

ANNUAL TOWN COUNCIL MEETING
16 May 2017

Present: Councillors Allan, Beck, Campbell, Draper, Morris, Nicholson, Swift, Upson, Westmorland & Wootton.

Apologies: Councillors Jones, Mellows & Riley.

2 members of the public 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 Draper.

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

Councillor Upson thanked members for voting for him and stated that he would endeavor to do his best for the Town Council and the Community.

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

RESOLVED: That by a unanimous vote Councillor Draper 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 Chairman 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 Representative was present.

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06 Apologies for absence & LGA 1972 Section 85

Apologies were received from Councillors Jones, Mellows & Riley.

Members went on to consider the report which had been circulated with the agenda. Councillor Swift moved the recommendation in the report for the Council to approve an extension of the 6 month rule for Councillor Riley on ill-health grounds for a three month period and that the Council expresses its best wishes to him for a speedy recovery. This was seconded by Councillor Westmorland.

RESOLVED: That by a unanimous vote the recommendation was approved.

07 Declarations of Interest

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

The Chairman 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.

08 To fix the amount of the Chairman's allowance in pursuance of section 15 (5) of the Local Government Act 1972.

RESOLVED: That the allowance of £1200 as agreed in the budgets be approved.

09 To appoint or otherwise determine the Committee structures in accordance with the agreed terms of reference

Members discussed the Town Clerk's report which was circulated with the agenda. Councillor Draper proposed that no change be made to the current committee structure, membership and terms of reference. This was seconded by Councillor Westmorland.

RESOLVED: That by a unanimous vote the proposal to continue with the current arrangements re; committee structure, membership and terms of reference be approved.

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10 To determine and appoint members to serve on Committees.

RESOLVED: That the following Councillors be elected to serve on Committees;

Leisure & Recreation

Councillors Beck, Briggs, Campbell, Draper, Jones, McIntyre, Morris, Nicholson, Riley, Swift, Upton, Westmorland & Wootton.

Finance

Councillors Beck, Briggs, Campbell, Draper, Jones, McIntyre, Morris, Nicholson, Swift, Upton, Westmorland & Wootton.

Policy

Councillors Allan, Beck, Briggs, Campbell, Draper, Jones, Mellows, Morris, Nicholson, Riley, Swift, Upton, Westmorland & Wootton.

11 To agree dates, times and venue of meetings

RESOLVED: That the proposed timetable that had been circulated to all Town Councillors be approved (Page 07 of these minutes).

12 The Council's Financial Regulations

RESOLVED: That the Council's Financial Regulations as circulated to all Town Councillors be adopted.

It was further agreed that Councillor Westmorland be appointed to deal with Section 2.2 of the financial regulations.

13 The Council's Standing Orders

RESOLVED: That the Council's Standing Orders as circulated to all Town Councillors be adopted.

14 Final Accounts (Annual Return) 2016/17

Members discussed the report which was circulated with the agenda. Councillor Westmorland proposed that the recommendations in the report be approved. This was seconded by Councillor Swift.

RESOLVED: that by a unanimous vote the following was agreed:

- That the Town Clerk's report be received and noted.
- That subject to any recommendations put forward at this meeting that approval is given to the Risk Register - Appendix B.
- That the checklists – Appendix C (Internal Audit) are reviewed and actions confirmed so as to meet the regulations that this Town Council has carried out its annual review of the effectiveness of their internal system.
- That the Annual Governance Statement is approved and signed by the Chairman and Town Clerk.
- That the Accounting Statements are approved and signed.

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14 Final Accounts (Annual Return) 2016/17 - continued

- That the appointment of Yorkshire Audit for the next 12 months be approved.
- That members note the advertising arrangements re: Notice of the public rights and publication of unaudited annual return – Accounts for the year ended 31st March 2017 (Statutory requirement) – Appendix D.
- That the Annual Return for 2016/17 be received and approved subject to any comment or observation by the External Auditors (Littlejohns LLP).

