



Horsforth Town Council

Annual Meeting of the Town Council - Minutes Wednesday 23 May 2018 at 7.15pm

Present: Cllr M Boyes, Cllr C Calvert, Cllr D Collins, Cllr C Cordingley, Cllr S Dowling, Cllr J Garvani, Cllr S Glover, Cllr R Hardcastle, Cllr J Hardy, Cllr M Holmes, Cllr M Hughes, Cllr R Jacques, Cllr M Leech, Cllr P Mallott, Cllr D Prater, Cllr J Pritlove, Cllr A Radford, Cllr I Scott, Cllr N Tinsley (arrived 7:45pm), Cllr M Wharton, Cllr V Wood-Robinson

In attendance: J Sou – Town Clerk; P Fearon - Administration Assistant

AMTC/18.1 Election of Chair

Council was asked to elect a Chair of Council.

Two motions were proposed and seconded:

Motion 1 – that Cllr R Hardcastle be appointed Chair of Council

Proposed by Cllr D Collins, seconded by Cllr P Mallott.

Motion 2 – that Cllr M Hughes be appointed Chair of Council

Proposed by Cllr S Dowling, seconded by Cllr R Jacques.

A recorded vote was requested.

Motion 1 – that Cllr R Hardcastle be appointed Chair of Council.

FOR: Cllrs C Calvert, D Collins, C Cordingley, J Garvani, M Holmes, M Leech, P Mallott, D Prater, J Pritlove, A Radford, M Wharton, V Wood-Robinson (12)

Motion 2 – that Cllr M Hughes be appointed Chair of Council.

FOR: Cllrs M Boyes, S Dowling, S Glover, J Hardy, M Hughes, R Jacques, I Scott (7)

Motion 1 was carried.

RESOLVED: That Cllr R Hardcastle be appointed Chair of Council.

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

AMTC/18.2 Election of Vice Chair

Council was asked to elect a Vice Chair of Council.

RESOLVED: That Cllr I Scott is appointed Vice Chair of Council.

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

AMTC/18.3 To receive apologies for absence and to consider the reason for the absence

RESOLVED: That the apologies and reasons for absence from Cllr R O'Callaghan be accepted.

Signed Dated

Note: Apologies were also received and accepted from Cllr N Tinsley who would be attending the meeting but would be late.

AMTC/18.4 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/18.5 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/18.6 Minutes of the previous meeting

Members were asked to approve the minutes of the meeting held on 24 May 2017 (previously circulated).

RESOLVED: That the minutes of the meeting held on 24 May 2017 are a true record.

AMTC/18.7 Policies, procedures and governance documents

18.7.1. The Policies & Procedures Working Group had not met in the Council Year, therefore 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 and procedures were available in the Town Council Members' Packs.

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
- Recording of Meetings
- Community Grants Policy – updated: **previously circulated to members**
- Sponsorship Policy – updated: **previously circulated to members**

Signed Dated

- 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 responsibility of a Line Manager/Liaison Officer for the Clerk to the Council.

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

RESOLVED: That the following policies and procedures be adopted en bloc:

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

AMTC/18.8 Committee Terms of Reference

To confirm the terms of reference for the committees listed below. (**terms of reference previously circulated to members**).

RESOLVED: That the terms of reference as circulated for the following committees be confirmed en bloc:

- Finance & General Purpose Committee
- Community and Environment Committee
- Planning, Licensing and Traffic Committee
- Complaints & Grievance Sub-Committee
- Staffing & Employment Committee

AMTC/18.9 Committee membership

18.9.1 To appoint members to serve on the following committees:

- Finance and General Purposes
- Planning, Licensing and Traffic
- Community and Environment
- Staffing and Employment Committee (must include Chair or Vice Chair of Council; all genders must be represented)
- Complaints and Grievance Sub-Committee (5 members, excluding Chair of Council and 2 deputies)

Signed Dated

RESOLVED: To appoint members to committees as shown on the attached table.

