



Horsforth Town Council

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Annual Meeting of the Town Council - Minutes Thursday 18th May 2023 at 7.00pm

Broadfields

Becky Cousins
Simon Dowling
John Garvani
Eddie Hyndes
Raymond Jones

Brownberrie

Emmie Bromley
Rob Harris
Andrew Martin
Andrew Wishart

Hall Park

Becky Heaviside
Julio Tumalan
Tracy Stones
Richard Hardcastle

Victoria

Dave Brosnan
Martin Connors
Mark Fletcher
Gill Garvani

Woodside

Francesca Gains
Aiden Goulden

In attendance: Becky Crabtree - Clerk, Steph White – Administration Assistant and one member of public.

Cllr Stones took the Chair at the start of the meeting until Cllr Dowling was elected the Chairman.

HTC/23.1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

Resolved to elect Cllr Dowling as Chairman of the Council and the declaration of acceptance of office was signed

HTC/23.2 To elect the Vice Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

Resolved to elect Cllr G Garvani as Vice Chairman of the Council and the declaration of acceptance of office was signed

HTC/23.3 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr Collins, Cllr Gomersall, Cllr Richards and reasons were approved.

HTC/23.4 Declaration of Disclosable Pecuniary and other Interests

Cllr Tumalan, Cllr J Garvani, Cllr Heaviside, Cllr Brosnan and Cllr Bromley declared an interest at Item HTC/23.8.7.

HTC/23.5 Public Participation

One member of public was present.

HTC/23.6 To approve the minutes of the Full Council meeting held on 23rd March 2023.

Resolved to approve the minutes of the Full Council meeting held on 23rd March 2023.

HTC/23.7 To receive and note the minutes of the following Committee meetings:

The following minutes were noted.

Planning, Licensing and Traffic Committee: 13th April 2023.

HTC/23.8 Financial Matters.

23.8.1 To consider and approve the end of year accounts to 31st March 2023

Resolved to approve the end of year accounts to 31st March 2023.

23.8.2 To note the Internal Auditor's Final Report 2022/2023 and agree any action required.

The Internal Auditors Final Report for 2022/2023 was noted.

23.8.3 To note the Annual Internal Audit Report for 2022/2023 included at page 3 of the Annual Governance and Accountability Return 2022/2023

The Annual Internal Audit Report for 2022/2023 was noted. The Clerk reported that she had queried with the Internal Auditor why Assertion M was ticked yes, and he confirmed that he felt it was correct and he will explain why to the External Auditor if they query it.

23.8.4 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

Resolved to approve Section 1 - Annual Governance Statement of the Annual Governance and Accountability Return for 2022/2023.

23.8.5 To approve Section 2 - Accounting Statements 2022/2023 for Horsforth Town Council on page 5 of the Annual Governance and Accountability Return 2022/2023

Resolved to approve Section 2 - Accounting Statements of the Annual Governance and Accountability Return for 2022/2023.

23.8.6 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.**

Resolved to approve the publication of the documents.

23.8.7 To approve the Schedule of Payments and Income

It was noted that the F&GP Committee had resolved in March to grant £2400 to the Horsforth Town Team towards their plans for the Coronation Event with a condition that they provide a copy of specific documents including their constitution. The Clerk noted that the document was not signed and contacted SLCC for advice. SLCC responded advising to make the Cllrs aware and agree that they are satisfied with the documents.

Cllr Tumalan, Cllr Brosnan, Cllr Bromley and Cllr Heaviside and Cllr J Garvani declared an interest and left the room.

Resolved to accept the documents received from the Horsforth Town Team and to pay the grant.

Cllr Tumalan, Cllr Brosnan, Cllr Bromley and Cllr Heaviside and Cllr J Garvani entered the room.

It was noted that the Clock needs repairing, and it was **resolved** to agree the quote of £150 for the site visit and the Clerk will raise the Cllr's concerns about the ongoing maintenance costs.

Resolved to approve the Schedule of Payments and Income including the additional payments.

23.8.8 To consider and agree bank arrangements including bank signatories

Resolved that Cllr J Garvani, Cllr Hardcastle, Cllr Hyndes and Cllr Dowling will remain as bank signatories.

