



Horsforth Town Council

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To Members of the Council

You are summonsed to attend a remote meeting of Horsforth Town Council to be held at zoom.us on **Thursday 16 July 2020 at 7:00pm** for the purpose of transacting the business stated in the agenda below.

To join the meeting, please click on the link below:

[Link to meeting 16 July 2020 at 7pm](#)

Meeting ID: 813 8645 3576

Password: 629330

If wishing to join by telephone or mobile, please dial one of the following numbers and follow the instructions:

- +44 203 901 7895 United Kingdom
- +44 131 460 1196 United Kingdom
- +44 203 051 2874 United Kingdom
- +44 203 481 5237 United Kingdom
- +44 203 481 5240 United Kingdom

NOTE:

Telephone and mobile calls will be charged at the user's service provider's rates and are payable by the user.

The number that you are calling from will be displayed on entry into the meeting.

Members of the public are welcome to attend the meeting.

J Sou
Clerk
10 July 2020

Agenda

Introduction to remote meetings – Cllr John Garvani, Chairman

- 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. Public Participation

To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda.

The period of public participation shall not exceed 15 minutes unless directed by the Chairman.

A member of the public shall not speak for more than 3 minutes.

A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.

Members of the public 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 meeting held on 25 June 2020 (**previously circulated and in agenda pack**).

5. To note the following Committee minutes and to consider recommendations not otherwise listed in this agenda:

Finance and General Purposes Committee 12 March 2020 (draft) **See agenda pack.**

6. Finance

6.1. To approve the year end accounts and lists of payments to 31 March 2020. See agenda pack.

6.2. To approve the accounts and lists of payments to 11 June 2020. See agenda pack.

6.3. To note expenditure under Financial Regulation 4.5 (emergency expenditure):

Laptop	480.00
Mobile 'phone	83.29
Replacement laptop	300.00
Zoom subscription (per month)	14.39

6.4. To approve the use of standing orders and variable direct debits. See agenda pack for list.

6.5. To approve the use of payments by BACS where the Responsible Financial Officer considers this to be an appropriate means of payment.

6.6. To consider setting designated funds (earmarked reserves) for 2020-21. See agenda pack

7. Internal Auditor's final report 2019-20 (see agenda pack) – to note

8. Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2020

8.1. To note the Internal Audit Report (page 3 of AGAR)

8.2. Section 1 - Annual Governance Statement (page 4 of AGAR)

8.2.1. To complete and approve AGAR Section 1 2019-20

8.2.2. Chair and Clerk to sign AGAR Section 1 2019-20 when completed and approved

8.3. Section 2 - Accounting Statements (page 5 of AGAR)

8.3.1. To consider and approve the Accounting Statements 2019-20 signed and dated 7 July 2020 by the Responsible Financial Officer

8.3.2. Chair to sign Section 2 - Accounting Statements 2019-20 when approved

8.4. To set the following period (comprising 30 working days inclusive) for the exercise of public rights of inspection of the accounts: Monday 27 July 2020 to Monday 7 September 2020

9. Leeds Bradford Airport expansion – planning application: ref 20/02559/FU

Council to review and approve a final statement regarding the proposed expansion, the statement to be submitted to the local planning authority. **Draft statement previously circulated.**

10. Public Bodies (Admission to Meetings) Act 1960

To resolve to temporarily exclude the press and public from the meeting in view of the confidential nature of the business about to be transacted at agenda item 11.

11. 3&5 The Green

To receive an update.

To consider a response to Leeds City Council.

Click to view [Email from Leeds City Council](#) (confidential – only members can view).

12. New Model Member Code of Conduct – Local Government Association consultation

To consider and agree a response. **Papers previously circulated.**

Click on links below to access the documents.

[Explanatory email from YLCA](#)

[New Model Code of Conduct](#)

[Consultation document](#) in pdf format

13. **Events 2020/21**
 - 13.1. Remembrance Service parade – to consider whether Council will take over organisation of this event from Royal British Legion. **See agenda pack.**
 - 13.2. Christmas Lights Switch-On event
14. **Insurance renewal**

Insurance policy with Zurich – renewal due 1 September 2020 (year 4 of 5-year long term agreement), premium quoted: £1238.08.

To delegate to the Clerk to review insurance and to approve payment of any change to the premium.
15. **Certificate in Local Council Administration**

To consider approving financial support for the Clerk: £650
16. **Council, Committee and Working Group meetings and dates**

To review
17. **Matters for Information**

Resignation of Cllr C Calvert as Chair of Events Committee
Cllr R Shaw – no longer with the Green Party, now independent
Repairs to Jubilee Clock – commencement date 14 July 2020
Defibrillators – replacement battery and paddles installed at Brownberrie Lane; replacement paddles to be installed at New Road Side
SLCC subscriptions – renewed for the Clerk and Assistant Clerk
Any other matters for information will be verbally reported to the meeting.
18. **Items for future agenda**

Council, Committee and Working Group meetings and dates
Use of Community Infrastructure Levy monies
Appointment of internal auditor 2020-21
Internal audit review and control check – to appoint members to carry out
19. **Date of next meeting**

3 or 10 September 2020 - to be confirmed

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