18.9.2 Agenda Item 11 – To appoint members to the following working and steering groups was brought forward to this point in the meeting:

- Assets of Community Value Working Group
- Editorial Group
- Neighbourhood Plan Working Group
- Christmas Lights & Switch- On Event Working Group
- Policies & Procedures Working Group
- Annual Event Working Group
- Horsforth Gala Working Group
- 3&5 The Green Steering Group
- General Data Protection Regulations (GDPR) Working Group

RESOLVED: To appoint members to working groups and steering groups as shown on the attached table.

AMTC/18.10 Election of Committee Chairs and Vice-Chairs

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

18.10.1 Planning, Licensing and Traffic Committee

RESOLVED: That Cllr A Radford be the Chair of Planning, Licensing and Traffic Committee.

RESOLVED: That Cllr M Holmes be the Vice-Chair of Planning, Licensing and Traffic Committee.

18.10.2 Community and Environment Committee

RESOLVED: That Cllr J Pritlove be the Chair of Community and Environment Committee.

RESOLVED: That Cllr P Mallott be the Vice-Chair of Community and Environment Committee.

18.10.3 Staffing and Employment Committee

RESOLVED: That Cllr S Dowling be the Chair of Staffing and Employment Sub-Committee

RESOLVED: That Cllr J Garvani be the Vice-Chair of Staffing and Employment Sub-Committee.

18.10.4 Complaints and Grievance Sub-Committee

RESOLVED: That Cllr M Wharton be the Chair of Complaints and Grievance Sub-Committee

RESOLVED: That Cllr J Pritlove be the Vice-Chair of Complaints and Grievance Sub-Committee.

NOTE: Finance and General Purpose Committee’s Terms of Reference provide that the Chair and Vice Chair of the Council are the Chair and Vice Chair of this Committee.

Signed Dated

Cllr N Tinsley arrived at this point in the meeting (7.45pm).

**AMTC/18.11 To appoint members to steering and working groups
See Minute AMTC/18.9.2**

AMTC/18.12 Council representatives on external organisations

The following appointments were made:

18.12.1 Young People’s Champion – **Cllr C Calvert**

18.12.2 Dementia Champion – **Cllr V Wood-Robinson**

18.12.3 Voting representatives at Yorkshire Local Council Association branch meetings (2 members) – **Cllrs M Hughes and I Scott; deputy – Cllr S Dowling**

Note: other members may attend YLCA branch meetings but may not vote or stand for appointment to the YLCA Joint Executive Board.

18.12.4 Representatives to attend Outer North West Parish and Town Council Forum meetings – **Cllrs M Boyes, M Hughes & V Wood-Robinson**

18.12.5 Fairtrade Steering Group – **Cllr J Pritlove**

See attached table.

AMTC/18.13 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.

Noted.

AMTC/18.14 Review of internal audit, internal control check and risk management

To appoint the following:

18.14.1 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

RESOLVED: That Cllrs M Hughes and J Garvani be appointed to carry out the Council’s review of internal audit.

18.14.2 Two members to carry out the Council’s internal control checks – to be completed by no later than the end of October 2018

RESOLVED: That Cllrs M Boyes and S Dowling be appointed to carry out the Council’s internal control checks.

18.14.3 Two members to undertake the Council’s annual review of risk management - to be completed by no later than the end of August 2018

RESOLVED: That Cllrs M Hughes and J Garvani be appointed to undertake the Council’s annual review of risk management.

Signed Dated

AMTC/18.15 Internal Auditor 2018-19

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

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

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

AMTC/18.16 Attendance Record 2017/18

Noted (attached).

AMTC/18.17 Date of the next Annual Meeting of the Town Council

Wednesday 16 May 2019.

Noted.

The meeting closed at 8.00pm.

