

**Annual Town Council Meeting
15 May 2018**

Present: Councillors Campbell, Jones, Mellows, Morris, Nicholson, Riley, Swift, Upson, Westmorland, Womersley and Wootton

Apologies: Councillor J Briggs

04 Members of the Public and 0 Police Officer were in attendance.

01 Election of Chairman

In accordance with the provisions of the Local Government Act 1972, the first item on the agenda is to appoint the Chairman of the Town Council for the ensuing year.

Councillor Swift proposed Councillor Upson for the position of Chairman. This was seconded by Councillor Westmorland.

RESOLVED: That by a unanimous vote Councillor Upson was appointed Chairman of the Town Council for the ensuing year.

02 To receive the Chairman's Declarations of Acceptance of Office

Councillor Upson duly signed the acceptance of office as specified by statutory instrument No. SI 1990/2447.

03 Election of Vice-Chairman

Councillor Swift proposed Councillor Wootton for the position of Vice Chairman. This was seconded by Councillor Jones.

RESOLVED: That by a unanimous vote Councillor Wootton was appointed Vice Chairman of the Town Council for the ensuing year.

04 Public question time

To receive questions from Members of the Public as per the Town Council's Standing Orders - 1 d & e.

The Deputy Clerk informed the Meeting that no questions had been submitted.

05 Police Representation at Town Council Meetings

If a representative from the Police is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to Hemsworth Township.

No Police Representation was present at the meeting.

06 Declarations of Interest

Councillors should disclose pecuniary or non-pecuniary interest/s in any item/s on this agenda.

Chairman to read out the following statement. Members are referred to, and shall observe, the provisions of the Hemsworth Town Council's Code of Conduct. If a Councillor has a Disclosable Pecuniary Interest he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the discussion or vote. If any interest (Pecuniary or Non-Pecuniary) has not been entered in the Town Council's register then you must disclose it at the meeting and inform the Monitoring Officer within 28 days of the date of initial disclosure. Failure to abide by the provisions of the Code in regard to Disclosable Pecuniary Interests now amounts to a criminal offence.

No Declarations were made.

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- 07 To fix the amount of the Chairman's allowance in pursuance of section 15 (5) of the Local Government Act 1972.**
Councillor Swift proposed an allowance of £1,500.00 this was seconded by Councillor Mellows.
RESOLVED: That by a unanimous vote the Chairman's allowance is agreed at £1,500.00.
- 08 To appoint or otherwise determine the Committee structures in accordance with the agreed terms of reference.**
Members discussed the report which was circulated with the agenda.
RESOLVED: that the Committee structure and terms of reference are approved.
- 09 To determine and appoint members to serve on Committees.**
RESOLVED: That the following Councillors be elected to serve on Committees.

Leisure and Recreation

Councillors Briggs, Campbell, Jones, McIntyre, Mellows, Morris, Nicholson, Riley, Swift, Upson, Westmorland, Womersley and Wootton.

Finance

Councillors Briggs, Campbell, Jones, McIntyre, Mellows, Morris, Nicholson, Riley, Swift, Upson, Westmorland and Wootton.

Policy

Councillors Briggs, Campbell, Jones, Mellows, Morris, Nicholson, Riley, Swift, Upson, Westmorland and Wootton.

- 10 To agree dates, times and venue of meetings**
It was agreed that the Committee Timetable circulated with the agenda be agreed.
- 11 The Council's Financial Regulations**
Members were informed that there were no changes to the Financial Regulations.
It was agreed: that the information be noted and the Financial Regulations be confirmed and adopted unchanged.
- 12 The Council's Standing Orders**
Members were informed that there were no changes to the Council's current Standing Orders.
RESOLVED: that the information be noted and that the Standing Orders be confirmed and adopted unchanged.

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13 Final Accounts (Annual Return) 2015/16

Members discussed the report circulated with the agenda. The Chairman asked for response to questions 1 to 9 on the Annual Governance Statement 2018/18.

