

**Town Council Meeting
1 December 2022**

Present: Councillors Dodson, J Eccles, Hardacre, Hird, Hirst, Kenyon, McGinnies, Middleton, A Westmorland, G Westmorland and the town clerk.

Twenty-one members of the public were in attendance.

This meeting was simultaneously livestreamed and recorded via Zoom.

263 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs G Eccles, Moran and Wilson.

Resolved that the respective reasons for absence be approved.

264 DECLARATIONS OF INTEREST

Cllr J Eccles declared a pecuniary interest in agenda item 23 – "Farmer's Car Park".

265 PUBLIC QUESTION TIME

Members of the public raised the following matters:

- Accessible play equipment.
- Events.
- The former sports complex on Kirkby Road, Hemsworth.
- Farmer's car park.

266 RECORDED VOTES

Cllr Middleton requested recorded votes on all agenda items.

Resolved that all items have a recorded vote.

267 TOWN COUNCIL MEETINGS

Resolved that the respective minutes of the council meeting held on 13 October and the extraordinary council meetings held on 10 and 17 November 2022 be approved (unanimous).

268 COMMITTEE AND SUB-COMMITTEE MEETINGS

Resolved that the minutes of the following meetings and their respective sub-committees be adopted (unanimous):

Committee	Date
Leisure and Recreation	3 November 2022
Finance	10 November 2022
Policy and Planning	10 November 2022

269 ACCOUNTS FOR PAYMENT

Resolved that the payment of accounts as approved at the Finance Committee meeting held on 10 November 2022 be approved (unanimous).

270 CORRESPONDENCE

The town clerk reported on correspondence in respect of the following:

- a) Email from a parishioner regarding the cost of the jukebox rental for the Lakeside café bar.
Resolved that the jukebox be discontinued (unanimous).

271 CASUAL VACANCY

The town clerk confirmed there is a casual vacancy in the Hemsworth south ward and that Wakefield Council has been notified.

Resolved that the casual vacancy be open to co-option and advertised accordingly (unanimous).

272 COMMUNITY GRANTS AND/OR ASSISTANCE

a) Friends of Ashfield House

Resolved that a grant of £230 be awarded to Friends of Ashfield House, in accordance with section 1, Localism Act 2011 (unanimous).

b) Little Fishes Soft Play and Community Cafe

Resolved that a grant of £250 be awarded to Little Fishes Soft Play and Community Café, in accordance with section 1, Localism Act 2011 (unanimous).

273 ABUSE, INTIMIDATION, RUDENESS POLICY

Resolved that:

- A standing panel be set up to deal with cases of abuse, intimidation or rudeness (unanimous).
- The standing panel consist of Cllrs Kenyon, McGinnies and Middleton with Cllrs J Eccles, Hardacre and A Westmorland as reserves (unanimous).

274 FREEDOM OF INFORMATION AND SUBJECT ACCESS PROCEDURE

Resolved that the respective procedures for dealing with freedom of information requests and subject access requests be amended so that such requests are not referred to the council and are dealt with by the town clerk in accordance with statute (unanimous).

275 REVIEW OF PUBLIC QUESTION TIME

Resolved that the public question time section of all council/committee meetings be moved to the end of the public part of meetings (unanimous).

276 AUDIO RECORDING OF CONFIDENTIAL SECTION OF MEETINGS

Resolved that audio recordings of the confidential section of meetings is not adopted (unanimous).

277 PLAYWORLD, HEMSWORTH WATER PARK – USE BY LOCAL SCHOOLS

Resolved that:

- Local primary schools be allowed free, exclusive use of Playworld during term time for a maximum of two days (each) per year (unanimous).
- Such requests be dealt with by the town clerk (unanimous).
- Requests external to the parish continue to be referred to the council or the Leisure and Recreation Committee (unanimous).

278 DISSEMINATION OF COUNCIL INFORMATION

Resolved that the dissemination of financial information be restricted to the council, Finance Committee or the town clerk (unanimous).

279 CORPORATE RISK ASSESSMENT

Resolved that the corporate risk assessment be approved and adopted (unanimous).

280 BUDGET/FINANCIAL UPDATE

The town clerk provided a budget monitoring report for the first two quarters in that the council's expenditure is 9% over budget, mostly due to extra staffing costs. The town clerk advised that resultantly some virements are necessary and that the council should avoid all unbudgeted expenditure for the remainder of the year. The town clerk further confirmed that the reserves will be needed/earmarked to pay for the increased staffing costs (approx. £41,000), the path in the park (approx. £57,000) and the new walk-in fridge-freezer at the café bar (approx. £20,000).

