



Horsforth Town Council

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To Members of the Council

You are summonsed to attend the **Annual Meeting and the first Ordinary Meeting of Horsforth Town Council**, at St Margaret's Parish Centre, Church Lane, Horsforth on **Thursday 16 May 2019 at 7:00pm** for the purpose of transacting the following business.

Members of the public are welcome to attend the meetings.

J Sou
Clerk
10 May 2019

Before the meeting starts, members who have not yet done so to make their declarations of acceptance of office.

Agenda - Annual Meeting

- 1. Election of Chair**
Council is asked to elect a chair of Council.
Elected Chair to sign declaration of acceptance of office.
- 2. Election of Vice Chair**
Council is asked to elect a vice-chair of Council.
Elected Vice Chair to sign declaration of acceptance of office.
- 3. To receive apologies for absence and to consider the reason for the absence**
- 4. To consider permitting any member who has not yet done so to make his declaration of acceptance of office before or at a later meeting fixed by the Council.**
- 5. 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.
- 6. 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 committee. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

7. Minutes of the previous meeting

To approve the minutes of the last meeting of the Council held on 27 March 2019 (previously circulated). **Appendix 1.**

8. Policies, procedures and governance documents

To consider review and adoption of the following:

- Standing Orders – available from the Council website: [click here](#)
- Financial Regulations – available from the Council website: [click here](#)
- Delegation arrangements
- Audit Plan
- Financial Risk Assessment
- Risk Management
- Asset Register
- Insurance Cover
- Complaints Policy
- Equal Opportunities Policy
- Horsforth Town Council Code of Conduct revised 2012
- Freedom of Information Act Model Publication 2009
- Management of Records Policy
- Public Speaking at Council and Committee meetings
- Recording of Meetings
- Community Grants Policy
- Sponsorship Policy
- Good Citizen Awards
- Young Achievers Award
- Statement of Intent as to Community Engagement
- Statement of Intent for Staff and Elected members Training
- Dignity at Work/Bullying and Harassment Policy
- Disciplinary & Grievance Procedure
- Communications Policy
- Health & Safety Policy
- Lone Working Policy
- Internal Control Check
- Internal Audit Review Checklist
- Safeguarding Policy
- Authorities and Responsibilities of a Line Manager for the Clerk to the Council.
- Annual Leave
- Special leave
- Flexitime and time-off-in-lieu
- Sickness and sickness reporting

It is proposed to provide members with a new Councillor handbook containing these documents at the meeting.

Council is requested to consider deferring this item to the next meeting of the Council to give members time to consider the documents.

9. Committee terms of reference

To review the terms of reference for the following committees:

- 9.1.** Finance and General Purpose Committee
- 9.2.** Planning, Licensing and Traffic Committee
- 9.3.** Community and Environment Committee
- 9.4.** Staffing and Employment Committee
- 9.5.** Complaints and Grievance Sub-Committee
- 9.6.** Events Sub-Committee

With regards to Items 9.5 and 9.6 – to include considering the following:

- the place, notice requirements and quorum for meetings of the sub-committee;
- whether meetings of the sub-committee are open to the press and public;
- the advance public notice requirements for meetings of the sub-committee;
- whether the public may participate at a meeting of a sub-committee that they are permitted to attend
- whether membership of the sub-committee may be determined by Council at the Annual Meeting of the Council

Committee Terms of Reference available to view on the Council Website: [click here](#)

10. Committee membership

10.1. To appoint members to serve on the following committees:

- 10.1.1.** Finance and General Purpose Committee
- 10.1.2.** Planning, Licensing and Traffic Committee
- 10.1.3.** Community and Environment Committee
- 10.1.4.** Staffing and Employment Committee - maximum 8 members, to include Chair and Vice-Chair of Council and all genders to be represented
- 10.1.5.** Complaints and Grievance Sub-Committee (appointment subject to Council determining that it may appoint membership of the sub-committee: see Item 9.5)
- 10.1.6.** Events Sub-Committee (appointment by Council subject to Council determining that it may appoint membership of the sub-committee: see item 9.6)

11. Election of Committee Chairs and Vice-Chairs

To elect a Chair and Vice-Chair for each of the following committees:

- 11.1.** Planning, Licensing and Traffic Committee
- 11.2.** Community and Environment Committee
- 11.3.** Staffing and Employment Committee

Note:

- (1) Finance and General Purposes Committee Terms of Reference provide that the Chair and Vice-Chair of Council are the Chair and Vice-Chair of the Committee.
- (2) Standing Orders permit a sub-committee to appoint its own Chairman at the first meeting of the sub-committee

12. To appoint the following working and steering groups and appointment of members and co-opted members (except where this is delegated to Committees)

- 12.1.** Assets of Community Value Working Group
- 12.2.** Editorial Working Group
- 12.3.** Neighbourhood Plan Working Group (NPWG)
Note: to include considering co-option of Martin Hughes as a member and leader of the NPWG
- 12.4.** Policies and Procedures Working Group
- 12.5.** 3&5 The Green Steering Group
- 12.6.** General Data Protection Regulations Working Group

13. Council representatives on external organisations

To appoint the following:

- 13.1.** Young People's Champion
- 13.2.** Horsforth Fairtrade
- 13.3.** Dementia Friend
- 13.4.** Voting representatives at Yorkshire Local Council Association branch meetings (2 members).
Note – other members may attend YLCA branch meetings but may not vote or stand for appointment to the YLCA Joint Executive Board.
- 13.5.** Leeds Bradford Airport Consultative Committee
- 13.6.** Representatives to attend Outer North West Parish and Town Council Forum meetings.

