



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 a meeting of Horsforth Town Council to be held at **St Margaret's Parish Centre, Church Lane, Horsforth on Thursday 29 July 2021 at 7:00pm** for the purpose of transacting the business stated in the agenda below.

Members of the public are welcome to attend the meeting.

J Sou
Clerk
23 July 2021

Agenda

Welcome to Councillor Margaret Townsley

- 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 meetings**
Council is asked to approve the minutes of the following meetings:
Annual Meeting of the Town Council and the first meeting of Council – 27 May 2021
Extraordinary meeting of Council 17 June
Previously circulated and in agenda pack.
- 5. To receive and note the minutes of the following meetings:**
See agenda pack

Planning, Licensing & Traffic Committee (PLT)	20 May 2021 (draft)
Planning, Licensing & Traffic Committee Advisory Group	1 July 2021(draft)
	22 July 2021 (draft)

Community and Environment Committee (CE) Advisory Group	8 July 2021 (draft)
Events Sub-Committee Advisory Group	13 July 2021 (draft)
Finance and General Purposes Committee (FGP) Advisory Group	15 July 2021 (draft)

6. Police report

To note: police reports on crime statistics for Horsforth are produced by the district neighbourhood support officer every 7 weeks for ward councillors and will also now be circulated to Council. The previous report up to 7 June 2021 was previously circulated to members. **See agenda pack.** If available, the latest report will be presented for consideration by members. To consider any other policing matters. Police representatives have been invited to the meeting.

7. Finance

To approve the accounts and list of payments to 9 July 2021. **See agenda pack**

8. Committees and Working Groups

- 8.1.** To approve or to ratify (where recommended by the relevant Committee Advisory Group) the following revised terms of reference (**see agenda pack**):
- Community and Environment Committee
 - Planning, Licensing and Traffic Committee
 - Events Sub-Committee
 - Community Infrastructure Levy Advisory Group
 - Editorial Working Group
 - The Green Advisory Group
- 8.2.** To ratify appointments to Events Sub-Committee. **See agenda pack.**
- 8.3.** To consider membership of Community Infrastructure Levy Advisory Group and 3&5 The Green Advisory Group.
- 8.4.** To note membership of other working groups. **See agenda pack.**
- 8.5.** To approve the Working, Advisory and Steering Group protocol. **See agenda pack.**

9. 3&5 The Green

To receive an update and approve any action necessary

10. Insurance – renewal date 1 September 2021

To note policy schedule (please click [here](#) for schedule) and to approve payment of premium **£1,129.68. See agenda pack for list of insured assets.**

11. Remembrance Sunday event

To consider whether Council is to take over responsibility for organising an event to commemorate Remembrance Sunday, including whether the event will include a parade. **See agenda pack for report.**

12. Free School Meals Fund (FSM Fund)

- 12.1.** Further to the latest invitation to schools and Horsforth Children’s Centre to apply for funding from the FSM Fund, to consider queries raised by Horsforth Children’s Services. **See agenda pack**
- 12.2.** To consider leaving the fund open to applications over the summer period.

13. Defibrillators

- 13.1.** Horsforth Sports Club defibrillator - to consider a request to change the defibrillator to one that has paediatric mode
- 13.2.** St James Woodside – further to a recommendation from FGP Advisory Group, to approve Council fully funding and maintaining a defibrillator at St James Woodside in lieu of Council giving a grant of £500 towards a defibrillator

14. Reports relating to Dementia Friendly, Horsforth Fairtrade and Young People’s Champion – to consider if these should be referred to full Council meetings

15. To review suspension of physical Council and Committee meetings

16. To consider whether working and advisory groups are to continue meeting virtually

17. Councillor surgeries – to consider future surgeries and whether to hold them physically or virtually

18. Matters for information - to be reported verbally

19. Items for future agenda

20. Date of next meeting

30 September 2021

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, R Jones, P Mallott, D Prater, C Sellers, R Shaw, T Stones, M Townsley