



Community Centre . Bullenshaw Road . Hemsworth . Pontefract . West Yorkshire . WF9 4NE

Tel: (01977) 617617 Fax: (01977) 610494

Email: clerk@hemsworthcouncil.co.uk Web: www.hemsworthcouncil.co.uk

NOTICE OF THE ANNUAL COUNCIL MEETING

You are hereby summoned to attend the Annual Meeting of Hemsworth Town Council to be held in the main hall, Hemsworth Town Council Community Centre, Bullenshaw Road, Hemsworth, commencing at 7pm on Thursday 16 May 2024 for the purpose of transacting the following business.

Andrew Firth
Town Clerk

NB: This meeting will be broadcast simultaneously via 'Zoom', the details of which are at the foot of this agenda.

BUSINESS

01 Election of chairman

To elect a chairman of the council for the ensuing year.

02 To receive the chairman's declaration of acceptance of office

The chairman to sign his/her declaration of acceptance of office for the ensuing year.

03 Apologies for absence

To receive apologies for absence and to consider and approve the reasons for absence.

04 Declarations of interest and dispensation requests

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

05 Election of vice-chairman

To elect a vice-chairman of the council for the ensuing year.

06 To receive the vice-chairman's declaration of acceptance of office

The vice-chairman to sign his/her declaration of acceptance of office for the ensuing year.

07 Chairman's allowance

To determine the amount of the chairman's allowance, in pursuance of section 15 (5), Local Government Act 1972.

- 08 Committee structure**
a) To approve the committee structure and terms of reference for each committee.
b) To appoint members to each committee and to appoint a chairman of each committee.
- 09 Schedule of meetings**
To agree frequency, times and venues of council and committee meetings for the ensuing year.
- 10 Standing panels**
a) To appoint members to serve on the standing grievances/disciplinary panel.
b) To appoint members to serve on the standing complaints panel.
- 11 Financial regulations, standing orders and code of conduct**
To review and adopt the council's financial regulations, standing orders and the code of conduct.
- 12 Policies**
To review and adopt the following policies and agree review dates.
Social media policy, Equal opportunities policy, Media Policy, Complaints procedure, Rules for recording council meetings, Whistleblowing Policy, Staff Handbook, Abuse policy, Grants policy, Fishing Policy, Childrens Fishing Policy, Data Protection Policy, Retention of Documents policy, