



## Horsforth Town Council

### Full Council Minutes

Wednesday 23 May 2018 at 7.15pm (meeting started at 8:08pm)

**Present: In Chair** - Cllr R Hardcastle

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

**In attendance:** J Sou – Clerk, P Fearon – Administration Assistant, PCSO R Southwood and M Woods

**HTC/18.1 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.**

**HTC/18.2 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.

None declared.

**HTC/18.3 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.

None present.

**HTC/18.4 Minutes of the previous meeting**  
Council was asked to approve the minutes of the meeting held on Wednesday 14 March 2018.  
Draft minutes had been circulated to all members and were in the agenda pack.  
**RESOLVED: That the minutes of the meeting held on Wednesday 14 March 2018 are a true record.**

**HTC/18.5 Horsforth Policing Update**  
To receive and consider reports from West Yorkshire Police.  
PCSO Southwood introduced M Woods who was in training as a PCSO and who would be moving to Guiseley in a few weeks.  
Members **noted** a report from PCSO R Southwood of West Yorkshire Police. **Attached.**

Signed ..... Dated .....

The following matters were also raised:

- Concerns at the increase in violent crime. PCSO Southwood advised that work was being done to target specific groups and individuals.
- Police cadets. Members received information on the police cadet programme, involving young people aged 13-17 years. Police cadets took part in community projects. All activities were undertaken in uniform. PCSO Southwood was compiling the police cadet planner for the next academic year and requested to be contacted with details of any projects that may be suitable for the cadets, bearing in mind their age and that school would take priority. Examples of past projects included: neighbourhood clear-ups, Horsforth in Bloom, path building.

PCSO Southwood and M Woods left the meeting at 8:28pm.

**HTC/18.6 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):**

- |               |  |               |
|---------------|--|---------------|
| <b>18.6.1</b> | Community and Environment Committee - extraordinary meeting<br><b>RESOLVED: To accept the minutes of the Community and Environment Committee of 14 March 2018.</b>   | 14 March 2018 |
| <b>18.6.2</b> | Planning, Licensing and Traffic Committee<br><b>RESOLVED: To accept the minutes of the Planning, Licensing and Traffic Committee of 15 March 2018.</b>               | 15 March 2018 |
| <b>18.6.3</b> | Staffing and Employment Committee (draft)<br><b>RESOLVED: To accept the draft minutes of the Staffing and Employment Committee of 27 March 2018.</b>                 | 27 March 2018 |
| <b>18.6.4</b> | Community and Environment Committee (draft)<br><b>RESOLVED: To accept the draft minutes of the Community and Environment Committee of 5 April 2018.</b>              | 5 April 2018  |
| <b>18.6.5</b> | Planning, Licensing and Traffic Committee (draft)<br><b>RESOLVED: To accept the draft minutes of the Planning, Licensing and Traffic Committee of 19 April 2018.</b> | 19 April 2018 |
| <b>18.6.6</b> | Finance and General Purposes Committee (draft)<br><b>RESOLVED: To accept the draft minutes of the Finance and General Purpose Committee of 10 May 2018.</b>          | 10 May 2018   |

**HTC/18.7 End of Year Accounts and List of Payments**

The Finance and General Purposes Committee has recommended that Council approve the accounts and list of payments to 31 March 2018 (in agenda pack).

**RESOLVED: To approve the accounts and list of payments to 31 March 2018 (attached).**

**HTC/18.8 Audit Review, Internal Control Check and Risk Management**

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

- 18.8.1.** To accept the Internal Audit Review of 8 May 2018  
**RESOLVED: To accept the Internal Audit Review of 8 May 2018 (attached).**
- 18.8.2.** To accept the Internal Control Check of 8 May 2018 (in agenda pack)  
**RESOLVED: To accept the Internal Control Check of 8 May 2018 (attached).**

Signed ..... Dated .....

- 18.8.3. To accept the Risk Management of 8 May 2018  
**RESOLVED: To accept the Risk Management of 8 May 2018 (attached)**
- 18.8.4. To provide training, in particular financial training, to members  
**RESOLVED: To provide training, in particular financial training, to members.**

**HTC/18.9 Internal Auditor’s Final Report**

To note and consider any action required.  
**Noted (attached).**

**HTC/18.10 Annual Governance and Accountability Return (AGAR) for the Year Ended 31 March 2018**

18.10.1. To note the Internal Auditor Report completed by the Internal Auditor (page 8 of AGAR).  
**Noted**

**18.10.2. 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.

Members considered the responses to Section 1 provided by F&GP.

**RESOLVED: To accept the recommendation and responses of F&GP to Section 1 of the Annual Governance Statement and to approve the completed Annual Governance Statement 2017/18.**

**Note: Section 1 was duly signed by the Chair and by the Clerk.**

**18.10.3. Accounting Statements 2017/18 – Section 2**

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.

Members considered the Accounting Statements 2017/18.

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

**Note: the Accounting Statements 2017/18 were duly signed by the Chair.**

**18.10.4. 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.

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

Signed ..... Dated .....

**HTC/18.11 3 & 5 The Green**

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

- 18.11.1.** To consider the recommendation of F&GP to set a budget of £10,000 for 3&5 The Green feasibility and acquisition costs

**RESOLVED: To set a budget of £10,000 for 3&5 The Green feasibility and acquisition costs.**

- 18.11.2.** To ratify the 3&5 The Green Steering Group (The Green SG) Terms of Reference (see agenda pack)

**RESOLVED: To ratify the 3&5 The Green Steering Group Terms of Reference (attached).**

- 18.11.3.** To receive and note the minutes of The Green SG of 19 April 2018 (see agenda pack)

**RESOLVED: To accept the minutes of The Green SG of 19 April 2019 (in agenda pack).**

- 18.11.4.** To consider the results of the community engagement exercise – report to be provided at the meeting.

Members received and **noted** a report on the community engagement exercise **(attached)**.

It was noted that more packs than the 8,500 recorded may have been distributed – Cllr D Collins estimated in the region of 9,000.

The results of the count had not yet been externally verified. Discussion took place as to whether this was still necessary and it was **agreed** that the count should still be externally verified to ensure transparency.

**ACTION: Horsforth Community Hub/Library staff to be asked to verify the count.**

- 18.11.5.** 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.

Cllr D Collins reported that she had received some estimated costs for refurbishment of 3&5 The Green from Richard Crookes, architect, and was seeking further clarification from him.

**RESOLVED:**

- 1. 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.**

Signed ..... Dated .....

**2. That F&GP be asked 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.**

**18.11.6.** To consider the appointment of Richard Crookes, architect.  
Details of Mr Crookes' fees had not yet been received.

The Clerk advised that the Council's Financial Regulations did not require three quotes to be obtained where the contract was for specialist services such as those provided by solicitors, accountants, surveyors and planning consultants. The Clerk advised that, in her view, architect services would fall into this category of exempt professional services.

**RESOLVED: That, subject to there being suitable financial arrangements to the satisfaction of F&GP, to appoint Richard Crookes as architect for the 3 & 5 The Green project.**

**18.11.7.** To consider any other action  
Cllr J Garvani proposed that Council resolve that 3&5 The Green is a Council project and should not be used for party political purposes or personal purposes.

The proposal arose out of concerns in relation to a Conservative party newsletter distributed during the recent Leeds City Council elections in which Cllr D Collins' involvement in the 3&5 The Green project had been published.

The Chair of Council had not been aware of the content of the newsletter. Cllr D Collins apologised if this had upset anybody but considered that it was not inappropriate for somebody campaigning to mention projects in which they were involved.

Cllr J Garvani accepted the Chair's statement.  
The proposal was withdrawn.

**HTC/18.12 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).

Members **noted** the latest amendment to the Data Protection Bill to exempt all parish and town councils in England from the requirement to appoint a Data Protection Officer under the GDPR. The Bill had not yet received Royal Assent (expected date 25 May 2018).

**Note: Cllr N Tinsley gave apologies and left the meeting at 9:05pm.**

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).

Signed ..... Dated .....

Noted.

The members of the GDPR Working Group are Cllrs Garvani, Hardcastle and Hughes and J Sou and P Fearon.

Cllr M Hughes reported that he had circulated the beginnings of a data audit to the Working Group and that the Working Group would be meeting soon.

**HTC/18.13 Training Budget – delegations**

**18.13.1.** 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

**RESOLVED: 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.**

**18.13.2.** 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.

**RESOLVED: That the Chair and Vice-Chair of Council be given delegated authority to approve training requests from members within the approved budget.**

**HTC/18.14 Christmas Lights 2018**

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

Cllr M Hughes to report.

Council was asked to approve waiver of the Financial Regulations requiring three quotes to be obtained.

Cllr M Hughes reported that the budget for Christmas lights was £14,200.

For 2018/19 motifs would be improved. It was also proposed to buy a specially commissioned new Horsforth Town Council motif as a capital item, and to fit a new connection sensor to the museum at 5 The Green – this would improve the display at The Green.

Research had been carried out with other suppliers to provide the motifs. However, Leeds Lights was the appointed contractor for Leeds City Council with sole authority to install the lighting motifs on the lighting columns. Motifs supplied by other contractors were required to be fitted by Leeds Lights.

Council was therefore asked to approve waiver of the Financial Regulations requiring three quotes to be obtained and to authorise placing of the order with Leeds Lights.

**RESOLVED as follows:**

**1. To waive the Financial Regulations requiring thee quotes to be obtained;**

Signed ..... Dated .....

**2. To place the order as attached for Christmas motifs and lights with Leeds Lights.**

**HTC/18.15 Review of Terms of Reference, Policies and Procedures**

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

The Working Group had not yet met.

It was suggested that the Working Group meet and appoint a new Chair to progress the review.

**HTC/18.16 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>

**Noted.**

**HTC/18.17 Councillor Surgery**

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

**Cllrs P Mallott and D Prater volunteered for the Councillor Surgery on 18 July 2018.**

**HTC/18.18 Items for future agenda**

None.

**HTC/18.19 Date of next meeting**

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

**Noted.**

The meeting closed at 9:13pm

*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*

Signed ..... Dated .....

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