



Horsforth Town Council

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Meeting of the Town Council - Minutes Thursday 23rd March 2023 at 7.00pm

Present: In Chair – Cllr Stones

Broadfields

John Garvani
Eddie Hyndes
Raymond Jones

Brownberrie

Reiss Capitano
Christine Glover
Rob Harris

Hall Park

Simon Dowling
Katharine Firth
Richard Hardcastle
Peter Mallott
Tracy Stones

Victoria

Jude Arbuckle
Mark Fletcher

Woodside

Chris Calvert

In attendance: Clerk and one member of public.

HTC/22.76 To receive apologies for absence and to consider the reason for the absence

Apologies were received from Cllr Collins, Cllr SL Dowling, Cllr Townsley and reasons were approved.

HTC/22.77 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/22.78 To consider questions and comments from members of the public at the Chairman's discretion

One member of public was present.

HTC/22.79 Minutes of the previous meeting

Resolved to approve the minutes of the meeting of the Town Council held on 26th January 2023.

HTC/22.80 To receive and note the minutes of the following meetings.

The following minutes were noted.

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

HTC/22.81 Police report

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

The PCSO's had to leave due to an incident they had to attend. They provided the statistics, and it was agreed that the Clerk will circulate the statistics to all Cllrs via email.

22.81.2 To consider any other policing matters.

No other matters to consider.

HTC/22.82 Financial Matters

22.82.1 To consider and approve the accounts and cash book entries to 28th February 2023

Resolved to approve the accounts and cash book entries to 28th February 2023

22.82.2 To consider and approve the schedule of payments.

Resolved to approve the schedule of payments. See Appendix 1.

It was noted that the cost for IT support is increasing by £20 due to the purchase of two laptops and the Clerk will obtain quotes for antivirus software.

HTC/22.83 Internal checks and reviews

To note the following and decide any action.

22.83.1 Review of internal audit

It was noted that the internal audit review had been carried out and the Clerk had dealt with the queries raised.

22.83.2 Internal control checks

It was noted that the internal control check had been carried out but the second page needed to be completed and it will be completed in the next week.

22.83.3 Review of risk management

It was noted that the risk management review had been carried out and the Clerk had dealt with the queries raised.

HTC/22.84 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

Resolved to defer this item to the next meeting.

HTC/22.85 Local Council Award Scheme

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

Resolved to defer this item until the next application deadline.

HTC/22.86 To receive an update and consider/agree any action for the following committees:

22.86.1 Finance and General Purposes

It was noted that an update had been given at the Annual Town Meeting.

22.86.2 Planning, Licensing and Traffic

No update.

22.86.3 Community and Environment

It was noted that an update had been given at the Annual Town Meeting.

22.86.4 Staffing and Employment

No update.

HTC/22.87 To receive an update and consider/agree any action for the following working groups:

22.87.1 3 & 5 Development Group

a) To consider providing an additional grant scheme

Resolved to defer to the next Finance and General Purposes Committee meeting.

22.87.2 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

It was noted that the advisory Group had met and agreed a number of projects to spend the CIL funding but the quotes they had received earlier in the day were higher than expected. It was **resolved** that the CIL Advisory Group will arrange another meeting to consider the quotes received and will give a recommendation at the next meeting.

22.87.3 Editorial Working Group

It was noted that Horsforth Matters was published in November and it has been agreed to provide one paper copy per year and to provide information online throughout the year.

The new website has been launched and is working well.

22.87.4 Neighbourhood Plan Working Group

It was noted that the Planning, Licensing and Traffic Committee had agreed to review the Neighbourhood Plan after the elections and the document is used when considering planning applications.

22.87.5 Event Working Groups:

a) Remembrance Service

No update.

b) Christmas Event

No update.

c) Annual Event

It was noted that that the Finance and General Purposes Committee had agreed to grant £2400 to Horsforth Town Team towards the Coronation event. The Annual Event working group are working with them and providing competitions leading up to the event. It was noted that the costs for prizes were higher than anticipated and it was **resolved** to increase the budget to £143.

