



Horsforth Town Council

**Full Council Minutes
Wednesday 14 March 2018 at 7.15pm**

Present: In Chair - Cllr R Hardcastle

Cllr M Boyes, Cllr C Calvert, D Collins, Cllr S Dowling, Cllr J Garvani, Cllr S Glover, Cllr M Holmes, Cllr R Jacques (arrived 7:20pm), Cllr M Leech, P Mallott, Cllr J Pritlove, Cllr A Radford, Cllr I Scott and Cllr V Wood-Robinson

In attendance: J Sou – Clerk; P Fearon; PCSO R Southwood, PCSO S Wright; one member of the public

The meeting started at 7:16pm

HTC/17.139 – HTC/17.140 These minute numbers have been left blank intentionally.

HTC/17.141 To receive apologies for absence and to consider the reason for the absence
RESOLVED: That the apologies and reasons for absence from Cllrs M Hughes, R O’Callaghan, D Prater, N Tinsley and M Wharton be accepted.

HTC/17.142 **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/17.143 **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.

A member of the public was interested in 3 & 5 The Green and the costs involved.

Cllr D Collins gave information in response, including the following:

- Estimated figures to purchase the leasehold and to renovate the buildings
- Provisional views on how the project would be financed – existing reserves and loan
- Overheads if the project went ahead – contributions from the museum and Horsforth Live at Home towards overheads
- Stressed that all figures were provisional at this stage and that subject to there being a positive response to the consultation, proper costings and business plan would be prepared
- Key reasons for the project: to safeguard the museum and the buildings for the community
- Emphasised that the Council was seeking to purchase a leasehold with no ground rent payable, and not a lease.

Signed Dated

Cllr R Jacques arrived during the public session.
The member of the public left after the public session.

HTC/17.144 Minutes of the previous meeting

17.144.1. Council was asked to approve the minutes of the meeting held on Wednesday 31 January 2018.

Draft minutes had been circulated to all members and were in the agenda pack.

RESOLVED: That the minutes of the meeting held on Wednesday 31 January 2018 are a true record.

17.144.2. Council was asked to approve a correction to Minute HTC/17.111 (meeting of 22 November 2017)

RESOLVED: To approve a correction to Minute HTC/17.111 so that it reads "The next meeting of the Town Council is on Wednesday 31 January 2018 at 7:15pm."

ACTION: The Chair to initial the correction.

HTC/17.145 Horsforth Policing Update

To receive and consider reports from West Yorkshire Police in relation to:

17.145.1. Crime report

Members **noted** a report from PCSO R Southwood of West Yorkshire Police. **Attached.**

The following additional matters were raised and responses made by the PCSOs:

- Violent burglaries – were these by the same perpetrator and could it be organised crime? **PCSO R Southwood to ask PC J French to report.**
- Anti-social behaviour at Bridge Wood View – increased patrolling in the area; not feasible to light the whole area.
- Beggar outside Morrisons – dispersal order was issued and he did leave but has now returned. The intention is to serve him with a criminal behaviour order.

17.145.2. An update on the use of speed indicator devices (SID)

- Speed indicator device, mobile – next planned for Horsforth on 6 April 2018 and 9 April 2018.
- Speed indicator device (SID), Low Lane – this SID had been approved for funding by the Council; discussion as to where to locate the SID on Low Lane.

It was **AGREED** the SID should be positioned on a lamppost opposite the Shashlik restaurant as it could be turned to face either direction.

ACTION: The Clerk to progress the Low Lane SID with Leeds City Council Highways.

17.145.3. Cold Calling Control Zones (CCCZ)

The following comments were made:

- Feedback from residents living in a CCCZ indicates the main problem is that CCCZs do not apply to charity callers;
- Trading Standards do not report how many traders are deterred but anecdotal evidence suggests traders do stay away from CCCZs

Signed Dated

- CCCZs can offer reassurance to small areas, provided residents are aware of the limitations

PCSO J Andrews had indicated that she was happy to meet with councillors to discuss which areas were appropriate for CCCZs and to assist in setting up further CCCZs; also that Wood Lane may be an appropriate area for a CCCZ.

RESOLVED: To move forward with setting up Wood Lane as a Cold Calling Control Zone.

ACTION: PCSO R Southwood to advise PCSO J Andrews.

PCSO R Southwood and PCSO J Wright left the meeting.