Resolved that the report of the town clerk (and thus the recommendations contained therein) be noted and approved (unanimous).

281 CITIZENS ADVICE SERVICE 2023-24

Resolved that this item be deferred, pending the receipt of further information from the Citizens Advice Service (unanimous).

282 INTERNAL AUDITOR

Resolved that, further to minute no. 050 (2022-23), Mr Simon Knee of Horbury Financial Services be appointed as the council's internal auditor for 2022-23 and that the scope of internal audit for 2022-23 be the adequacy and effectiveness of; accounting records, system of internal control, risk assessment and wider internal control arrangements (unanimous).

283 WORKPLACE PENSION AUTO-ENROLMENT RE-DECLARATION

The town clerk confirmed that the workplace pension auto-enrolment re-declaration has been submitted to the Pension Regulator.

Resolved that the town clerk's reported be noted and approved (unanimous).

284 WEST YORKSHIRE PENSION FUND – ACTUARIAL ASSESSMENT

The town clerk reported that the pension fund's actuary will shortly conduct an assessment and that a report will be provided in due course.

Resolved that the town clerk's reported be noted and approved (unanimous).

285 FARMER'S CAR PARK, KINSLEY

Due to her pecuniary interest, at this juncture Cllr J Eccles left the room and took no part in this item. As the vice-chair was not present a vote was taken to elect a chair for this item.

Resolved that:

- Cllr Middleton be elected to chair this item (unanimous).

- There is no involvement between the council and the Farmer's car park (unanimous).

At this juncture Cllr J Eccles returned to the room and resumed the chairmanship of the meeting.

286 AUDIT REPORT

Resolved that the audit report (and the recommendations contained therein) from KL King Chartered Accountants be received and accepted (unanimous except for Cllr J Eccles who abstained).

287 FREEDOM OF INFORMATION REQUESTS

The town clerk reported on the (anonymized) freedom of information requests received.

Resolved that the town clerk be authorized to respond accordingly to the freedom of information requests.

288 VOLUNTEER GROUPS - CELEBRATION/NETWORKING

Resolved that a grant of £200 be made to cover the cost of a buffet for a volunteer groups celebration/networking event on 12 January 2023, in accordance with section 1, Localism Act 2011 (unanimous).

289 MENTAL HEALTH FIRST AID TRAINING

Resolved that mental health first aid training be procured for 16 persons at a total cost of £800 (unanimous).

290 CHRISTMAS FLOAT

Resolved that a Christmas float tour the parish at specified locations with presents for children and the elderly (unanimous).

291 BALANCES FROM 2018 TO 2022

Resolved to note the council's year end balances from 2018 to 2022 (unanimous).

292 COUNCILLORS' CONDUCT

The chair reminded councillors of their duty to abide by the code of conduct.

293 EXCLUSION OF PRESS & PUBLIC

Resolved that in view of the confidential nature of business to be transacted, it is advisable, in the public interest, that the public and press be excluded and they are instructed to withdraw (unanimous).

294 BONFIRE NIGHT - INCIDENT

Resolved that the town clerk investigate an incident which occurred on bonfire night (unanimous).

295 BURGLARY – INSURANCE CLAIM

Resolved that a quote for a higher specification be obtained for the item concerned (unanimous).

296 COMPLAINTS

Resolved that:

- The complaint regarding a member of staff be dealt with by a panel consisting of Cllrs Dodson, Hardacre, Kenyon, Middleton and Moran (unanimous).
- The complaint regarding a member of the public be referred to an external, independent person to investigate and to provide a resultant report for the council (unanimous).

297 KIRKBY ROAD SITE – CONTRACTUAL MATTER

Resolved that the town clerk be authorized to procure legal advice on a contractual matter (unanimous).

298 STAFFING MATTERS

a) Sickness absence

The town clerk reported generally on the number of staff currently on sickness absence.

Resolved that the town clerk's report be noted and approved (unanimous).

b) Probationary period

Resolved that the probationary period for the member of staff concerned be extended by three months (unanimous).

c) Grievance

Resolved that the town clerk's recommendations be accepted and approved (unanimous).

d) Tenancy review

Cllr Middleton proposed a motion regarding a rental amount. This was seconded by Cllr Hardacre.

For:

Cllrs Dodson, Hardacre, Hird, McGinnies, Middleton, A Westmorland and G Westmorland.

Against:

Cllrs J Eccles, Hirst and Kenyon.

Abstentions:

None.

Resolved that the rental amount be approved.

Resolved to approve the procurement of specialist legal advice (unanimous).

The meeting closed at 21:00.