



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
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LS18 5BL

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To Members of the Community and Environment Committee:

You are summonsed to attend a meeting of the **Community and Environment Committee** on **Thursday 7 June 2018 at 7pm** to be held at the Town Council Office, Mechanics Institute, Town Street, Horsforth for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou
Clerk
1 June 2018

Agenda

1. **To accept apologies and the reason for 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**
To approve the minutes of the Community and Environment Committee meeting held on 5 April 2018. **Previously circulated and in agenda pack.**
5. **Grant/Sponsorship feedback**
To consider and agree any action:
 - 5.1. Horsforth Churches Together. **See agenda pack.**
 - 5.2. Dementia Friendly Horsforth. **See agenda pack.**
6. **Sponsorship Applications**
None
7. **Grant Applications**
None

8. Horsforth Town Council Christmas Lights and Switch-On Event 2018

To receive an update and to consider any action. **See agenda pack.**

To include considering the delegation of authority to the Christmas Lights and Switch-on Event Working Group to make decisions on expenditure on Christmas Lights and Switch On event 2018 up to the maximum of the allocated budget, plus any grant income received.

Committee to consider the limitations of any authority and how expenditure decisions under any delegated authority are to be approved and recorded.

Note: any expenditure must be legally incurred, within Council policy, and procured in accordance with the Council's financial regulations.

9. Jubilee Garden

To consider and agree any action.

10. Floral displays

To consider and agree any action.

11. Street Furniture

To consider and agree any action, including the following:

11.1. To review the Council's register of street furniture against the Leeds City Council register – **copies in agenda pack**

11.2. To make arrangements to carry out street furniture risk assessments – to include frequency of inspections and appointment of risk assessors. **See agenda pack for example risk assessment form previously completed.**

12. Annual Event 2018

To receive an update and to consider any action.

To include considering the delegation of authority to the Annual Event 2018 Working Group to incur expenditure on the Annual Event 2018 up to the maximum of the allocated budget.

Committee to consider the limitations of any authority and how expenditure decisions under any delegated authority are to be approved and recorded.

Note: any expenditure must be legally incurred, within Council policy, and procured in accordance with the Council's financial regulations.

13. Horsforth Gala – 30 June 2018

To receive an update and to consider any action. **See agenda pack.**

To include considering the delegation of authority to the Horsforth Gala Working Group to make decisions on expenditure on Horsforth Gala 2018 up to the maximum of the allocated budget.

Committee to consider the limitations of any authority and how expenditure decisions under any delegated authority are to be approved and recorded.

Note: any expenditure must be legally incurred, within Council policy, and procured in accordance with the Council's financial regulations.

14. Horsforth Matters

To receive an update and to consider any action.

15. Hall Park

To receive an update and to consider any action.

16. Horsforth Fairtrade

To receive an update from Cllr J Pritlove on Horsforth Fairtrade and to consider any action. **See agenda pack.**

17. Young People's Champion

To receive an update and to consider any action.

18. Dementia Friendly

To receive an update from Cllr V Wood-Robinson on Dementia Friendly Horsforth and to consider any action. **See agenda pack.**

19. Litter

To consider any action.

20. Red telephone box – Town Street

To receive an update and to consider any action.

21. Items for future agenda

22. Date of the next Meeting

6 September 2018.

Distribution: Cllrs M Boyes, C Calvert, C Cordingley, S Dowling, S Glover, R Hardcastle, M Hughes, R Jacques, M Leech, P Mallott, D Prater, J Pritlove, A Radford, N Tinsley, V Wood-Robinson