



Horsforth Town Council
Community and Environment Committee Minutes
7 March 2019 at 7pm

Present:

In the Chair: Cllr J Pritlove

Cllr M Boyes, Cllr C Calvert, Cllr C Cordingley, Cllr R Hardcastle, Cllr M Leech, Cllr A Radford, Cllr V Wood-Robinson.

In attendance: P Fearon – Administrator.

C&E/18.85 - C&E/18.90 These minute numbers have been left blank intentionally.

C&E/18.91 To accept apologies and the reason for absence.

RESOLVED: To accept the apologies and reasons for absence from Cllrs M Hughes, P Mallot and D Prater.

C&E/18.92 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.

The following pecuniary interests were declared:

Item 7.1. Cllr M Boyes is a member of the Women's Institute

Item 7.2. Cllr R Hardcastle knows Mr Jon Cartledge

Item 9. Cllrs M Boyes and C Calvert know Mrs Penny Pinn

C&E/18.93 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.

C&E/18.94 Minutes of the previous meetings

To approve the minutes of the Community and Environment Committee meeting held on 6 December 2018.

RESOLVED: That the minutes of the meeting held on Thursday 6 December 2018 are a true record.

Signed Dated

C&E/18.95 Grant/Sponsorship feedback

A letter of thanks was received from Dementia Friendly Horsforth for the sponsorship of £450 towards funding for a play to be performed during Dementia Action Week.

Noted.

C&E/18.96 Sponsorship Applications

Members considered the following application (details in agenda pack):

18.96.1. Horsforth Churches Together.

£500 towards funding for the Traffic Management costs during the Walk of Witness on Good Friday. Mr Duncan Stow spoke on behalf of Horsforth Churches Together.

RESOLVED: to award £500 to Horsforth Churches Together.

C&E/18.97 Grant Applications

Members considered the following applications (details in agenda pack)

18.97.1. Horsforth Women’s Institute.

£300 towards the cost of a coach trip for their annual summer outing. Mrs Joan Robinson and Mrs Morag Davies spoke on behalf of Horsforth Women’s Institute. Cllr M Boyes temporarily left the meeting during the discussion and vote.

RESOLVED: To award £300 to Horsforth Women’s Institute.

18.97.2. Broadgate Lane Allotment Association.

£300 towards the purchase of a log store and the development of a communal plot. Mr Jon Cartledge and Mr Chris Taylor spoke on behalf of the Broadgate Lane Allotment Association.

RESOLVED: To award £300 to Broadgate Lane Allotment Association.

18.97.3. Horsforth Shed.

£1000 towards the renovation of the Scout Hut at St James’ Horsforth to open as a community workshop. Mr Graeme Collins spoke on behalf of Horsforth Shed.

RESOLVED: To award the maximum amount permitted of £500 to the Horsforth Shed project. To also recommend to the Finance & General Purposes Committee a further request for the balance of £500 to be awarded to the Horsforth Shed project; payable from the Grant monies. Clerk to ACTION.

C&E/18.98 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.

RESOLVED

Signed Dated

C&E/18.99 Good Citizen Award 2019

See agenda pack for details.

Mrs Penny Pinn has been nominated for her valued contribution to various voluntary organisations within Horsforth.

RESOLVED: To award Mrs Penny Pinn the Good Citizen Award 2019 and to purchase a glass goblet for presentation. To also review the policy for the Good Citizen Award 2020.

C&E/18.100 Young Achievers Award 2019

Papers provided at the meeting.

Joshua Greenwood has been nominated for his outstanding contribution to the community of Horsforth.

RESOLVED: To award Joshua Greenwood the Young Achievers Award 2019 and to purchase a glass goblet for presentation. To also review policy for Young Achievers Award 2020.

NOTE: Members agreed to bring forward Item 23 of the agenda to this point of the meeting. See C&E/18.114.

CLlr V Wood – Robinson left the meeting at 8.15pm due to medical appointment.

C&E/18.101 Jubilee Garden

To consider and agree any action, including the following:

18.101.1. Repairs to Jubilee Garden – to consider quotes and appoint a contractor. Four contractors invited to quote – one quote received. See agenda pack.

RESOLVED: To accept the quote received from Homeland Building Services. To recommend to Finance and General Purposes Committee that these repairs could be capital expenditure. Clerk to ACTION.

