



Horsforth Town Council

Full Council Minutes
Wednesday 16 May 2019 at 7.00pm

Present:

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
Sam Dowling	Reiss Capitano	Simon Dowling	Jude Arbuckle	Chris Calvert
John Garvani	Dawn Collins	Richard Hardcastle	Becca Batchelor	Rob Jacques
Eddie Hyndes	Christine Glover	Gordon MacFarlane	David Prater	
Raymond Jones	Rob Harris	Tracy Stones	Charlotte Sellers	
Rosa Shaw	Matt Leech			

In attendance: J Sou – Clerk; Martin Hughes; 1 other member of the public

Annual Meeting

HTC/19.1 Election of Chair

There were two nominations for chair of Council – Cllr R Hardcastle and Cllr J Garvani.

RESOLVED: That Cllr J Garvani be appointed chair of Council.

Cllr J Garvani signed the declaration of acceptance of office of chair of Council.

On the requisition of Cllr C Calvert, the voting on the appointment was recorded as follows:

Those in favour of Cllr R Hardcastle – Cllrs C Calvert, R Capitano, D Collins, R Hardcastle, R Harris, M Leech, G MacFarlane, C Sellers and T Stones - 9

Those in favour of Cllr J Garvani – Cllrs J Arbuckle, B Batchelor, SL Dowling, SM Dowling, J Garvani, C Glover, E Hyndes, R Jacques, R Jones, D Prater and R Shaw – 11

Abstain - 0

HTC/19.2 Election of Vice Chair

There were two nominations for vice chair of Council – Cllr SM Dowling and Cllr R Hardcastle.

RESOLVED: That Cllr SM Dowling be appointed vice chair of Council.

Cllr SM Dowling signed the declaration of acceptance office of vice chair of Council.

HTC/19.3 To receive apologies for absence and to consider the reason for the absence

RESOLVED: That the apologies and reasons for absence from Cllrs B Heaviside and P Mallott be accepted.

HTC/19.4 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 of the Council.

Signed Dated

There were no outstanding declarations of acceptance of office to be made.

HTC/19.5 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/19.6 To consider questions and comments from members of the public at the chairman's discretion

No questions or comments.

HTC/19.7 Minutes of the previous meeting

RESOLVED: That the minutes of the meeting held on 27 March 2019 are a true record.

HTC/19.8 Policies, procedures and governance documents

RESOLVED: That review and adoption of the following policies and procedures be deferred to the next meeting of the Council:

- Standing Orders
- Financial Regulations
- 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

Signed Dated

- Sickness and sickness reporting

HTC/19.9

Committee Terms of Reference

RESOLVED: That the terms of reference as circulated for the following committees be confirmed en bloc:

- 19.9.1.** Finance & General Purpose Committee
- 19.9.2.** Planning, Licensing and Traffic Committee
- 19.9.3.** Community and Environment Committee
- 19.9.4.** Staffing & Employment Committee
- 19.9.5.** Complaints & Grievance Sub-Committee
- 19.9.6.** Events Sub-Committee

FURTHER RESOLVED as follows:

That Complaints and Grievance Sub-Committee and Events Sub-Committee be subject to the following:

- **The meeting place to be as appropriate;**
- **That the quorum for meetings be three;**
- **That reasonable notice be given of meetings to members;**
- **That meetings of each sub-committee are not open to the public and that advance public notice requirements are not required;**
- **Membership of each sub-committee to be decided by the parent committee and not by Council at the Annual Meeting of the Council**

HTC/19.10

Membership of Committees

RESOLVED: To appoint members to serve on the following committees as shown on the attached table at Appendix 1:

- 19.10.1.** Finance and General Purposes
- 19.10.2.** Planning, Licensing and Traffic
- 19.10.3.** Community and Environment
- 19.10.4.** Staffing and Employment Committee (must include Chair or Vice Chair of Council; all genders must be represented)

RESOLVED: That the appointment of members to the following sub-committees be left to the parent committee:

- 19.10.5.** Complaints and Grievance Sub-Committee
- 19.10.6.** Events Sub-Committee

HTC/19.11

Election of Committee Chairs and Vice-Chair

19.11.1. Planning, Licensing and Traffic Committee

RESOLVED: That Cllr R Jones be chair of Planning, Licensing and Traffic Committee

RESOLVED: That Cllr J Arbuckle be vice chair of Planning, Licensing and Traffic Committee

19.11.2. Community and Environment Committee

RESOLVED: That Cllr R Jacques be chair of Community and Environment Committee

RESOLVED: That Cllr D Prater be vice chair of Community and Environment Committee

19.11.3. Staffing and Employment Committee

RESOLVED: That Cllr J Garvani be chair of Staffing and Employment Committee

Signed Dated

RESOLVED: That Cllr B Heaviside be vice chair of Staffing and Employment Committee

**HTC/19.12 To appoint members to serve on the following Working Groups and Steering Groups:
RESOLVED: To appoint members to serve on the following groups as shown on the attached table at Appendix 2:**

19.12.1. Assets of Community Value Working Group

19.12.2. Editorial Working Group

19.12.3. Neighbourhood Plan Working Group (NPWG)

Note: former councillor Martin Hughes who had led the NPWG during his term of office as a town councillor had offered to continue as leader of the NPWG for the post-submission phase up to adoption of the plan if this was felt appropriate by Council.

