



Horsforth Town Council

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To Members of the Council

You are summonsed to attend the **Annual Meeting of Horsforth Town Council** at St Margaret's Parish Centre, Church Lane, Horsforth on **Wednesday 23 May 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
18 May 2018

Agenda

- 1. Election of Chair**
Council is asked to elect a chair of Council.
Elected Chair to sign declaration of acceptance of office.
- 2. Election of Vice Chair**
Council is asked to elect a vice-chair of Council.
Elected Vice Chair to sign declaration of acceptance of office.
- 3. To receive apologies for absence and to consider the reason for the absence**
- 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.
- 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 committee. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.
- 6. Minutes of the previous meeting**
To approve the minutes of the Annual Meeting of the Town Council held on 24 May 2017 (previously circulated).
- 7. Policies, procedures and governance documents**
Policies and Procedures Working Group is reviewing Council's policies, procedures and governance documents and will report to a future meeting of Council.

7.1. Pending the report and recommendations from the Working Group, Council is asked to confirm the existing policies, procedures and governance documents listed below.

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

If you require further copies please contact the office.

- 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
- Recording of Meetings
- Community Grants Policy – updated: **previously circulated to members**
- Sponsorship Policy – updated: **previously circulated to members**
- 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
- Internal Audit Review Checklist
- Safeguarding Policy
- Authorities and Responsibilities of a Line Manager/Liaison Officer for the Clerk to the Council.

7.2. New employment policies – recommended for approval by Staffing and Employment Committee (**previously circulated to members**):

- Annual Leave
- Special leave
- Flexitime and time-off-in-lieu
- Sickness and sickness reporting

8. Committee terms of reference

To confirm the terms of reference for the following committees:

- 8.1. Finance and General Purpose Committee
- 8.2. Planning, Licensing and Traffic Committee
- 8.3. Community and Environment Committee
- 8.4. Staffing and Employment Committee
- 8.5. Complaints and Grievance Sub-Committee

Current Terms of Reference for all committees and sub-committees **previously circulated to members.**

9. Committee membership

To appoint members to serve on the following committees:

- 9.1. Finance and General Purpose Committee
- 9.2. Planning, Licensing and Traffic Committee

- 9.3. Community and Environment Committee
- 9.4. Staffing and Employment Committee (must include Chair or Vice Chair of Council; all genders must be represented)
- 9.5. Complaints and Grievance Sub-Committee (5 members, excluding Chair of Council, and 2 deputies)

Proposed membership will be provided at the meeting.

10. Election of Committee Chairs and Vice-Chairs

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

- 10.1. Planning, Licensing and Traffic Committee
- 10.2. Community and Environment Committee
- 10.3. Staffing and Employment Committee
- 10.4. Complaints and Grievance Sub-Committee

Note: Finance and General Purpose Committee Terms of Reference provide that the Chair and Vice-Chair of Council are the Chair and Vice-Chair of the Committee.

11. To appoint members to Working Groups and Steering Groups (except where this is delegated to Committees)

- 11.1. Assets of Community Value Working Group
- 11.2. Editorial Working Group
- 11.3. Neighbourhood Plan Working Group
- 11.4. Christmas Lights & Switch-On Event Working Group
- 11.5. Policies and Procedures Working Group
- 11.6. Annual Event Working Group
- 11.7. Horsforth Gala Working Group
- 11.8. 3&5 The Green Steering Group
- 11.9. General Data Protection Regulations Working Group

12. Council representatives on external organisations

To appoint the following:

- 12.1. Young People's Champion
- 12.2. Dementia Friend
- 12.3. 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.
- 12.4. Representatives to attend Outer North West Parish and Town Council Forum meetings.

13. General Power of Competence

To note that the Council holds General Power of Competence in accordance with section 1 of the Localism Act 2011("the Act") having resolved at a meeting of the Council on 23 September 2015 that it meets the conditions of Schedule 1 paragraph 2 of the Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012 and is therefore an eligible town council for the purposes of section 8 of the Act until the next relevant annual meeting of the Council.

14. Review of internal audit, internal control check and risk management

To appoint the following:

- 14.1. Two members to carry out the Council's review of internal audit – review to be carried out no later than the end of July 2018
- 14.2. Two members to carry out the Council's internal control checks – to be completed by no later than the end of October 2018
- 14.3. Two members to undertake the Council's annual review of risk management - to be completed by no later than the end of August 2018

15. Internal Auditor 2018-19

To appoint Yorkshire Internal Audit Services to carry out the Council's two internal audits for the financial year 2018-19.

To appoint Yorkshire Internal 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.

Yorkshire Internal Audit Services Audit Plan – **to be provided**

16. Attendance Record 2017/18

To note.

To be provided at the meeting.

17. Date of the next Annual Meeting of the Town Council

Wednesday 16 May 2019.

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