



Horsforth Town Council

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To Members of the Council

You are summonsed to attend a meeting of Horsforth Town Council at St Margaret's Parish Centre, Church Lane, Horsforth on **Wednesday 23 May 2018 at 7:45pm** 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. **To receive apologies for absence and to consider the reason for the absence**
2. **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.
3. **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.
4. **Minutes of the previous meeting**
Council is asked to approve the minutes of the meeting held on 14 March 2018 (**previously circulated and in agenda pack**).
5. **Horsforth Policing Update**
To receive reports from and to consider any further action in relation to policing matters, including the following:
 - 5.1. West Yorkshire Police and Police Community Support Officers;
 - 5.2. An update on the use of speed indicator devices (SID).
6. **To receive and accept the minutes of the following Committee meetings and to consider approving recommendations not otherwise listed in this agenda (minutes in agenda pack):**
 - 6.1 Community and Environment Committee - extraordinary meeting 14 March 2018

6.2	Planning, Licensing and Traffic Committee	15 March 2018
6.3	Staffing and Employment Committee (draft)	27 March 2018
6.4	Community and Environment Committee (draft)	5 April 2018
6.5	Planning, Licensing and Traffic Committee (draft)	19 April 2018
6.6	Finance and General Purpose Committee (draft)	10 May 2018

7. End of Year Accounts and List of Payments

Finance and General Purposes Committee (F&GP) recommends that Council approves the accounts and list of payments to 31 March 2018 (**see agenda pack**).

8. Audit Review, Internal Control Check and Risk Management

To consider the following recommendations of Finance and General Purpose Committee (F&GP):

- 8.1.** To accept the Internal Audit Review of 8 May 2018 (**see agenda pack**)
- 8.2.** To accept the Internal Control Check of 8 May 2018 (**see agenda pack**)
- 8.3.** To accept the Risk Management of 8 May 2018 (**see agenda pack**)
- 8.4.** To provide training, in particular financial training, to members

9. Internal Auditor's Final Report 2017/18

To note and to consider any action required (**see agenda pack**).

10. Annual Governance and Accountability Return (AGAR) for the Year Ended 31 March 2018 (see agenda pack)

10.1. To note the Internal Audit Report completed by the Internal Auditor (page 3)

10.2. Annual Governance Statement – Section 1

To consider the recommendation of F&GP to approve the completed Annual Governance Statement 2017/18.

Approved Governance Statement to be signed and dated by the Chair and Clerk.

10.3. Accounting Statements 2017/18

To consider the recommendation of F&GP to approve the Accounting Statements 2017/18 and that they be signed by the Chair.

Approved Accounting Statements 2017/18 to be signed and dated by the Chair.

10.4. Period for exercise of public rights of inspection

To consider the recommendation of F&GP to set the following period for the exercise of public rights of inspection of the accounts: Wednesday 6 June 2018 to Tuesday 17 July 2018.

11. 3 & 5 The Green

To receive an update and to consider any action, including the following:

- 11.1.** To consider the recommendation of F&GP to set a budget of £10,000 for 3&5 The Green feasibility and acquisition costs
- 11.2.** To ratify the 3&5 The Green Steering Group (The Green SG) Terms of Reference (**see agenda pack**)
- 11.3.** To receive and note the minutes of The Green SG of 19 April 2018 (**see agenda pack**)
- 11.4.** To consider the results of the community engagement exercise – report to be provided at the meeting
- 11.5.** To consider whether to approve, in principle and subject to there being a satisfactory financial report, making an offer to Leeds City Council for 3&5 The Green.
If approved, to ask F&GP to examine the financial position and to report back to Council on the financial position and with a recommendation as to an appropriate offer amount.
- 11.6.** To consider the appointment of Richard Crookes, architect.
- 11.7.** To consider any other action

12. General Data Protection Regulations (GDPR)

To receive an update.

To note the latest information regarding the appointment of a Data Protection Officer (**see agenda pack**).

To note the recommendation of F&GP to appoint a GDPR Working Group (**NOTE:** This will have been considered at the Annual Meeting of the Town Council)

13. Training Budget – delegations

13.1. To consider the recommendation of Staffing and Employment Committee that the Clerk be given delegated authority to approve staff training within the training budget, subject to the line manager and Chair of Staffing and Employment Committee being notified

13.2. To consider the recommendation of F&GP that the Chair and Vice-Chair of Council be given delegated authority to approve training requests from members within the approved budget.

14. Christmas Lights 2018

To approve ordering of Christmas Lights from Leeds City Council Leeds Lights.

CLlr M Hughes to report. **See agenda pack.**

15. Review of Terms of Reference, Policies and Procedures

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

16. Register of Interests – Chapter 7 of the Localism Act 2011

To remind members to keep their Register of Interests under review and to advise the office of any changes.

The up-to-date registers can be found by accessing the Horsforth Town Council page on the Leeds City Council website: <https://democracy.leeds.gov.uk/mgParishCouncilDetails.aspx?ID=904&LS=3>

17. Council Surgery

Two councillors are requested to provide their names for attendance at the next Council Surgery – 6:45pm to 7:15pm, 18 July 2018.

18. Items for future agenda

19. Date of next meeting

Members are asked to note the date of the next meeting: 18 July 2018.

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