HTC/17.146 To submit the minutes of Committee meetings as listed under for Council to note:

- | | | |
|------------------|---|------------------|
| 17.146.1. | Planning, Licensing and Traffic Committee | 25 January 2018 |
| 17.146.2. | Planning, Licensing and Traffic Committee - draft | 22 February 2018 |

The minutes were **noted**.

HTC/17.147 Accounts and List of Payments

Council considered recommendations from Finance and General Purposes Committee,

RESOLVED as follows:

- 17.147.1. To approve the accounts and list of payments to 6 March 2018 (attached)**
- 17.147.2. 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

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

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

HTC/17.148 Assets of Community Value

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

Members **noted** the comments made by Cllr D Collins during the public session.

Cllr D Collins gave a further update with regards to the public consultation exercise:

- The consultation papers had not been received by all households – a number of councillors reported not having received the letter
- An estimated 750 letters remained to be delivered to properties. Cllr D Collins would be seeking assistance in delivering the remaining letters.

Signed Dated

- An estimated 10% of properties would not receive the letters – due mainly to access problems (access to blocks of flats). Cllr J Garvani offered to assist with access to St James flats
- There had been some confusion with regards to the difference between a leasehold and a lease

HTC/17.149 General Data Protection Regulations (GDPR)

Council considered recommendations from Finance and General Purposes Committee in relation to the GDPR.

It was **noted** that a privacy policy was required and the Office was asked to prioritise this.

NOTE: Members requested to observe this and avoid disturbing the Office.

RESOLVED as follows:

17.149.1. 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;

17.149.2. 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.

HTC/17.150 Otley Citizens Advice Bureau – request for funding contribution

To receive an update.

The Clerk had requested clarification from Otley Town Council regarding the costs of running the Citizens Advice Bureau (CAB) service. Otley Town Council had instead advised that CAB had announced that the service would be closing in Otley. Otley Town Council was awaiting further information from CAB before responding to the Clerk's request.

Noted. To be reviewed when Otley Town Council responds.

HTC/17.151 Review of Terms of Reference, Policies and Procedures

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

No meeting of the Working Group had taken place.

Note: Privacy policy to be prioritised (see also Minute HTC/17.149)

HTC/17.152 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.

RESOLVED: To approve the Council and Committee meeting dates for 2018-19. Approved diary attached.

HTC/17.153 Annual Town Meeting 2018

RESOLVED as follows:

17.153.1. The Annual Town meeting will take place on Wednesday 25 April 2018

17.153.2. Council and Committee Chairs to submit draft reports for the Annual Report to the Council office by 6 April 2018.

ACTION: Clerk to send last year's reports to Council and Committee chairs.

HTC/17.154 Horsforth Gala

To consider having a pitch at Horsforth Gala on 30 June 2018 – cost of a single pitch £28.

To agree any action and expenditure.

Signed Dated

It was **AGREED** that the Council should have a pitch at Horsforth Gala and that a sign or banner would be desirable. The pitch would be an opportunity to highlight 3 & 5 The Green, Fairtrade and Dementia Friendly.

Management and organisation of the Council pitch to be remitted to Community and Environment Committee to set a budget and agree any action.

Cllr S Dowling offered to take the lead and the following members volunteered for a Horsforth Gala Working Group: Cllrs M Boyes, C Calvert, S Dowling, J Garvani, J Pritlove and A Radford.

ACTION: Horsforth Gala Working Group to meet.

HTC/17.155 Floral Displays

To consider recommendations from Community and Environment Committee in relation to the supply and installation of floral displays for summer 2018.

RESOLVED as follows:

17.155.1. To waive the requirement in the Financial Regulations to obtain three quotes

17.155.2. To accept the following quotes from Leeds City Council:

- a. Supply and installation of 82 hanging baskets and watering x3 per week of Jubilee Garden £4,603.23**
- b. Planting of three planters and three troughs and watering x1 per week £379.51**
- c. Watering of 20 Horsforth in Bloom planters x1 per week £2,653.28.**

HTC/17.156 Civic Service

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

Noted.

Cllr R Hardcastle is unable to attend. Cllr I Scott to attend.

HTC/17.157 Council Surgery – volunteers for next surgery

There is no Council Surgery on 23 May 2018 (being the date of the Annual Meeting of the Town Council and the first Council meeting of the 2018-19 Council year).

The next Council Surgery is 18 July 2018: volunteers for the surgery to be requested at the Council meeting of 23 May 2018.

HTC/17.158 Items for future agenda

None.