FURTHER RESOLVED:

1. To approve the appointment of Martin Hughes to the NPWG as a co-opted member and as leader of the group;

2. That the following be invited to join the Neighbourhood Plan Working Group as co-opted members: Kate Arbuckle and Ian Scott.

19.12.4. Policies & Procedures Working Group

19.12.5. 3&5 The Green Steering Group

FURTHER RESOLVED that the following remain as co-opted members of the 3&5 The Green Steering Group: Nancy DeDombal, Geoff Poad and Sally Metcalfe.

19.12.6. General Data Protection Regulations (GDPR) Working Group

RESOLVED: That the GDPR Working Group be dissolved.

NOTE:

(1) Finance and General Purpose Committee's Terms of Reference provide that the Chair and Vice Chair of the Council are the Chair and Vice Chair of this Committee.

(2) Standing Orders permit a sub-committee to appoint its own chairman at the first meeting of the sub-committee

HTC/19.13 Council representatives on external organisations

RESOLVED: To appoint the following representatives to external organisations:

19.13.1. Young People's Champion – Cllr R Shaw.

19.13.2. Horsforth Fairtrade – no appointment made.

ACTION: Horsforth Fairtrade to be invited to present to next Council meeting.

19.13.3. Dementia Friend – Cllr J Arbuckle

19.13.4. Voting representatives (2) at Yorkshire Local Council Association branch meetings – Cllrs S Dowling and J Garvani.

19.13.5. Leeds Bradford Airport Consultative Committee – Cllr R Jones.

19.13.6. Representatives to attend Outer North West Parish and Town Council Forum meetings – Cllr S Dowling.

HTC/19.14 Review of internal audit, internal control check and risk management

RESOLVED as follows:

19.14.1. That Cllrs S Dowling and D Prater be appointed to carry out the Council's review of internal audit by no later than the end of July 2019

19.14.2. That Cllrs R Hardcastle and G MacFarlane be appointed to carry out the Council's internal control checks by no later than the end of October 2019

19.14.3. That Cllrs S Dowling and D Prater be appointed to undertake the Council's annual review of risk management by no later than the end of July 2019.

HTC/19.15 Internal Auditor for the coming year

Signed Dated

RESOLVED: To appoint Yorkshire Audit Services to carry out the Council's two internal audits for the financial year 2019-20.

**HTC/19.16 Attendance Record 2018-19
Noted (attached at Appendix 3).**

**HTC/19.17 Date of the next Annual Meeting of the Town Council
Wednesday 27 May 2020. Noted.**

Ordinary Meeting

HTC/19.18 To submit the minutes of Committee meetings as listed under for Council to note:

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

The minutes were **noted**.

The following updates and points were made:

- Cllr J Garvani has contacted the headteacher at Broadgate Primary School regarding the parking and other issues. The school accepts there is an issue and has taken action to try to address the problem.
- Kirkstall Forge Liaison Group – notice of meetings to be sent to all councillors.

HTC/19.19 Finance

19.19.1. End of Year Accounts and List of Payments

RESOLVED: To approve the accounts and list of payments for the year to 31 March 2019 (see agenda pack).

19.19.2. To approve proposed purchases/orders

RESOLVED: To approve the following purchases:

Replacement fridge for the office – up to £130

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

HTC/19.20 Internal Auditor's Final Report 2018-19

The internal auditor's final report for 2018-19 was produced to members and was **noted**.
See appendix 4.

HTC/19.21 Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2019

19.21.1. To note the Internal Audit Report (page 3 of AGAR). Members received and noted the Annual Internal Audit Report completed and signed by the Internal Auditor at page 3 of AGAR.

19.21.2. Annual Governance Statement – Section 1.

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

19.21.2.2. To complete and approve AGAR Section 1

Members noted their responsibility to ensure that there was a sound system of internal control.

Members considered and completed questions 1 – 9 of AGAR Section 1 Annual Governance Statement 2018-19.

RESOLVED: To approve the completed AGAR Section 1 Annual Governance Statement 2018-19.

Signed Dated

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

The Chair and Clerk signed the completed and approved AGAR Section 1.

19.21.3. Accounting Statements 2018-19 – Section 2.

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

RESOLVED: To approve the Accounting Statements 2018-19 at AGAR Section 2 signed and dated 8 May 2019 by the Responsible Financial Officer.

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

The approved Accounting Statements 2018-19 – Section 2 were signed by the Chair.

A copy of the completed and approved and signed AGAR Sections 1 and 2 is attached at Appendix 5.

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

RESOLVED: 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

HTC/19.22 Bank mandates

RESOLVED: To appoint the following as signatories to the Council’s existing and new bank and building society accounts:

Cllrs D Collins, J Garvani, R Hardcastle and R Shaw.

Members **noted** there were continuing difficulties with the Yorkshire Bank mandate. The Clerk had attempted to submit a new bank mandate making the Clerk the main contact with authority to access and obtain information on the accounts, but without power to authorise transactions. Yorkshire Bank had advised that this was not possible and that the Clerk had to be appointed as a full signatory with full power to authorise transactions in order to be given access to information on the accounts.

It was **agreed** that a further attempt would be made with Yorkshire Bank to update the signatories and to give authority to the Clerk to request and receive information on the accounts but without appointing the Clerk as a full signatory.

HTC/19.23 Neighbourhood Plan

To consider the revised neighbourhood plan and associated documents.

Former councillor and leader of the NPWG, Martin Hughes, gave a presentation and update on the Neighbourhood Plan.

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

Members noted and made resolutions as follows:

- i. To note the NPWG meeting minutes of 15 April 2019. **Noted.**

Signed Dated

- ii. To recommend that after new NPWG town council member appointment by Full Council, that date(s) are set for NPWG meetings. **Noted. The NPWG will set meeting dates. Mr Hughes was requested to notify NPWG members in good time of meeting dates.**
- iii. To co-opt Martin Hughes to the NPWG, and appoint him as leader of NPWG. **See minute HTC/19.12.3**
- iv. **RESOLVED: 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. **RESOLVED: 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. **RESOLVED: That the Neighbourhood Plan for Horsforth be submitted 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**

Martin Hughes thanked the Leeds City Council Mapping Department for their unpaid work and assistance.

Thanks were given to Martin Hughes for the tremendous amount of work that he had put into the Neighbourhood Plan. The Council acknowledged that Mr Hughes was the driving force behind the Neighbourhood Plan and commended him for it.

HTC/19.24 3&5 The Green - To receive an update.

Members **noted** the following:

Leeds City Council had not yet responded to the formal offer submitted by the Council. The application for loan approval had been submitted to the Ministry of Housing, Communities and Local Government.

HTC/19.25 Public Bodies (Admission to Meetings) Act 1960

RESOLVED: 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.

HTC/19.26 Staff appointments – to receive an update.

Members **noted** that an administration officer had been appointed with a commencement date of 4 June 2019, with progression to assistant clerk expected within 6 months on attainment of Introduction to Local Council Administration by the post holder.

HTC/19.27 Photocopier dispute

19.27.1. Members **noted** an update on the dispute. The case was listed for hearing in the Leeds County Court small claims court on 28 June 2019.

Signed Dated

19.27.2. RESOLVED: To authorise the Clerk to represent the Council in the legal proceedings in the County Court.

HTC/19.28 Councillor training

Members noted that Yorkshire Local Councils Association (YLCA) had been asked if they could offer a condensed version of their councillor training in-house to the Council during evening sessions and at a venue in Horsforth. YLCA would be considering this next week.

It was **noted** that the Council was willing for these sessions to be opened-up to councillors from other local councils.

HTC/19.29 Civic Service

To note date for the Civic Service – Sunday 9 June 2019 at 6pm at Cragg Hill Baptist Church. **Noted.**

The invitation list had been finalised by Events Sub-Committee and invitations were to be distributed in the near future.

HTC/19.30 Events 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

The following meeting date was set for Events Sub-Committee: Tuesday 28 May 2018 at 7pm at the Council office.

Cllr D Collins, as a member of the Gala Committee, advised that the Council had to submit the paperwork for the Gala stall. **ACTION: Cllr S Dowling to submit.**

HTC/19.31 Council Surgery

Cllrs R Hardcastle and T Stones volunteered for the Council surgery on 31 July 2019 at 6:30pm.

HTC/19.32 Items for future agenda

Deadline for agenda items: 18 July 2019.

- **Climate change emergency working group – Cllr D Collins**
- **Children’s play area working group – Cllr D Collins**

HTC/19.33 Date of next meeting

Wednesday 31 July 2019 at 7:00pm

The meeting closed at 9:30pm

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

Signed Dated