C&E/18.102 Floral displays

To consider and agree any actions.

None received.

C&E/18.103 Committee Budget 2019-20

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

Noted.

C&E/18.104 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 were asked to consider:

To note the following recommendations of the Staffing and Environment Committee that will be made to full Council on 27 March 2019:

Signed Dated

- 18.104.1.** 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.
Noted.
- 18.104.2.** 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 limit on the amount that the Clerk may authorise under this power.
Noted.
- 18.104.3.** 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.
Noted.

To consider arrangements for event management pending the Council meeting of 27 March 2019.

- 18.104.4.** To appoint a chair of the event sub-committee – To be reconstituted in May after the elections.
RESOLVED: Cllr J Pritlove appointed chair of the event sub-committee.
RESOLVED: Cllr C Calvert appointed vice chair of the event sub-committee.
- 18.104.5.** To fix the first meeting date.
The first meeting date is **20 March 2019 at 7.15pm.**
- 18.104.6.** To consider the terms of reference for the proposed event sub-committee
- **RESOLVED: Horsforth Town Councillors who are not members of the Community and Environment Committee may be appointed to the Sub-Committee and serve as full members of the Sub-Committee and shall have full voting rights.**
 - **RESOLVED: Non-councillors may be co-opted to the Sub-Committee on the basis of their special knowledge and serve as full members of the Sub-Committee but without voting rights.**

C&E/18.105 Horsforth Town Council Christmas Lights and Switch-On Event 2019

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

- 18.105.1.** Quotes for lights from Leeds Lights – information provided at the meeting.
RESOLVED: To accept the quote for £15,437 for Leeds City Council.
- 18.105.2.** Waiver of the requirement to obtain three quotes
RESOLVED: To waiver this requirement as members are satisfied that LCC provide a reliable service and that we have a good working relationship with them.
- 18.105.3.** To consider application for grant from Outer North West Community Committee, including amount required
RESOLVED: To apply to the Outer North West Community Committee for a grant of £7000 to cover costs.
- 18.105.4.** Any further action required
None required.

C&E/18.106 Annual Event 2019

Signed Dated

To decide the Annual Event for 2019, including the proposal that the Annual Event 2019 be centred on the Council's 20 year anniversary.

RESOLVED: That the Annual Event 2019 be centred on the Council's 20 year anniversary

To consider any further action required

RESOLVED: To refer further decisions to the Event Sub-Committee. Clerk to ACTION.

C&E/18.107 Horsforth Gala 2019

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

RESOLVED: To have a stand at the Gala and to refer further decisions to the Event Sub-Committee. Clerk to ACTION.

C&E/18.108 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.

C&E/18.109 Noted.

C&E/18.110 Horsforth Matters

To receive an update and agree any action.

The editorial working group has not met recently. The group will meet in the new Council year, after elections.

C&E/18.111 Hall Park

To receive an update and consider any action.

None received.

C&E/18.112 Horsforth Fairtrade Steering Group

To receive and consider an update from Cllr J Pritlove on Horsforth Fairtrade Steering Group and to consider any action.

Members **noted** the written report received from Cllr J Pritlove. See agenda pack.

C&E/18.113 Young People's Champion

To receive an update from Cllr C Calvert regarding the Young People's Champion work and to consider any action.

Cllr C Calvert informed members for that he is meeting with Horsforth Children's Services on 19 March 2019 and he is delivering a Dementia Information presentation to a local scout group on 11 March 2019.

Noted.

C&E/18.114 Dementia Friendly Horsforthxxxxxxxxxxxxxx

To receive and consider an update from Cllr V Wood-Robinson on Dementia Friendly Horsforth.

Members **noted** the written report received from Cllr V Wood-Robinson. See agenda pack.

Signed Dated

C&E/18.115 Litter

To consider and agree any action.

No information received.

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

Noted.

C&E/18.116 Items for information

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

None received.

C&E/18.117 Items for future agenda

- To review the policies for Good Citizen Award and Young Achievers Award 2020.
- To review the report from the first meeting of the Event Sub-Committee

C&E/18.118 Date of the next Meeting

Next meeting of the Committee: To be advised.

Deadline for agenda items: To be advised.

The meeting closed at 9.10pm.

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

Signed Dated