HTC/17.159 Date of next meeting

Members are asked to note the date of the next meeting:

Annual meeting of the Town Council – 23 May 2018

The meeting closed at 8:25pm

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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Crime Report – 14 March 2018**PCSO R Southwood**

- Aggravated burglary yesterday at Charles Street. Unlocked front door. Armed with a screwdriver; searched house and demanded valuable; knives grabbed and then disposed of; occupants able to run outside and shout for help; perpetrators seen getting into a car. CID investigating.
- Notable arrests
 - 49 year old Horsforth male – endangering aircraft by shining light at police helicopter
 - 43 year old Horsforth male - car crash near Bayton Lane; damage, over the limit, obstruction and assaulting a police officer
 - 35 year old Bradford male – wasting police time – fabricated a story of a knifepoint robbery at Horsforth Station.
- Burglary business and community – 10, including Leeds City College.
- Burglary dwellings - 18; including:
 - 8 after cars
 - 3 attempted
 - 4 of garages/sheds
 - 1 unlocked door
 - 1 befriending incident
- Thefts
 - Motor vehicles – 2
 - Theft from motor vehicles – 14: most of unlocked vehicles or the owner can't trace how they got in
 - Other – 7, eg. keyboard and mouse from library, trainers, lead off roof, mobile 'phone, fuel in a can
- Frauds – 3
- Possession of drugs – 3 arrests
- Hate crimes – 2
 - 1 transgender abuse on Twitter
 - 1 local resident abused for ethnicity after challenging a scrap collection person
- Damage
 - Vehicles – 4
 - For Sale sign
 - Entire flat – damaged by the occupant

Horsforth Town Council**Bank Reconciliation as at 6th March 2018**

Prepared by Tracy Sutcliffe (Bookkeeper) on 6th March 2018

At next y/end
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 06.03.18)	101,973.96	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
		185,179.17	

Add uncredited receipts

0.00	0.00
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Less unpresented cheques

11.07.17	300119	Royal British Legion - Poppy wreath	18.50	
31.01.18	300129	St Margarets Church	75.00	
			0.00	
			0.00	93.50

Net Balances as at 6th March 2018**185,085.67****Cash book****Opening balances as at 1 April 2017****172,609.89**

Add cash book receipts

124,991.26

Less cash book payments

112,515.48**Closing cash book balance as at 6th March 2018****185,085.67**

Difference	0.00
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Horsforth Town Council
Cash Book
Year ended 31 March 2018

Period 10.01.18 to 06.03.18

Bank Payments																		
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Creditors 2017	Planning Lic & Traffic	CCCZ / Other	Comm & Environ't	Assets of Comm Val	Election	Salaries	Office	Buildings	Staff Training	Designated Funds	SECTION 137 EXPENDITURE
10.01.18	Brought Forward			90,299.37	0.00	5,120.79	2,150.00	0.00	0.00	18,562.05	1,500.00	9,786.61	38,555.35	8,640.09	1,678.73	455.30	3,850.45	0.00
18.01.18	Horsforth In Bloom - QJG maint - December	On line	135	60.00						60.00								
18.01.18	Aire Valley Tree Services Lrd - christmas tree removal	On line	136	120.00		20.00				100.00								
18.01.18	Tracy Sutcliffe - Bookkeeping etc to 09.01.18	On line	137	120.00										120.00				
18.01.18	Yorkshire Audit - 1st Internal audit visit	On line	138	300.00										300.00				
18.01.18	HMRC - PAYE & NIC - 3rd qtr	On line	139	1,862.04									1,862.04					
22.01.18	PNB Paribas - Copier Lease - 22.01.18 to 21.04.18	On line	140	188.40		31.40									157.00			
24.01.18	Talk Talk - Broadband	DD	141	23.31										23.31				
26.01.18	Salary payments and pensions			2,011.71									2,011.71					
31.01.18	XBM Limited - Photocopying	DD	144	47.20		7.87								39.33				
05.01.18	Leeds City Council - Councillor staff ID cards	On line	148	137.70		22.95								114.75				
05.02.18	Leeds City Council - Christmas lights & motifs	On line	149	15,240.00		2,540.00				12,700.00	(Christmas lights £12,550 - Switch on £150)							
06.02.18	Horsforth In Bloom QJG maint Jan 2018	On line	150	60.00						60.00								
22.02.18	Talk Talk - Broadband	DD	146	23.31										23.31				
28.02.18	XBM Limited - Photocopying	DD	145	71.26		11.88								59.38				
26.02.18	BT - Office phone	DD	147	106.01		17.67								88.34				
31.01.18	St Margarets Church - room hire 31.01.18	300129	151	75.00										75.00				
23.02.18	YPO - Office stationery	On line	152	31.15		5.19								25.96				
26.02.18	Salary payments and pensions			1,605.02									1,605.02					
23.02.18	Enlightened IT Services Limited	On line	154	50.00										50.00				
23.02.18	Leeds City Council - Recruitment advert	On line	155	84.00		14.00								70.00				
	Reallocation of expenditure:																	
	Christmas lights refund from Environment									1,310.00				-1,310.00				
	Printing Costs -																	
	Remembrance service from stationery									4.00				-4.00				
	Christmas switch on from stationery									8.50				-8.50				
	Transfer biscuits from to Remb Service from room hire									15.00				-15.00				
	Carried Forward			112,515.48	0.00	7,791.75	2,150.00	0.00	0.00	32,819.55	1,500.00	9,786.61	44,034.12	8,291.97	1,835.73	455.30	3,850.45	
	Check total			112,515.48		112,515.48												
	Total Expenditure 2017-2018 (for budget page)																	104,723.73
	Cash book payments			112,515.48														

