



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

To Members of the Community and Environment Committee:

You are summonsed to attend a meeting of the **Community and Environment Committee** on **Thursday 7 March 2019 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
28 February 2019

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 6 December 2018. **See agenda pack.**
5. **Grant/Sponsorship feedback**
To note any received. **See agenda pack.**
6. **Sponsorship Applications**
 - 6.1. Horsforth Churches Together. **See agenda pack.**
7. **Grant Applications**
 - 7.1. Horsforth Women's Institute
 - 7.2. Broadgate Lane Allotment Association
 - 7.3. Horsforth Shed**See agenda pack for papers.**

8. Public Bodies (Admission to Meetings) Act 1960

To consider passing a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public from the meeting during items 9-11 of the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

9. Good Citizen Award 2019

Good Citizen - To consider nominations
Papers to be provided at the meeting.

10. Young Achievers Award 2019

Young Achievers Award – To consider nominations
Papers to be provided at the meeting.

11. Jubilee Garden

To consider and agree any action, including the following:

- Repairs to Jubilee Garden – to consider quotes and appoint a contractor. Four contractors invited to quote – one quote received. **See agenda pack.**
- Any other action required

12. Floral displays

To consider and agree any action.

13. Committee Budget 2019-20

To note budget approved by Council. **See agenda pack.**

14. Event Sub-Committee/Working Group

Further to the report presented to Committee on 6 December 2018 asking members to consider appointing an Event Sub-Committee with responsibility for all Council events – Committee referred the report to Staffing and Environment Committee for consideration and to make recommendations to full Council. **Report in agenda pack.**

Members are asked

- To note the following recommendations of the Staffing and Environment Committee that will be made to full Council on 27 March 2019:
 1. That a single event sub-committee be appointed with delegated powers to make decisions and arrangements for events and with power to authorise expenditure on those events within the agreed budgets;
 2. To recommend to Finance and General Purposes Committee that it consider giving delegated power to the Clerk to authorise expenditure within agreed budgets, subject to the following:
 - a. A limit on the amount that the Clerk may authorise under this power;
 - b. A requirement for the Clerk to consult with the Chair or Vice-Chair of the relevant Committee where the amount to be authorised exceeds a prescribed amount.
- To consider arrangements for event management pending the Council meeting of 27 March 2019.
To include considering whether to appoint an event sub-committee with delegated powers to deal with planning and deciding arrangements for forthcoming Council events; to appoint a chair of the event sub-committee and to fix the first meeting date; to consider the terms of reference for the proposed event sub-committee (**draft terms of reference to be provided**).

15. Horsforth Town Council Christmas Lights and Switch-On Event 2019

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

- 15.1.** Quotes for lights from Leeds Lights – to be provided
- 15.2.** Waiver of the requirement to obtain three quotes

15.3. To consider application for grant from Outer North West Community Committee, including amount required

15.4. Any further action required

16. Annual Event 2019

- To decide the Annual Event for 2019, including the proposal that the Annual Event 2019 be centred on the Council's 20 year anniversary
- To consider any further action required

17. Horsforth Gala

To consider a stall for the Council at Horsforth Gala 2019 and any action required

18. Summer Band Concerts – Horsforth Hall Park

To note the dates and bands for summer band concerts 2019 in Horsforth Hall Park:

- Sunday 16 June – Horsforth Music Centre Blues Band
- Sunday 21 July – Otley Brass Band
- Sunday 4 August - Guiseley Brass Band

All concerts from 2.30pm - 4.30pm.

19. Horsforth Matters

To receive an update and to consider any action.

20. Hall Park

To receive an update and consider any action.

21. Horsforth Fairtrade Steering Group

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

22. Young People's Champion

To receive an update from Cllr C Calvert and to consider any action.

23. Dementia Friendly Horsforth

To receive and consider an update from Cllr V Wood-Robinson and to consider any action.

See agenda pack.

24. Litter

- To consider and agree any action.
- To note Great British Spring Clean Event 22 March – 23 April 2019 and support available from Leeds City Council. **See agenda pack** - information passed onto Horsforth Litter Pickers

25. Items for information

Verbal report to be given on any items for information received since publication of the agenda.

26. Items for future agenda

27. Date of the next Meeting

Next meeting of the Committee: To be advised

Deadline for agenda items: To be advised

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