



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 10 September 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 10 September 2020 at 7pm](#)

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

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

Meeting ID: 818 9959 1847

Passcode: 219011

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
4 September 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 16 July 2020 (**previously circulated and in agenda pack**).

5. **Horsforth Policing Update**

To receive reports on crime statistics and other policing matters in Horsforth from West Yorkshire Police and to consider any further action. **WYP has been invited to the meeting.**

6. **Finance**

To approve the accounts and list of payments to 28 August 2020. **See agenda pack.**

7. **To re-adopt the policies, procedures and governance documents listed in the agenda pack for 2020-21**

Note: updated audit plan for 2020; re-named Internal Audit Plan

8. **Asset Register**

8.1. To note the updated asset register September 2020. **See agenda pack.**

8.2. To approve the disposals/write offs as per the **schedule in the agenda pack** and to authorise the Clerk to dispose of the items listed in the schedule that remain in the Council's possession

9. **Appointment of Internal Auditor 2020-21**

To consider appointment of Yorkshire Internal Audit Services to carry out the Council's two internal audits for the financial year 2020-21

10. **Review of internal audit, internal control check and risk management**

To appoint the following:

10.1. Two members to carry out the Council's review of internal audit - review to be carried out no later than the end of October 2020

10.2. Two members to carry out the Council's internal control checks - to be completed by no later than the end of October 2020

10.3. Two members to undertake the Council's annual review of risk management - to be completed by no later than the end of October 2020

11. **Committee and working/advisory group appointments:**

11.1. To consider filling the vacancy for Chairman of Events Sub-Committee

11.2. To approve the appointment of Cllr Becca Batchelor to the Editorial Working Group

11.3. To note the appointment of the following members to the 3&5 The Green Advisory Group:

Cllrs Jude Arbuckle, Becca Batchelor, Dawn Collins, Richard Hardcastle and Rosa Shaw

11.4. To consider any other changes

12. **Council, Committee and Working Group meetings and dates**

To note that NALC and YLCA continue to recommend that meetings should not take place physically.

To agree meeting dates. **To be provided.**

13. **Salary award 2020-21**

To note 2.75% increase and the award of an additional day's leave.

14. **3&5 The Green**

To receive an update and consider any action required.

15. **Community Infrastructure Levy (CIL)**

To consider reviewing how CIL monies should be spent and to consider establishing an advisory group to consider appropriate projects for CIL expenditure and to make recommendations to Council

See agenda pack for report.

16. **Events**

16.1. Remembrance Sunday event (deferred from last meeting) - to consider Council's role in future Remembrance Sunday events. **See agenda pack for report.**

16.2. Christmas 2020

- To receive an update

- To consider alternative events for Christmas 2020. For example, supporting community-based events such as street parties (with appropriate social distancing measures in place) where the street all turn on their lights at the same time.
- To approve any action required

17. Website upgrade

To receive a report on progress.

To feedback with any comments.

To approve the website going “live”

See agenda pack for report and recommendations.

18. Office re-opening

To note an update and consider any action.

19. Matters for Information

To be reported verbally to the meeting

20. Items for future agenda

21. Date of next meeting

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