



## Horsforth Town Council

The Stables  
2 Church Road  
Horsforth  
LS18 5LG

**[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – 0113 258 0988**

### 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 29<sup>th</sup> May 2025 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

23<sup>rd</sup> May 2025

### 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 27<sup>th</sup> March 2025. See agenda pack.**

**7. To receive an update and note previous minutes for the following committees. See Agenda Pack.**

**7.1. Finance and General Purposes**

- i. To consider a recommendation from the F&GP Committee to increase the public works loan

**7.2. Planning, Licensing and Traffic**

**7.3. Community and Environment**

**7.4. Staffing and Employment**

- i. To resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business at item 7.4ii being prejudicial to the public interest.
- ii. To receive an update about the Admin Assistant and approve a recommendation from the S&E Committee

**8. Financial Matters. See Agenda Pack**

**8.1. To consider and approve the end of year accounts to 31<sup>st</sup> March 2025**

**8.2. To note the Internal Auditor's Final Report 2024/2025 and agree any action required.**

**8.3. To note the Annual Internal Audit Report for 2024/2025 included at page 3 of the Annual Governance and Accountability Return 2024/2025**

**8.4. To approve Section 1 - Annual Governance Statement 2024/2025 for Horsforth Town Council on page 4 of the Annual Governance and Accountability Return 2024/2025**

**8.5. To approve Section 2 - Accounting Statements 2024/2025 for Horsforth Town Council on page 5 of the Annual Governance and Accountability Return 2024/2025**

**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 2024/2025
- Section 1 – Annual Governance Statement 2024/2025
- Section 2 – Accounting Statements 2024/2025
- Analysis of variances
- Bank Reconciliation to 31 March 2025
- 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**

**8.9.2 Two members to carry out the Council's quarterly internal control checks**

**8.9.3 Two members to undertake the Council's annual review of risk management**

**8.10. To review and agree the Asset register.**

**8.11. To note and approve the Schedule of Regular Payments and Subscriptions.**

**8.12. To approve the Community Infrastructure Levy Report for 2024/2025**

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

**9.1. To receive an update from the Premises Development Working Group**

**9.2. To receive an update about the councillor vacancy**

**9.3. To note the response from Friends of Horsforth Hall Park**

**9.4. To consider and agree to attend the Breeze event**

**10. Organisational Matters**

**10.1. To note the Attendance Record for 2024-2025. See Agenda Pack.**

**10.2. To note the Code of conduct**

**11. To review and approve the following Committee and Working Group Terms of Reference.**

**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. Premises Development Working Group
- 11.10. Council of Sanctuary Working Group
- 11.11. Neighbourhood Plan 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. Premises Development Working Group
- 14.4. Community Infrastructure Levy Advisory Group
- 14.5. Council of Sanctuary
- 14.6. Annual Event Working Group
- 14.7. Christmas Event Working Group
- 14.8. 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. Horsforth MHA Communities
- 15.7. Peace Champion

**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
  - New Councillor Handbook
  - Working Group Protocol
  - The Heart of Horsforth Award Scheme Terms

- Councillor – Officer Protocol
- Co-option Policy
- Business Continuity Plan
- Biodiversity Policy
- 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
  - Recording of Meetings Policy
  - CCTV – Data Protection Impact Assessment
- Communications
  - Annual Report for 2024-2025
  - Action Plan
  - Website Accessibility Statement
  - Media and Press Policy
  - Social Media and Electronic Communications Policy
  - Statement of Intent as to Community Engagement
  - Public speaking at Council and Committee meetings
- Financial
  - Internal Audit Plan
  - Reserves Policy
  - Statement of Internal Control
  - Internal Control Checklist
  - Internal Audit Review Checklist
  - Risk Management Review Checklist
  - Community Grants Policy
  - Sponsorship Policy
- Employment and Personnel
  - Equality and Diversity Policy
  - Dignity at Work/Bullying and Harassment Policy
  - Disciplinary Policy
  - Grievance Procedure
  - Health & Safety Policy
  - Lone Working Policy and Risk Assessment
  - 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
  - Sexual and general Harassment Policy
  - Volunteer Policy
  - Appraisal Policy

## **17. Council Surgery**

Two councillors are requested to provide their names for attendance at the next Council Surgery – 6:30pm to 7:00pm, 17<sup>th</sup> July 2025

## **18. Items for future agenda**

**19. Date of next meeting**

Members are asked to note the date of the next meeting: 17<sup>th</sup> July 2025

Deadline for agenda items: 7<sup>th</sup> July 2025

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