14. Review of internal audit, internal control check and risk management

To appoint the following:

- 14.1. Two members to carry out the Council's review of internal audit – review to be carried out no later than the end of July 2018
- 14.2. Two members to carry out the Council's internal control checks – to be completed by no later than the end of October 2018
- 14.3. Two members to undertake the Council's annual review of risk management - to be completed by no later than the end of July 2018

15. Internal Auditor 2019-20

To consider appointment of Yorkshire Internal Audit Services to carry out the Council's two internal audits for the financial year 2019-20

To appoint Yorkshire Internal Audit Services as internal auditor, members must be satisfied that Yorkshire Audit Services is competent and independent of the Council and that there are no conflicts of interest.

Yorkshire Internal Audit Services Audit Plan – **to be provided**

16. Attendance Record 2018-19

To note.

To be provided at the meeting.

17. Date of the next Annual Meeting of the Town Council

Wednesday 27 May 2020.

Ordinary Meeting – Agenda

18. To receive and note the minutes of the following Committee meetings:

Staffing and Employment Committee (draft)	16 April 2019	Appendix 2
Planning, Licensing & Traffic Committee (draft)	18 April 2019	Appendix 3

19. Finance

19.1. End of Year Accounts and List of Payments – To consider and approve. **Appendix 4**

19.2. To approve proposed purchases/orders as follows:

Replacement fridge for the office – up to £130

Clerk's membership of Society of Local Council Clerks - £196

20. Internal Auditor's Final Report 2018-19

To note and consider any action required. **To be provided.**

21. Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2019

21.1. To note the Internal Audit Report (page 3) Appendix 5

21.2. Annual Governance Statement – Section 1. Appendix 6

21.2.1. To review and consider the effectiveness of the Council's system of internal control;

21.2.2. To complete and approve AGAR Section 1

21.2.3. Chair and Clerk to sign AGAR Section 1 when completed and approved

21.3. Accounting Statements 2018-19 – Section 2. Appendix 7

21.3.1. To consider and approve the Accounting Statements 2018-19 signed and dated 8 May 2019 by the Responsible Financial Officer

21.3.2. Chair to sign the Accounting Statements 2018-19 – Section 2 when approved

21.4. Period for exercise of public rights of inspection of the accounts

To set the following period for the exercise of public rights of inspection of the accounts:
Wednesday 19 June 2019 to Tuesday 30 July 2019

22. Bank mandates

To appoint signatories to the Council's bank and building society accounts

To consider appointing the Clerk as a signatory and the limits of any such appointment

23. Neighbourhood Plan

To consider the revised neighbourhood plan and associated documents.

Martin Hughes to present.

To note the recommendations of the Planning, Licensing and Traffic Committee and to approve any necessary action:

- i. To note the NPWG meeting minutes of 15 April 2019. **Appendix 8**
- ii. To recommend that after new NPWG town council member appointment by Full Council, that date(s) are set for NPWG meetings.
- iii. To co-opt Martin Hughes to the NPWG, and appoint him as leader of NPWG
- iv. To continue to use the services of Directions Planning, under their current contract terms with the Council, up to and including submission of the plan to Leeds City Council c. June 2019.
- v. To obtain cost estimates for the services of Directions Planning post-plan-submission to Leeds City Council and up to the making of the plan, for submission to Planning, Licensing and Traffic Committee to consider the appointment of Directions Planning.
- vi. For the NPWG to submit the Neighbourhood Plan for Horsforth to Leeds City Council during approximately June 2019. Plan documents to include: -
 - Horsforth Neighbourhood Plan and Appendices, and Policy Proposal Map
 - Statement of Community Consultation and Appendices
 - Basic Conditions Statement
 - Brief for plan Examiner
 - List of preferred Examiners

[Link to NP documents](#)

24. 3&5 The Green - To receive an update.

25. Public Bodies (Admission to Meetings) Act 1960

The Committee is asked that in view of the confidential nature of the business about to be transacted at agenda items 26 and 27 to temporarily exclude the press and public and that they be asked to withdraw from the meeting.

26. Staff appointments – to receive an update

27. Photocopier dispute

27.1. To receive an update

27.2. To authorise the Clerk to represent the Council in the legal proceedings in the County Court

28. Councillor training – To consider.

29. Civic Service

To note proposed date for the Civic Service – Sunday 9 June 2019 at 6pm at Cragg Hill Baptist Church.
To consider invitation list.

30. Event Sub-Committee

To set a meeting date to discuss upcoming events, including the following:

Horsforth Gala – 29 June 2019

Annual Event

Christmas lights and switch-on event

31. Council Surgery

Two councillors are requested to volunteer for the Council Surgery on 31 July 2019 at 6:30pm.

32. Items for future agenda

33. Date of next meeting

Wednesday 31 July 2019 at 7:00pm

Distribution: Cllrs J Arbuckle, B Batchelor, C Calvert, R Capitano, D Collins, SM Dowling, S Dowling, J Garvani, C Glover, R Hardcastle, R Harris, B Heaviside, E Hyndes, R Jacques, M Leech, G MacFarlane, P Mallott, D Prater, C Sellers, R Shaw, T Stones