



Horsforth Town Council

Mechanics Institute
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Prior to the meeting there is a Councillor Surgery at 6:30pm to 7:00pm

To Members of the Council

You are summonsed to attend a meeting of Horsforth Town Council at **St James Woodside, Low Lane, Horsforth, LS18 5QW** on Thursday 27th July 2023 at 7:00pm for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

B Crabtree
Town Clerk
20th July 2023

Agenda

- 1. Introduction from the Chair**
- 2. To receive apologies for absence and to consider the reason for the absence**
- 3. 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.
- 4. 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.
- 5. Police report**
5.1. To note and consider the latest crime statistics for Horsforth.
5.2. To consider any other policing matters.
Police representatives have been invited to the meeting.
- 6. To welcome C. Evans from ABCD and receive an update about her role**

7. Minutes of the previous meeting

Council is asked to approve the minutes of the Annual meeting of the Town Council held on 18th May 2023. See Agenda Pack.

8. To receive and note the minutes of the following meetings:

See agenda pack. Draft minutes not contained in the pack will be circulated at a later date.

Staffing and Employment Committee	31 st May 2023 and 18 th July 2023
Community and Environment Committee	8 th June 2023
Finance and General Purposes Committee	29 th June 2023 and 20 th July 2023
Planning, Licensing and Traffic Committee	15 th June 2023 and 13 th July 2023

9. Financial Matters

9.1. To consider and approve the accounts to 31st May 2023 and agree any necessary action. See Agenda Pack.

9.2. To consider and approve the Schedule of Payments. To follow.

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

10.1. Finance and General Purposes

10.2. Planning, Licensing and Traffic

- i. To consider and agree arrangements to review the Neighbourhood Plan
- ii. To consider and agree membership of the Committee

10.3. Community and Environment

10.4. Staffing and Employment

- i. To agree to approve the following policies as recommended by the S&E Committee:
 - Equality and Diversity Policy
 - Dignity at Work/Bullying and Harassment Policy
 - Disciplinary Policy
 - Grievance Procedure
 - Health & Safety Policy
 - Lone Working Policy
 - Safeguarding Policy
 - Annual Leave
 - Special leave
 - Absence Reporting Procedure
 - Flexitime and time-off-in-lieu Policy
 - Attendance and sickness reporting
 - Homeworking Policy
 - Statement of Intent for Staff and Elected members Training
 - Authorities and Responsibilities of a Line Manager for the Clerk to the Council.
 - Expenses Policy
 - Pension Scheme Discretions Policy

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

11.1. 3 & 5 Development Group

11.2. Community Infrastructure Levy Advisory Group

- i. To note the available CIL funding, time limits, consider and agree the recommendation from the advisory group and any other action

11.3. Editorial Working Group

11.4. Neighbourhood Plan Working Group

11.5. Event Working Groups:

- i. Remembrance Service
- ii. Christmas Event
- iii. Annual Event

12. Reports from external organisations

To consider reports and any action required in relation to:

12.1. Dementia Friendly

- 12.2. Horsforth Fairtrade
- 12.3. Young People's Champion
- 12.4. Horsforth Climate action
 - i. To confirm the TC representatives
- 12.5. Yorkshire Local Council Association

13. To consider matters requested by Councillors/the Clerk and agree any necessary action:

- 13.1. To consider and resolve that the Town Council meets all the requirements and is eligible for the Foundation Award of the Local Council Award Scheme
- 13.2. To consider having a stall at The Breeze event on 31st August 2023

14. Matters for information

To note the following:

- Information previously circulated to members, including consultation documents
- Matters raised by members of the public

15. Council Surgery

Two councillors are requested to provide their names for attendance at the next Council Surgery – 6:30pm to 7:00pm, 28th September 2023.

16. Items for future agenda

17. Date of next meeting

Members are asked to note the date of the next meeting: 28th September 2023

Deadline for agenda items: 18th September 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