



## Horsforth Town Council

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### To Members of the Council

You are summonsed to attend the **Annual Meeting of Horsforth Town Council**, at **St Margaret's Parish Centre, Church Lane, Horsforth** on **Thursday 18<sup>th</sup> May 2023 at 7:00pm** for the purpose of transacting the following business.

Members of the public are welcome to attend the meetings.

B Crabtree  
Town Clerk  
11<sup>th</sup> May 2023

**Before the meeting starts, members who have not yet done so to make their declarations of acceptance of office.**

### Agenda

- 1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.**
- 2. To elect the Vice Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.**
- 3. To receive apologies for absence and to consider and approve 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. To approve the minutes of the Full Council meeting held on 23<sup>rd</sup> March 2023. See agenda pack.**
- 7. To receive and note the minutes of the following Committee meetings:**  
Planning, Licensing and Traffic Committee: 13<sup>th</sup> April 2023. See Agenda Pack.
- 8. Financial Matters. See Agenda Pack**
- 8.1. To consider and approve the end of year accounts to 31<sup>st</sup> March 2023
  - 8.2. To note the Internal Auditor's Final Report 2022/2023 and agree any action required.
  - 8.3. To note the Annual Internal Audit Report for 2022/2023 included at page 3 of the Annual Governance and Accountability Return 2022/2023
  - 8.4. To approve Section 1 - Annual Governance Statement 2022/2023 for Horsforth Town Council on page 4 of the Annual Governance and Accountability Return 2022/2023
  - 8.5. To approve Section 2 - Accounting Statements 2022/2023 for Horsforth Town Council on page 5 of the Annual Governance and Accountability Return 2022/2023
  - 8.6. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities. This includes:
    - Annual Internal Audit Report 2022/2023
    - Section 1 – Annual Governance Statement 2022/2023
    - Section 2 – Accounting Statements 2022/2023
    - Analysis of variances
    - Bank Reconciliation to 31 March 2023
    - Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
    - Declaration that the accounting statements are as yet unaudited.
  - 8.7. To approve the Schedule of Payments and Income
  - 8.8. To consider and agree bank arrangements including bank signatories
  - 8.9. To appoint the following:
    - 8.9.1 Two members to carry out the Council's review of internal audit – review to be carried out no later than the end of October 2023
    - 8.9.2 Two members to carry out the Council's internal control checks – to be completed no later than the end of October 2023
    - 8.9.3 Two members to undertake the Council's annual review of risk management - to be completed no later than the end of October 2023
  - 8.10. To note that the current Internal Auditor is retiring and to consider quotes and agree for an Internal Auditor to carry out the Council's two internal audits for the financial year 2023-2024.
  - 8.11. To review and agree the Asset register for 2022-2023. See agenda pack.
  - 8.12. To note and approve the Schedule of Regular Payments and Subscriptions. See Agenda pack.
  - 8.13. To approve the Community Infrastructure Levy Report for 2022/2023
- 9. Matters requested by the Councillors/Clerk:**
- 9.1. To consider and agree the New Councillor training
  - 9.2. To receive an update about 3&5 The Green, consider the recommendation from the working group and agree any necessary action
  - 9.3. To agree any necessary action for the band concerts
  - 9.4. To agree the quote from LCC to water the Community floral displays
  - 9.5. To agree to begin publishing draft minutes on the website
- 10. Organisational Matters**
- 10.1. To note the Attendance Record for 2022-2023. See Agenda Pack.
  - 10.2. To resolve to adopt the Power of General Competence. Horsforth Town Council meets the eligibility criteria as (i) at the time of the resolution the Clerk to the Town Council is CILCA qualified, and (ii), the number of members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election is equal to or greater than two-thirds of the total number of members of the council