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

Signed Dated



Horsforth Town Council
Committee Membership 2018-19

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	Dowling, Simon	Wharton, Matthew
Vice Chair	Scott, Ian	Holmes, Mark	Mallot, Peter	Garvani, John	Pritlove, Janice
1	Collins, Dawn	Boyes, Margaret	Boyes, Margaret	Collins, Dawn	Dowling, Simon
2	Dowling, Simon	Calvert, Chris	Calvert, Chris	Dowling, Simon	Garvani, John
3	Garvani, John	Dowling, Simon	Cordingley, Chas	Garvani, John	Hughes, Martin
4	Hardcastle, Richard	Garvani, John	Dowling, Simon	Hardcastle, Richard	Pritlove, Janice
5	Holmes, Mark	Glover, Serena	Glover, Serena	Hughes, Martin	Scott, Ian
6	Hughes, Martin	Hardcastle, Richard	Hardcastle, Richard	Scott, Ian	Wharton, Matthew
7	Pritlove, Janice	Holmes, Mark	Hughes, Martin	Wood-Robinson, Valerie	
8	Scott, Ian	Hughes, Martin	Jacques, Rob		
9	Wharton, Matthew	Leech, Matthew	Leech, Matthew		
10	Wood-Robinson, Valerie	Radford, Alan	Mallot, Peter		
11		Scott, Ian	Prater, David		
12			Pritlove, Janice		
13			Radford, Alan		
14			Tinsley, Nicky		
15			Wood-Robinson, Valerie		

Approved: 23/05/2018



Horsforth Town Council
Working & Steering Group Membership 2018-19

Working Group	Community Assets Working Group	Editorial Working Group	Neighbourhood Plan Working Group	Christmas Lights & Switch on Event Working Group	Policies and Procedures Working Group	Annual Event 2018	Horsforth Gala 2018	3 & 5 The Green Steering Group	GDPR Working Group
Lead									
1	Boyes, Margaret	Calvert, Chris	Dowling, Simon	Calvert, Chris	Garvani, John	Dowling, Simon	Boyes, Margaret	Boyes, Margaret	Fearon, Paula
2	Collins, Dawn	Hardcastle, Richard	Hardcastle, Richard	Cordingley, Chas	Hardcastle, Richard	Hardcastle, Richard	Dowling, Simon	Collins, Dawn	Garvani, J
3	Garvani, John	Hughes, Martin	Holmes, Mark	Dowling, Simon	Hughes, Martin	Hughes, Martin	Garvani, John	Cordingley, Chas	Hardcastle, R
4	Hardcastle, Richard	Prater, David	Hughes, Martin	Hardcastle, Richard	Pritlove, Janice	Mallott, Peter	Radford, Alan	Garvani, John	Hughes, M
5	Hughes, Martin	Wood-Robinson, Valerie	Scott, Ian	Hughes, Martin	Scott, Ian	Prater, David		Hardcastle, Richard	Sou, J
6	Pritlove, Janice		*Arbuckle, Jude to be invited	Mallott, Peter		Pritlove, Janice		Hughes, Martin	
7	Wood-Robinson, Valerie		*Arbuckle, Kate to be invited	Prater, David		Wood-Robinson, Valerie		Leech, Matthew	
8			*Quarmby, Paul to be invited	Pritlove, Janice				Radford, Alan	
9								Scott, Ian	
10								Wood-Robinson, Valerie	
11								Sou, Julie	
12								*Arbuckle, Jude	
13								*DeDombal, Nancy	
14								*Poad, Geoff	
15								*Metcalfe, Sally	

* not members/staff of HTC

Approved: 23/05/2018



Horsforth Town Council
External Organisations - Representatives 2018-19

Young People's Champion	Dementia Champion	YLCA branch representatives	Outer North West Parish and Town Council Forum	Horsforth Fairtrade Steering Group	
Calvert, Chris	Wood-Robinson Valerie	Hughes, Martin	Boyes, Margaret	Pritlove, Janice	
		Scott, Ian	Hughes, Martin		
		Deputy Dowling, Simon	Wood-Robinson Valerie		