Period 10.01.18 to 06.03.18

Bank Receipts																	
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Debtors 2017	Other	Public Safety	Community	Planning	Environment	Salaries	Office	Buildings	Staff Training	Events
				£	£	£	£	£	£	£	£	£	£	£	£	£	£
10.01.18	Balances brought forward			228,519.94	69,081.21	5,191.05	0.00	288,363.10	0.00	0.00	0.00	3,722.00	0.00	0.00	0.00	0.00	325.00
	Carried Forward			228,519.94	69,081.21	5,191.05	0.00	288,363.10	0.00	0.00	0.00	3,722.00	0.00	0.00	0.00	0.00	325.00
	Check total			297,601.15		297,601.15											
	Total Income 2017-2018 (for budget page)																119,800.21
	Cash book receipts			124,991.26													
	Cash book balances (agrees to bank rec)		185,085.67	116,004.46	69,081.21												

- presented

Total Income 2017-2018 (for budget page)	119,800.21
Total Expenditure 2017-2018 (for budget page)	104,723.73
Agreed to Budget	15,076.48

Horsforth Town Council
Annual Budget and Expenditure 2017-2018
Updated 06.03.18

		Income & Expenditure				Budget Remaining	
		Annual Budget	As At 6th March 2018		As At 6th March 2018		
		£	£	£	£	£	£
INCOME							
	Precept	109,950		109,950			0
	Council Tax Support Grant	5,308		5,308			0
	Other	0		1,310			0
	Bank interest Received	0		495			0
	TOTAL INCOME		115,258		117,063		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		332			18
	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		12,325			2,675
	Christmas Lights Switch On	2,000		1,782			218
	New Christmas Tree Lights	0		0			0
	Christmas Tree	900		1,150			-250
	Sundry Items	1,000		19			982
	Summer Baskets Installation & Water	4,535		7,469			-2,934
	Garden	1,025		726			299
	Ginnels & Paths	2,500		0			2,500
			41,960		28,548		13,412
	Planning, Licensing & Traffic		1,500		0		1,500
	Cold Calling Control Zone / Other		500		0		500
	Salaries		47,062		44,034		3,028
	Office						
	Office Equipment	1,500		696			804
	Stationery	1,000		865			135
	Postage	250		130			120
	Telephone	600		588			12
	Adverts	300		0			300
	Recruitment	600		385			215
	Subscriptions	2,600		2,271			329
	Audit & Accounts	2,500		1,826			674
	Miscellaneous & Quality Council	700		85			615
	Bank Charges	100		50			50
	Chairman's Allowance	300		115			185
	Room Hire & Meeting Expenses	550		595			-45
	Legal & Professional Fees	2,000		1,706			294
	Advertising & Website	500		564			-64
			13,500		9,876		3,624
	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		668			432
	Roll Of Honour	200		0			200
			5,800		1,836		3,964
	Staff Training		2,500		455		2,045
	Election		8,000		8,000		0
	Assets of Community Value		10,000		1,500		8,500
	TOTAL EXPENDITURE		130,822		94,249		36,573
	SURPLUS OF INCOME OVER EXPENDITURE		-15,564		22,814		-36,573

Horsforth Town Council
Annual Budget and Expenditure 2016-2017
Designated Funds
Horsforth Town Council