- 11. To review and approve the following Committee and Working Group Terms of Reference. See Agenda Pack.**
  - 11.1. Finance and General Purposes Committee (FGP)
  - 11.2. Planning, Licensing and Traffic Committee (PLT)
  - 11.3. Community and Environment Committee (CE)
  - 11.4. Staffing and Employment Committee (SE)
  - 11.5. Complaints and Grievance Sub-Committee
  - 11.6. Event Working Groups
  - 11.7. CIL Advisory group
  - 11.8. Editorial Working Group
  - 11.9. 3&5 The Green Working Group
  
- 12. To consider committee membership and to appoint members to serve on the committees:**
  - 12.1. Finance and General Purposes Committee
  - 12.2. Planning, Licensing and Traffic Committee
  - 12.3. Community and Environment Committee
  - 12.4. Staffing and Employment Committee
  - 12.5. Complaints and Grievance Sub-Committee
  
- 13. To elect a Chair and Vice-Chair for each of the following committees:**
  - 13.1. Planning, Licensing and Traffic Committee
  - 13.2. Community and Environment Committee
  - 13.3. Staffing and Employment Committee

Note: 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
  
- 14. To review working and advisory groups and appointment of members and co-opted members to such groups**
  - 14.1. Editorial Working Group
  - 14.2. Neighbourhood Plan Working Group
  - 14.3. 3&5 The Green Working Group
  - 14.4. Community Infrastructure Levy Advisory Group
  - 14.5. Annual Event Working Group
  - 14.6. Christmas Event Working Group
  - 14.7. Remembrance Service Working Group
  
- 15. Council representatives on external organisations**

To appoint the following:

  - 15.1. Young People’s Champion
  - 15.2. Horsforth Fairtrade Steering Group
  - 15.3. Dementia Champion
  - 15.4. 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.
  - 15.5. Leeds Bradford Airport Consultative Committee
  - 15.6. Representatives to attend Outer Northwest Parish and Town Council Forum meetings.
  
- 16. To consider and approve the following policies, procedures and governance documents**
  - Basic Governance
    - Standing Orders
    - Financial Regulations
    - Code of Conduct
    - Risk Management Policy
    - Records Management Policy
    - Scheme of Delegation
    - Staff Appraisal Policy
    - New Councillor Handbook
    - Working Group Protocol

- Openness and Accountability
  - Publication Scheme under the Freedom of Information Act
  - General Privacy Notice
  - Privacy Notice for employees, councillors, volunteers.
  - Data Audit
  - Data Protection Policy
  - Security Incident Policy
  - Complaints Procedure
- Communications
  - Annual Report for 2022-2023
  - Action Plan
  - Website Accessibility Statement
  - Media and Press Policy
  - Social Media and Electronic Communications Policy
  - Statement of Intent as to Community Engagement
- Financial
  - Audit Plan
  - Reserves Policy
  - Statement of Internal Control
  - Internal Control Checklist
  - Internal Audit Review Checklist
  - Risk Management review Checklist
  - Community Grants Policy
  - Sponsorship Policy
  - Good Citizen and Young Achievers Award Terms
  - Insurance cover

**17. Council Surgery**

Two councillors are requested to provide their names for attendance at the next Council Surgery – 6:30pm to 7:00pm, 27<sup>th</sup> July 2023.

**18. Items for future agenda**

**19. Confidential Session**

19.1. In view of the confidential nature of the business about to be transacted at item 19.2 to consider temporarily excluding the press and public and that they be asked to withdraw from the meeting.

19.2. To note a complaint received from a member of public.

**20. Date of next meeting**

Members are asked to note the date of the next meeting and agree the meeting venue: 27<sup>th</sup> July 2023

Deadline for agenda items: 17<sup>th</sup> July 2023

*Distribution: E Bromley, D Brosnan, D Collins, M Connors, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani, J Garvani, S Gomersall, A Goulden, R Hardcastle, R Harris, B Heaviside, E Hyndes, R Jones, A Martin, E Richards, T Stones, J Tumalan, A Wishart*