Approved: 23/05/2018

Attendance Record
All Council & Committee Meetings

	Council - AMTC	Council	Staffing	PL&T	C&E	Staffing	F&GP	PL&T	Council	PL&T	Staffing	Council - Extraor	C&E	F&GP	PL&T	Staffing	Council	Staffing	PL&T	Staffing	F&GP	PL&T	Council	C&E	PL&T	F&GP	PL&T	Council	PL&T	C&E - EO	F&GP	Council	PL&T	Staffing	C&E	F&GP	PL&T	Total Attendances	Total Apologies	Total Other Absence		
	24-May-17	24-May-17	30-May-17	15-Jun-17	22-Jun-17	27-Jun-17	06-Jul-17	13-Jul-17	19-Jul-17	17-Aug-17	24-Aug-17	24-Aug-17	07-Sep-17	14-Sep-17	21-Sep-17	27-Sep-17	27-Sep-17	13-Oct-17	19-Oct-17	30-Oct-17	09-Nov-17	16-Nov-17	22-Nov-17	07-Dec-17	14-Dec-17	18-Jan-18	25-Jan-18	31-Jan-18	22-Feb-18	14-Mar-18	08-Mar-18	14-Mar-18	15-Mar-18	27-Mar-18	05-Apr-18	10-May-18	17-May-18	Total Attendances	Total Apologies	Total Other Absence		
1	A	A		1	1							1	1				A		1			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	19	5	0
2												1					1		1			1	1	1	1		1	1	1	1	1	1	1	1		A		1	14	1	0	
3	1	1	1			1	A		1		1	1		OA		1	1	1		1	OA		1			1		1	1	1	1	1	1	1	1	1	A		17	2	2	
4	1	1			OA			A			1	1					1						OA	OA				OA		OA		OA				A			5	2	6	
5	1	1	A		A	A	A		1		1	1	1	1		1	1	1		1	1		1	A		1		1	1	1	1	1	1	1	1	1	1	1	21	5	0	
6	1	1	1	A		1	A	1	A	A	1	1	1	1	1	A	A	1	1	1	1	1	1		OA	1	1	1	A		OA	1	1	1	OA		A	1	22	8	3	
7	1	1		1	A			1	1	A		A	1		A		1		1			1	A	OA	OA		A	A	OA	1		1	A		A		OA		11	9	4	
8	1	1	A	1	1	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	34	3	0	
9	1	1		A			OA	A	A	OA		OA		OA	OA		1		OA		OA	OA	A		OA	OA	OA	A	OA		OA	OA	OA			OA	OA		3	5	17	
10	1	1		1			1	1	A	1		1		1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	24	1	0
11	A	A		1	1		A	A	A	1		1	1	1	A		1		1		A	1	1	1	1	1	1	A	NA	A	1	A	A		1	1	A	17	12	0		
12	A	A			OA			1			A	OA				OA							1	OA			A		A		1			A				3	6	4		
13												1					1		1				1	1	1	A		1	OA	1	1		1	1		A		1	12	2	1	
14	1	1			A				1		1	A					1						1	1				1		1				A					10	3	0	
15	1	1						A			OA					OA							1				A				A								3	3	2	
16	1	1			A			1			1	1					1						A	1			A		A		A				1				8	5	0	
17	1	1			1		A		A		1	1	1				1				A		1	1		1		1	1	1	1	1	1	1	1	1	1	1	16	3	0	
18	A	A		1	OA			A	1	1	A	1				A		1		1	1	1	1	1	1	1	1	1	A	1		1	1	1	1	1	1	1	16	7	1	
19	1	1	1	1	1		A	A	A	A	1	1	1	1	A	1	1	OA	1	1	1	1	1	1	1	1	A	A	1	1	1	1	1	1	1	1	1	1	1	24	7	1
20	A	A			1			1			A	A					1						1	A			1		A		A				A					5	8	0
21	1	1					1		1		1		1				1					1	1				1		1				A	A				1		12	2	0
22	1	1	A		1	1	1		A		1	1	1	1		1	1	A		1	1		1	1		1		1	1	1	1	1	1		A	1	1		22	4	0	
	17	17	3	7	6	3	4	5	11	6	6	16	11	9	5	5	17	4	10	6	6	10	17	10	7	9	8	14	6	10	8	15	8	4	7	8	7					

Key:
1 - Present
A - Apologies received and accepted
OA - Absent, no apologies/reason given within time
NA - Apologies/reason not accepted

Notes:
1 - T Hanley ceased to be a councillor 1 June 2017
2 - R Wilkinson ceased to be a councillor 2 June 2017
3 - C Calvert & M Leech elected as councillors 4 August 2017
4 - C Calvert & M Leech appointed to PL&T and C&E Committees by full Council 27 September 2017