23.8.9 To appoint the following:

Resolved that:

- i. Cllr Jones and Cllr Tumalan be appointed to carry out the Council's review of internal audit no later than the end of October 2023
- ii. Cllr Cousins and Cllr Heaviside be appointed to carry out the Council's internal control checks by no later than the end of October 2022 no later than the end of October 2023
- iii. Cllr Goulden and Cllr Dowling be appointed to undertake the Council's annual review of risk management no later than the end of October 2023

23.8.10 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

Resolved to defer to the next F&GP Committee meeting once the Clerk has received three quotes.

23.8.11 To review and agree the Asset register for 2022-2023

Resolved to approve the Asset Register for 2022-2023.

23.8.12 To note and approve the Schedule of Regular Payments and Subscriptions

Resolved to approve the Schedule of Regular Payments and Subscriptions.

23.8.13 To approve the Community Infrastructure Levy Report for 2022/2023

Resolved to approve the Community Infrastructure Levy Report for 2022/2023

HTC/23.9 Matters requested by the Councillors/Clerk:

23.9.1 To consider and agree the New Councillor training

Resolved to arrange Whole Council training with YLCA on 5th June 2023 at 6.30pm and ask if Rawdon Parish Council would like to attend the training.

23.9.2 To receive an update about 3&5 The Green, consider the recommendation from the working group and agree any necessary action

The Clerk reported that the 3&5 The Green Working Group held a meeting recently with the architect to consider the tenders. The WG recommends that a meeting is arranged as soon as possible so that the new WG members can receive an update about the plans and another meeting soon after with the architect to consider the tenders again. It was also recommended that a Cllr works with the Clerk to complete a grant application for funding towards the refurbishment. The Clerk will contact the architect for an update about the information the WG requested.

23.9.3 To agree any necessary action for the band concerts

Cllr Brosnan agreed to put the banners up before the band concerts.

23.9.4 To agree the quote from LCC to water the Community floral displays

Resolved to approve the quote of £4014.18 from LCC to water the Community floral displays.

23.9.5 To agree to begin publishing draft minutes on the website

Resolved not to publish draft minutes on the website.

HTC/23.10 Organisational Matters

23.10.1 To note the Attendance Record for 2022-2023.

The attendance record for 2022-2023 was noted.

23.10.2 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

Resolved to adopt the General Power of Competence.

HTC/23.11 To review and approve the following Committee and Working Group Terms of Reference.

Resolved that the terms of reference for the following committees be approved en bloc:

- Finance and General Purposes Committee (FGP)
- Planning, Licensing and Traffic Committee (PLT)
- Community and Environment Committee (CE)
- Staffing and Employment Committee (SE)
- Complaints and Grievance Sub-Committee
- Event Working Groups
- CIL Advisory group
- Editorial Working Group
- 3&5 The Green Working Group

HTC/23.12 To consider committee membership and to appoint members to serve on the committees:

Resolved to appoint members to the following committees as shown on the attached table (Appendix 1):

- Finance and General Purposes Committee
- Planning, Licensing and Traffic Committee
- Community and Environment Committee
- Staffing and Employment Committee
- Complaints and Grievance Sub-Committee

HTC/23.13 To elect a Chair and Vice-Chair for each of the following committees:

23.13.1 Planning, Licensing and Traffic Committee

Resolved to elect Cllr Hardcastle as Chairman of the Planning, Licensing and Traffic Committee

Resolved to elect Cllr Connors as Vice Chairman of Planning, Licensing and Traffic Committee

23.13.2 Community and Environment Committee

Resolved to elect Cllr Gains as the Chairman of Community and Environment Committee

Resolved to elect Cllr Cousins as the Vice Chairman of Community and Environment Committee

23.13.3 Staffing and Employment Committee

Resolved to elect Cllr J Garvani as the Chairman of Staffing and Employment Committee

Resolved to elect Cllr Brosnan as the Vice Chairman of 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

HTC/23.14 To review working and advisory groups and appointment of members and co-opted members to such groups

Resolved to appoint members to the following working and advisory groups as shown on the attached table (Appendix 2):

- Editorial Working Group
- Neighbourhood Plan Working Group
- 3&5 The Green Working Group
- Community Infrastructure Levy Advisory Group
- Annual Event Working Group
- Christmas Event Working Group
- Remembrance Service Working Group

HTC/23.15 Council representatives on external organisations

Resolved to appoint representatives to the following external organisation as shown on the attached table (Appendix 3):

- Young People's Champion
- Horsforth Fairtrade Steering Group
- Dementia Champion
- Voting representatives at Yorkshire Local Council Association branch meetings (2 members).
- Leeds Bradford Airport Consultative Committee
- Representatives to attend Outer Northwest Parish and Town Council Forum meetings

Resolved to defer appointing a representative to attend Outer Northwest Parish and Town Council Forum meetings until the Clerk has further information.

