



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

To Members of the Council

You are summonsed to attend the **Annual Meeting and the first Ordinary Meeting of Horsforth Town Council**, at Emmanuel Baptist Church, Hall Lane, Horsforth LS18 5JE on **Thursday 27 May 2021 at 7:00pm** for the purpose of transacting the following business.

Members of the public are welcome to attend the meetings.

J Sou

Clerk

18 May 2021

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. 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.

5. 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.

6. Minutes of the previous meeting

To approve the minutes of the last meetings of Council held on 25 March 2021 and 27 April 2021.

See agenda pack.

7. Policies, procedures and governance documents

To consider review and adoption of the following:

- 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
- Sickness and sickness reporting

Documents to be uploaded to the Council website.

8. Committee terms of reference

To review committee terms of reference:

- Finance and General Purposes Committee (FGP)
- Planning, Licensing and Traffic Committee
- Community and Environment Committee
- Staffing and Employment Committee
- Complaints and Grievance Sub-Committee
- Events Sub-Committee

Documents to be uploaded to the Council website.

9. Committee membership

To consider committee membership and to appoint members to serve on committees:

- Finance and General Purposes Committee
- Planning, Licensing and Traffic Committee
- Community and Environment Committee
- Staffing and Employment Committee - maximum 8 members, to include Chair and Vice-Chair of Council and all genders to be represented

Note: membership of Complaints and Grievance Sub-Committee and Events Sub-Committee is by the parent Committee

10. Election of Committee Chairs and Vice-Chairs

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

- Planning, Licensing and Traffic Committee
- Community and Environment Committee
- 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

11. To review working, steering and advisory groups and appointment of members and co-opted members to such groups (except where this is delegated to Committees)

- Assets of Community Value Working Group
- Editorial Working Group
- Neighbourhood Plan Working Group (NPWG)
Note: to include considering co-option of Martin Hughes as a member and leader of the NPWG
- Policies and Procedures Working Group
- 3&5 The Green Steering Group
- Climate Change Working Group
- 3&5 The Green Advisory Group
- Children's Play Area Working Group
- Website Working Group
- Community Infrastructure Levy Advisory Group

12. Council representatives on external organisations

To appoint the following:

- Young People's Champion
- Horsforth Fairtrade Steering Group
- Dementia Champion
- 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.
- Leeds Bradford Airport Consultative Committee
- Representatives to attend Outer North West Parish and Town Council Forum meetings.

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

To appoint the following:

13.1. Two members to carry out the Council's review of internal audit – review to be carried out no later than the end of October 2021

13.2. Two members to carry out the Council's internal control checks – to be completed by no later than the end of October 2021

13.3. Two members to undertake the Council's annual review of risk management - to be completed by no later than the end of October 2021

14. Internal Auditor 2021-22

To consider appointment of Yorkshire Internal Audit Services (YIAS) to carry out the Council's two internal audits for the financial year 2021-22

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

YIAS Audit Plan – see agenda pack

15. Asset register – to review and note. See agenda pack.

16. Insurance arrangements – to review and note. Copy of policy available on Council website.

17. Subscriptions – to review and note:

- Yorkshire Local Councils Association
- Society of Local Council Clerks – J Sou and L Farrell

18. Attendance Record 2020-21

To note. **To be provided.**

19. Meetings calendar – to note. See agenda pack

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

Thursday 26 May 2022.

Ordinary Meeting – Agenda

- 21. Casual Vacancy**
To receive an update regarding the casual vacancy in Brownberrie ward arising from the sad death of Cllr Matthew Leech.
- 22. To receive and note the minutes of the following meetings:**
See agenda pack

Planning, Licensing & Traffic Committee	22 April 2021 (draft)
Community Infrastructure Levy Advisory Group	29 April 2021 (draft)
- 23. Police report**
If available, to note the police report.
Note: police representatives have not been invited to the meeting in view of Covid-19 precautions to limit the number of attendees
- 24. Finance**
To consider and approve the end of year accounts and list of payments. **See agenda pack**
To note and approve an increase in the bookkeeper and payroll hourly rate to £36 per hour
- 25. Internal Auditor’s Final Report 2020-21**
If available, to note and consider any action required. **To be provided.**
- 26. Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2021**
See agenda pack.
 - 26.1. To note the Internal Audit Report (page 3)**
 - 26.2. Annual Governance Statement – Section 1**
 - 26.2.1.** To review and consider the effectiveness of the Council’s system of internal control;
 - 26.2.2.** To complete and approve AGAR Section 1
 - 26.2.3.** Chair and Clerk to sign AGAR Section 1 when completed and approved
 - 26.3. Accounting Statements 2020-21 – Section 2**
 - 26.3.1.** To consider and approve the Accounting Statements 2020-21
 - 26.3.2.** Chair to sign the Accounting Statements 2020-21 when approved
 - 26.4. 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:
Monday 14 June 2021 to Friday 23 July 2021
- 27. 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
- 28. 3&5 The Green**
To receive an update
To consider how to manage the refurbishment of 3&5 The Green (note: Council referred this item to FGP but due to cancellation of the FGP meeting, the item has been brought back before Council for discussion or to refer back to FGP)
- 29. Meetings of working, advisory and steering groups, councillor surgeries and other meetings not legally required to be held face-to-face**
To consider whether to hold these remotely and to continue with the Zoom subscription
To consider meetings and surgeries to be held
- 30. Matters for Information – to be reported verbally to the meeting**
- 31. Items for future agenda**
- 32. Date of next meeting**
Thursday 29 July 2021 at 7:00pm

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