



## Horsforth Town Council

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### 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 **Thursday 23<sup>rd</sup> March 2023 at 7:00pm** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

B Crabtree  
Clerk  
17<sup>th</sup> March 2023

### 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 meeting of the Town Council held on 26<sup>th</sup> January 2023. See Agenda Pack.
- 5. To receive and note the minutes of the following meetings. See Agenda Pack**

Planning, Licensing and Traffic Committee	19 <sup>th</sup> January 2023, 16 <sup>th</sup> February 2023
Staffing and Employment Committee	16 <sup>th</sup> January 2023, 23 <sup>rd</sup> January 2023
Finance and General Purposes Committee	9 <sup>th</sup> March 2023
Community and Environment Committee	2 <sup>nd</sup> March 2023

**6. Police report**

6.1. To note and consider the latest crime statistics for Horsforth.

6.2. To consider any other policing matters.

Police representatives have been invited to the meeting.

**7. Financial Matters**

7.1. To consider and approve the accounts and cash book entries to 28<sup>th</sup> February 2023. See Agenda Pack.

7.2. To consider and approve the schedule of payments. See Agenda Pack.

**8. Internal checks and reviews**

To note the following and decide any action. See Agenda Pack.

8.1 Review of internal audit

8.2 Internal control checks

8.3 Review of risk management

**9. Policies and Documents**

To consider the following policies and documents and agree to approve/adopt:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Risk Management Policy
- Records Management Policy
- New Councillor Handbook
- Scheme of Delegation
- Publication Scheme
- General Privacy Notice
- Action Plan
- Data Audit
- Privacy Notice for employees, councillors, volunteers.
- Information and Data Protection Policy
- Security Incident Policy
- Media Policy
- Website Accessibility Statement
- Statement of Intent as to Community Engagement
- Statement of Internal Controls
- Grievance Policy
- Disciplinary Policy
- Dignity at Work Policy
- Equality & Diversity Policy
- Training Statement of Intent
- Pension Policy
- Lone Working Policy
- Asset Register

**10. Local Council Award Scheme**

To consider and resolve that the Town Council meets all the requirements and is eligible for the Foundation Award.

**11. To receive an update and consider/agree any action for the following committees:**

- 11.1. Finance and General Purposes
- 11.2. Planning, Licensing and Traffic
- 11.3. Community and Environment
- 11.4. Staffing and Employment

**12. To receive an update and consider/agree any action for the following working groups:**

- 12.1. 3 & 5 Development Group
  - a) To consider providing an additional grant scheme
- 12.2. Community Infrastructure Levy Advisory Group
  - a) To note the available CIL funding, time limits, consider and agree the recommendation from the advisory group and any other action
- 12.3. Editorial Working Group
- 12.4. Neighbourhood Plan Working Group
- 12.5. Event Working Groups:
  - a) Remembrance Service
  - b) Christmas Event
  - c) Annual Event

**13. Reports from external organisations**

To consider reports and any action required in relation to:

- 13.1. Dementia Friendly
- 13.2. Horsforth Fairtrade
- 13.3. Young People's Champion

**14. Matters for information**

**15. Council Surgery**

To consider and agree any action

**16. Items for future agenda**

**17. Date of next meeting**

Members are asked to note the date of the next meeting: 18<sup>th</sup> May 2023 (Annual Meeting of the Town Council)

Deadline for agenda items: 8<sup>th</sup> May 2023

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