		As At 6th March 2018	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.04.17	25,330	
	Income	0	
	Expenditure	-3,851	
	Transfer of funds	0	
	Balance C/F 06.03.18		21,479
HORSFORTH MATTERS COMMUNITY DIRECTORY			
	Balance B/F 01.04.17	6,000	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 06.03.18		6,000
ELECTION			
	Balance B/F 01.04.17	10,474	
	Income	0	
	Expenditure	-9,787	
	Transfer of funds	8,000	
	Balance C/F 06.03.18		8,687
DEFIBRILLATOR			
	Balance B/F 01.04.17	630	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 06.03.18		630
TOTAL DESIGNATED FUNDS C/F			36,796

HORSFORTH TOWN COUNCIL MEETINGS - 2018-19

Day	2018												2019					Day
	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY					
Mon						1							1			Mon		
Tues	1												2			Tues		
Wed	2				1								3		1	Wed		
Thu	3				2			1					4		2	ELECTIONS Thu		
Fri	4	1			3			2			1	1	5		3	Fri		
Sat	5	2		4	1	6	3	1	5	2	2	6	4			Sat		
Sun	6	3	1	5	2	7	4	2	6	3	3	7	5			Sun		
Mon	7 Bank Holiday	4	2	6	3	8	5	3	7	4	4	8	6 Bank Holiday			Mon		
Tues	8	5	3	7	4	9	6	4	8	5	5	9	7			Tues		
Wed	9	6	4	8	5	10	7	5	9	6	6	10	8			Wed		
Thu	10 F&GP	7 C&E	5 F&GP	9	6 C&E	11	8 F&GP	6 C&E	10	7	7 C&E	11	9			Thu		
Fri	11	8	6	10	7	12	9	7	11	8	8	12	10			Fri		
Sat	12	9	7	11	8	13	10	8	12	9	9	13	11			Sat		
Sun	13	10	8	12	9	14	11	9	13	10	10	14	12			Sun		
Mon	14	11	9	13	10	15	12	10	14	11	11	15	13			Mon		
Tues	15	12	10	14	11	16	13	11	15	12	12	16	14			Tues		
Wed	16	13	11	15	12	17	14	12	16	13	13	17	15			Wed		
Thu	17 PL&T	14 PL&T	12 PL&T	16 PL&T	13 F&GP	18 PL&T	15 PL&T	13 PL&T	17 F&GP	14	14 F&GP	18 PL&T	16 AMTC			Thu		
Fri	18	15	13	17	14	19	16	14	18	15	15	19	17			Fri		
Sat	19	16	14	18	15	20	17	15	19	16	16	20	18			Sat		
Sun	20	17	15	19	16	21	18	16	20	17	17	21	19			Sun		
Mon	21	18	16	21	17	22	19	17	21	18	18	22	20			Mon		
Tues	22	19	17	21	18	23	20	18	22	19	19	23	21			Tues		
Wed	23 AMTC	20	18	Council	22	19	24	21	23	20	20	24	22			Wed		
Thu	24	21	19	23	20 PL&T	25	22	20	24 PL&T	21 PL&T	21 PL&T	25	23			Thu		
Fri	25	22	20	24	21	26	23	21 Office closed	25	22	22	26	24			Fri		
Sat	26	23	21	25	22	27	24	22	26	23	23	27	25			Sat		
Sun	27	24	22	26	23	28	25	23	27	24	24	28	26			Sun		
Mon	28 Bank Holiday	25	23	27 Bank Holiday	24	29	26	24 Office closed	28	25	25	29	27			Mon		
Tues	29	26	24	28	25	30	27	25 Christmas	29	26	26	30	28			Tues		
Wed	30	27	25	29	26 Council	31	28 Council	26 Boxing Day	30 Council	27	27 Council		29			Wed		
Thu	31	28	26	30	27		29	27 Office closed	31	28	28		30			Thurs		
Fri		29	27	31	28		30	28 Office closed			29		31			Fri		
Sat		30	28		29			29			30					Sat		
Sun			29		30			30			31					Sun		
Mon			30					31 Office closed								Mon		
Tues			31													Tues		
Day	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY			Day		

Key
 AMTC - Annual Meeting of the Town Council, followed by the first Council meeting of the Council year
 ATM - Annual Town Meeting
 C&E - Community & Environment Committee
 F&GP - Finance & General Purposes Committee
 PL&T - Planning, Licensing & Traffic Committee

All meetings start at 7pm, with the exception of Council meetings which start at 7:15pm