
WED	10 ATM	14	12	9	13	11	8	13	10	14	14 Council	11	9	WED
THUR	11 F&GP	15 PL&T	13 PL&T	10	14 F&GP	12	9 F&GP	14 PL&T	11	15	15 PL&T	12	10 F&GP	THUR
FRI	12	16	14	11	15	13	10	15	12	16	16	13	11	FRI
SAT	13	17	15	12	16	14	11	16	13	17	17	14	12	SAT
SUN	14	18	16	13	17	15	12	17	14	18	18	15	13	SUN
MON	15	19	17	14	18	16	13	18	15	19	19	16	14	MON
TUE	16	20	18	15	19	17	14	19	16	20	20	17	15	TUE
WED	17	21	19 Council	16	20	18	15	20	17	21	21	18	16	WED
THUR	18 Planning	22 C&E	20	17 PL&T	21 PL&T	19 PL&T	16 PL&T	21	18 F&GP	22 PL&T	22	19 PL&T	17 PL&T	THUR
FRI	19	23	21	18	22	20	17	22	19	23	23	20	18	FRI
SAT	20	24	22	19	23	21	18	23	20	24	24	21	19	SAT
SUN	21	25	23	20	24	22	19	24	21	25	25	22	20	SUN
MON	22	26	24	21	25	23	20	25	22	26	26	23	21	MON
TUE	23	27	25	22	26	24	21	26	23	27	27	24	22	TUE
WED	24 AMTC 1 st Council	28	26	23	27 Council	25	22 Council	27	24	28	28	25 ATM	23 AMTC 1 st Council	WED
THUR	25	29	27	24 Council - Extraordinary	28	26	23	28	25 PL&T		29	26	24	THUR
FRI	26	30	28	25	29	27	24	29	26		30	27	25	
SAT	27		29	26	30	28	25	30	27		31	28	26	FRI
SUN	28		30	27		29	26	31	28			29	27	SAT
MON	29		31	28		30	27		29			30	28	MON
TUE	30			29		31	28		30				29	TUE
WED	31			30			29		31 Council				30	WED
Day	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	Day
Planning, Licensing and Traffic – 7pm	Community & Environment 7pm	Finance and General Purpose - 7pm	Council Meeting 7.15pm AMTC – Annual Meeting of the Town Council	Annual Town Meeting 7pm	Public Holidays / Office Closed	City Council Elections								