15 Financial Statements for the year ended 31 March 2017

Members discussed the report provided by the Town Clerk. Councillor Upson proposed that the recommendations in the report be accepted. This was seconded by Councillor Westmorland.

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

16 To appoint representatives on outside bodies.

It was agreed that Councillors Swift & Westmorland be appointed as representatives for the YLCA.

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

The Town Clerk informed members of the Valuation of Portfolio of Properties within Hemsworth Town Council's Ownership and members discussed the information.

It was agreed: that the information be noted.

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

Members discussed the insurance cover in relation to all insured risks.

It was agreed: that the information be noted.

19 Review of the Council's Complaints Procedure & Abuse, Intimidation or Rudeness Policy – Appendix 2 & 3 of the Town Councils Standing Orders

RESOLVED: That the Complaints Procedure & Abuse, Intimidation or Rudeness Policy be adopted.

20 Review of procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

Members discussed the report which was circulated with the agenda.

RESOLVED: That the procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 be adopted.

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- 21 Confirmation of the Council's policy for dealing with the press/media (Refer to Minute No. 298 – Policy Committee meeting held 9 May 2017)**
RESOLVED: That the Council's policy for dealing with the press/media be confirmed and adopted.
- 22 Review of Grant Policy**
Members discussed the current grant policy.
It was agreed that the current policy on grants continues.
- 23 Local Council Award Scheme update**
The Town Clerk informed members that the Town Council had been successful in attaining the Foundation Level of the new Local Council Award Scheme. The scheme is designed to support the development of local councils and to celebrate quality. The new scheme replaces the Quality Council award scheme and has three levels - Foundation, Quality and Gold.
To achieve the Foundation Level it was necessary for the council to demonstrate that it meets the standards required in governance, leadership and best practice.
RESOLVED: That information be noted and the Chairman stated that on behalf of the Town Council he was delighted to receive the award and thanked the councillors, the clerk and other officers on this achievement. It was further agreed that the Clerk looks to up the award level".
- 24 Correspondence**
The Town Clerk reported on the following items of correspondence received:
- a. Yorkshire Audit
It was agreed that the report received be noted.
 - b. The Prince of Wales Hospice
It was agreed that the newsletter received be noted.
 - c. The Good Councillors Guide 2017
Members noted the Good Councillors Guide which had been circulated to all members.
- 25 Planning Matters**
The Town 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

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26 LICENSING MATTERS

The Town Clerk to report on the following:

- a. Weekly Licensing Applications

The Clerk gave details of the application relating to the Hemsworth Ward.

It was agreed: that the information be noted

27 Town Council Meeting

RESOLVED: That the Minutes of the meeting held on 28 March 2017, as detailed in Minute book No. 7, pages 283 - 285. be confirmed as a true record.

28 To approve the signing of the Minutes as a correct record by the person presiding

RESOLVED: The Chairman signed the Minutes as a true record.

29 Committee & Sub Committee Meetings

RESOLVED: that the Minutes of Committees and Sub Committees, as detailed in Minute Book No. 7, 2016/2017 be adopted:

Page No.	Committee	Date
286 - 307	Leisure & Recreation	04 April 2017
308 - 309	Finance	11 April 2017
310	Finance Sub	14 March 2017
323 - 325	Policy	09 May 2017

N.B. Payments re: February 2017 are detailed on pages 311 - 322.

The minutes were moved as a true record.

30 Accounts for Payment

RESOLVED: That in accordance with Minute No. 351 (14/11/95), the accounts for payment as examined and approved under number Minute No. 290 of the Finance Committee held on 11 April 2017, be confirmed for payment.

31 Matters raised by the Chairman

- a. Town & Parish Council liaison meeting (26 April 2017)

It was agreed that the details supplied by the Town Clerk be noted.

The meeting closed at 19:20

Tina Pattison
Town Clerk
16 May 2017

Ref: TC 020517-M3.10