HTC/23.16 To consider and approve the following policies, procedures and governance documents

Resolved that the following documents be approved en bloc:

- 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

HTC/23.17 Council Surgery

Cllr G Garvani and Cllr Brosnan agreed to attend the next Council surgery.

HTC/23.18 Items for future agenda

No items requested.

HTC/23.19 Confidential Session

23.19.1 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.

Resolved to exclude the press and public from the meeting and asked the member of public in attendance to withdraw from the meeting.

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

It was noted that the Clerk had received a complaint from a member of public regarding a Cllr's conduct. The Clerk has responded to the complaint using the TC's Complaint policy.

HTC/23.20 Date of next meeting

Resolved that the next Full Council meeting is to be held on 27th July 2023 and the deadline for agenda items is 17th July 2022. It was noted that the Clerk will arrange and confirm the meeting venue.

The meeting closed at 8.20pm.

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

Appendix 1
Committee Membership 2023-2024
Appointed by Council: 18th May 2023

Committee	Finance & General Purposes	Planning, Licensing & Traffic	Community & Environment	Staffing & Employment Committee
Chair	Dowling, Simon	Hardcastle, Richard	Gains, Francesca	Garvani, John
Vice Chair	Garvani, Gill	Connors, Martin	Cousins, Becky	Brosnan, Dave
1	Brosnan, Dave	Brosnan, Dave	Bromley, Emmie	Collins, Dawn
2	Fletcher, Mark	Fletcher, Mark	Gomersall, Shiv	Dowling, Simon
3	Garvani, John	Goulden, Aiden	Hyndes, Eddie	Gains, Francesca
4	Hardcastle, Richard	Hyndes, Eddie	Richards, Emily	Hardcastle, Richard
5	Martin, Andrew	Jones, Ray	Stones, Tracy	Tumalan, Julio
6	Stones, Tracy		Tumalan, Julio	
7	Tumalan, Julio		Wishart, Andrew	

Appendix 2
Working, Steering and Advisory groups Membership 2023-2024
Appointed by Council: 18th May 2023

Working Group	Editorial Working Group	Neighbourhood Plan Working Group	3&5 Development group	Community Infrastructure Levy Advisory Group
1	Fletcher, Mark	Brosnan, Dave	Brosnan, Dave	Cousins, Becky
2	Garvani, Gill	Connors, Martin	Dowling, Simon	Gains, Francesca
3	Garvani, John	Dowling, Simon	Garvani, John	Garvani, John
4	Hyndes, Eddie		Goulden, Aiden	
5	Richards, Emily		Hyndes, Eddie	
6	Wishart, Andrew		Jones, Ray	
7			Tumalan, Julio	

Working Group	Remembrance Service	Christmas Event	Annual Event
1	Bromley, Emmie	Brosnan, Dave	Brosnan, Dave
2	Dowling, Simon	Garvani, Gill	Fletcher, Mark
3	Fletcher, Mark	Gomersall, Shiv	Hyndes, Eddie
4	Hyndes, Eddie	Hyndes, Eddie	Tumalan, Julio
5	Jones, Ray	Tumalan, Julio	
6		Wishart, Andrew	

Appendix 3
External Organisation Representatives 2023-2024
Appointed by Council: 18th May 2023

Young People's Champion	Dementia Champion	YLCA branch representatives	Outer North West Parish and Town Council Forum	Horsforth Fairtrade Steering Group	Leeds Bradford Airport Consultative Committee
Cousins, Becky	Fletcher, Mark	Dowling, Simon	TBC	Heavyside, Becky	Jones, Ray
		Heavyside, Becky			