The working group proposed that the TC has a horse mascot for future events and it was agreed that Cllrs may donate funds towards it.

HTC/22.88 Reports from external organisations

To consider reports and any action required in relation to:

22.88.1 Dementia Friendly

Cllr Calvert had provided the report in advance of the meeting which included:

Dementia Friendly Horsforth is hosting a talk by Dr Wendy Mitchell on 29th April at St Margarets Parish Centre, tickets will be available via Eventbrite, Horsforth Morrisons Community Champion, and the Chair of Horsforth Town Council.

They are also in the process of organising Dementia Action Week 2023, which will take place 15th – 21st May this year. They have booked a band called the Idle Guits who will be performing at Central Methodist Church at 2pm on 16th May, there will be a play called The Purple List performed at 7pm on 17th May, the potential venue is Horsforth School, tickets will be charged at £2, with a pay as you feel option for refreshments.

On 18th May there will be a Quiz Night at The Kings Arms at 7pm, raising funds for The Alzheimer's Society. On Friday 19th May, the Grove Methodist Church will be hosting a cinema night showing The Note Book at 6.45pm. There will also be further Dementia Friendly and Dementia Awareness events taking place throughout Dementia Action Week in Horsforth.

They have been informed by Leeds Older People's Forum that Horsforth Golf Club, Banyan, and Calverlands have all now become certified Dementia Friendly businesses. They have also re-opened communication with Jordan's solicitors who would like a member of their team to join our steering group after their last representative moved away

22.88.2 Horsforth Fairtrade

No update.

22.88.3 Young People's Champion

No update.

HTC/22.89 Matters for information

It was noted that the elections are being held in May and the notice of election will be published no later than 27th March 2023. There will be a period of sensitivity from the day of the notice to the election day.

HTC/22.90 Council Surgery

It was noted that there will be no Council Surgery in May as it will be first meeting after the election.

HTC/22.91 Items for future agenda

None requested.

HTC/22.92 Date of next meeting

Resolved that the next meeting is being held on 18th May 2023 and it is the Annual Meeting of the Town Council. The deadline for agenda items is 8th May 2023.

Meeting closed at 7.39pm

*Distribution: Cllrs J Arbuckle, 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*

Appendix 1
Schedule of Payments for the Finance and General Purposes
Committee meeting being held on 23rd March 2023

Payee	Details	Amount	Comments
Churches Together – Perfectly Pitched	Grant	£500.00	Approved at F&GP Committee meeting held on 9 th March 2023 (FGP/22.49.1)
Churches Together	Sponsorship	£500.00	Approved at F&GP Committee meeting held on 9 th March 2023 (FGP/22.49.1)
7th Airedale (St Margaret's) Scouts	Grant	£485.00	Approved at F&GP Committee meeting held on 9 th March 2023 (FGP/22.49.1)
Robert Holler Electrical	Isolate meters in 3&5	£145.00	Clerk authorised with delegated powers - Outstanding
Sofire	Upgrade existing fire alarm	£820.00	Clerk authorised with delegated powers - Outstanding
Banner World	Band concert banners	£84.60	Approved at C&E Committee meeting held on 2 nd March 2023 (CE/22.34)
YLCA	Admin Assistant – Induction Training	£50.00	Clerk authorised with delegated powers
West Yorkshire Pension Fund	Pension Contribution	£869.71	Clerk authorised with delegated powers - Outstanding
Salaries	Staff Salaries	£2720.43	Clerk authorised with delegated powers
HMRC	PAYE & NI – Quarter 4	£3242.41	Clerk authorised with delegated powers - Outstanding
HP	Laptop accessories	£80.00	Outstanding
Amazon	Health & Safety Law Poster	£10.00	Outstanding