RESOLVED: that the report be received and noted, that approval is given to the Risk Register, that an annual review of the effectiveness of the Council's internal systems has been carried out in line with Appendix C (Internal Audit), that the Annual Governance Statement is approved and signed by the Chairman and Town Clerk, that the Accounting Statements are approved and signed, That Yorkshire Audit are appointed for the next twelve months to carry out Internal Audit checks, that it be noted that the Notice of Public Rights and Publication of Unaudited Annual Return - Accounts for the Year ending 31st March 2018 (statutory requirement) be approved and that the Annual Return for 2017/2018 be received and approved subject to any comment or observation by the External Auditors (Littlejohns LLP).

14 Financial Statements for the year ended 31 March 2018

Members discussed the report provided by the Town Clerk.

RESOLVED: that the report be received and that the Financial Statements be noted, approved and signed by the Chairman and Town Clerk.

15 To appoint representatives on outside bodies.

Councillor Swift proposed that Councillor's Jones and Westmorland be the Council's representatives on the YLCA subject to their agreement, this was seconded by Councillor Mellows.

It was agreed: that Councillors Jones and Westmorland by the Council representatives on the YLCA.

16 Review and confirmation of arrangements for insurance cover in respect of all insured risks

Members were informed that WPS were to provide the insurance cover for Hemsworth Town Council for a further twelve months.

RESOLVED: that the information be noted.

17 Review of inventory of land and assets including buildings and office equipment

The Deputy Clerk informed members that there were no changes to the Valuation of Portfolio of Properties within Hemsworth Town Council's Ownership.

It was agreed: that the information be noted.

18 GDPR

Members discussed the Privacy Notice and the Data Protection Policy that was circulated at the meeting.

RESOLVED: that the information be noted and the Privacy Notice and Data Protection Policy be approved and adopted.

19 Correspondence

The Deputy Clerk to report on the following items of correspondence received:

a. Yorkshire Audit

Members were informed that all internal audit checks had been completed and no matters had arose to give cause for concern.

It was agreed: that the information be noted

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- 19 Correspondence - continued**
Hemsworth Miners Social Club
Members were informed of the letter of thanks for the donation to purchase the defibrillator for Hemsworth Miners Social Club.
It was agreed: that the information be noted
- 20 Planning Matters**
The Deputy Clerk reported on the following:
a. Weekly planning lists, applications, acknowledgment of comments and notification of decisions
It was agreed: that the information be noted.
- 21 Licensing Matters**
The Deputy Clerk reported on the following:
a. Weekly Licensing Application
It was agreed: that the information be noted.
- 22 Town Council Meeting**
RESOLVED: that the Minutes of the Town Council Meeting held on 13th March 2018 as detailed in Minute Book No. 7, 2017/2018, pages 295 - 297, be confirmed as a true record.
The Chairman signed the minutes as a true record.
- 23 Committee & Sub Committee Meetings**
RESOLVED: that the Minutes of Committees and Sub Committees, as detailed in Minute Book No. 7, 2017/2018 be adopted:
- | Page No. | Committee | Date |
|-----------------|------------------------|-----------------------------|
| 298 | Leisure and Recreation | 27 th March 2018 |
| 299 – 314 | Finance | 10 th April 2018 |
| 265 | Finance Sub | 13 th March 2018 |
| 315 | Policy | 01 st May 2018 |
- N.B. Payments re: February 2018 are detailed on pages 303 - 314.**
The minutes were moved as a true record.
- 24 Accounts for Payment**
RESOLVED: That in accordance with Minute No. 351 (14/11/95), the accounts for payment as examined and approved number Minute No. 266 of the Finance Committee held on 10th April 2018, be confirmed for payment.
- 25 Casual Vacancy – Hemsworth South Ward**
The Chairman informed members of the resignation received from a Hemsworth South Ward Councillor and requested that a letter of thanks for Mr Beck's long service to Hemsworth Town Council be sent. Councillor Womersley requested information relating to the necessary forms.
It was agreed: that the information be noted and a letter of thanks sent to Mr. Beck and that Councillor Womersley be provided with the forms.

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26 Co-option Notice – Fitzwilliam Ward

Members were informed of the letter received from Wakefield Council confirming that no written request to fill the vacancy on the Fitzwilliam Ward had been received and that the vacancy can now be filled by co-options. The necessary notice had been prepared and would be displayed from 16th May 2018.

It was agreed: that the information be noted.

Rachel Middleton
Deputy Clerk
15th May 2018

The meeting closed at 19:25