



## Horsforth Town Council

Mechanics Institute  
Town Street  
Horsforth  
Leeds  
LS18 5BL

[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – 0113 258 0988

# Prior to the meeting there is a Councillor Surgery at 6:30pm to 7:00pm

### To Members of the Council

You are summonsed to attend a meeting of Horsforth Town Council at St Margaret's Parish Centre, Church Lane, Horsforth on **Wednesday 31 July 2019 at 7:00pm** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou  
Clerk  
26 July 2019

### Agenda

1. **To receive apologies for absence and to consider the reason for the 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**  
Council is asked to approve the minutes of the annual meeting of the Council and the first ordinary meeting held on 16 May 2019 (previously circulated and in agenda pack).
5. **Horsforth Policing Update**  
To receive a report and consider any action on policing matters in Horsforth, including the following:
  - Crime statistics
  - Police Community Support Officers;
  - Speed indicator devices (SID).

6. **ABCD Community Builder** – representative to give an introduction on the work of ABCD Community Builder.
7. **To submit the minutes of Committee meetings as listed under for Council to note and to consider recommendations not otherwise listed in this agenda:**

1.	Planning, Licensing and Traffic Committee	30 May 2019 27 June 2019 25 July 2019 (if available, draft to be circulated)
2.	Community and Environment Committee	6 June 2019 (draft) 18 July 2019 – extraordinary meeting (draft)
3.	Finance and General Purposes Committee	18 July 2019 (if available, draft to be circulated)
4.	Event Sub-Committee	28 May 2019 20 June 2019 18 July 2019 – extraordinary meeting (draft)
5.	Staffing and Employment Committee	19 June 2019 25 July 2019 (if available, draft to be circulated)

8. **Policies, procedures and governance documents**

To re-adopt the Council’s policies and procedures as per list in the **agenda pack**, pending review.  
To note the Policies and Procedures Working Group is initially to review Standing Orders and Committees’ Terms of Reference.

9. **Committees and Working Groups and external representatives**

To note the current membership (**see agenda pack**)

To consider further appointments and changes as follows:

- Finance and General Purposes Committee – Cllrs R Shaw and T Stones
- Policies and Procedures Working Group – Cllr C Calvert
- Editorial Working Group – to consider making management of the Council’s website and Facebook page part of the remit of the Editorial Working Group
- Horsforth Fairtrade Steering Group representative – see agenda pack for information on the role of a Council representative. Note: representatives of the Group were not able to attend this meeting but have accepted an invitation to give a presentation to Council on the work of the Group at a future meeting.
- Any other appointments/proposed changes to remit of committees and working groups

10. **Accounts and List of Payments to 18 July 2019**

Finance and General Purposes Committee (F&GP) recommends that Council approves the accounts and list of payments to 18 July 2019. **See agenda pack.**

**To note:**

C&E decision to transfer its designated contingency fund to Christmas 2019  
Community Infrastructure Levy payment received

11. **Internal audit review, internal control check and risk management review**

To note the review of internal audit and risk management by Cllrs S Dowling and D Prater. **See agenda pack.**

12. **Insurance policy – renewal date 1 September 2019**

To note policy. Click [here](#) for policy schedule.

To consider review of insured items. **See agenda pack for asset register.**

Note: the Council is currently in a five-year arrangement with Zurich Insurance.

Note: the Lady’s Chain of Office is to be valued and will be added to the “all risks” part of the policy when the value is known. This may increase the premium.

**13. Street furniture risk assessments**

To consider arrangements to carry out risk assessments of street furniture owned by the Council.  
To consider whether responsibility for street furniture and risk assessments should be delegated to a committee.

**14. 3 & 5 The Green**

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

- To consider further property surveys required
- Application for loan
  - To note approval from Ministry of Housing, Communities and Local Government (MHCLG) to apply for loan;
  - To confirm applying for a loan from the Public Works Loan Board (PWLB) and the details of the loan:
    - Loan amount
    - Type of loan required – fixed rate or variable rate
    - Half-yearly interest payment dates (for fixed rate loans)
    - Payment frequency (for variable rate loans) – one, three or six monthly
    - Method of repayment – annuity or equal instalments of principal (EIP)
    - Period of repayment – 1 to 50 years
    - Preferred date of advance (optional)
  - To note fee payable for loan:
    - fixed rate loans – 35p for every £1,000 or part of £1,000 (£101.50 for a £290,000 loan)
    - variable rate loans – 45p for every £1,000 or part of £1,000 (£130.50 for a £290,000 loan)

**See agenda pack for:**

**1. Approval letter from MHCLG**

**2. PWLB guidance on loans**

**3. Table showing estimated repayment costs for a £290,000 fixed rate loan on the annuity and EIP basis**

- To consider any necessary delegations to progress the matter before the next Council meeting

**15. Photocopier dispute**

To note that the hearing has been adjourned and re-listed for 27 August 2019 with an estimated time of 1 hour.

**16. Motion to declare a climate emergency and commitment to action to achieve carbon neutrality by 2030 through a Horsforth Carbon Neutral 2030 Plan.**

Further to a proposal by Cllr D Collins at the Council meeting of 16 May 2019 that an item on climate emergency action and the formation of a working group should be considered by Council or an appropriate Committee, a formal motion has been proposed by Cllr S Dowling.

**See agenda pack.**

**17. Motion to increase provision of children’s play areas in Horsforth**

Further to a proposal by Cllr D Collins at the Council meeting of 16 May 2019 that an item on children’s play areas and the formation of a working group should be considered by Council or an appropriate Committee, a formal motion has been proposed by Cllr R Jones. **See agenda pack.**

**18. Local Council Award Scheme**

To consider. Click [here](#) for information.

**19. Councillor training – YLCA**

To receive an update

**20. Horsforth Town Team**

To consider. To receive a report from councillors who attended the meeting of 22 July 2019.

**21. Horsforth Dementia Friendly**

To note that Finance and General Purposes Committee resolved that this item be referred to full Council.

To receive any reports.  
Council Dementia Champion: Cllr J Arbuckle.

- 22. YLCA branch meeting 11 June 2019** – to receive a report.
- 23. Office closure – week commencing 5 August 2019** – to note.
- 24. Matters for information**  
Any matters for information will be provided at the meeting for members to note.
- 25. Council Surgery**  
Two councillors are requested to provide their names for attendance at the next Council Surgery – 6:45pm to 7:15pm, 2 October 2019.
- 26. Items for future agenda**
- 27. Date of next meeting**  
Members are asked to note the date of the next meeting: 2 October 2019.  
Deadline for agenda items: 17 September 2019.

*Distribution: Cllrs J Arbuckle, B Batchelor, C Calvert, R Capitano, D Collins, SL Dowling, SM 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*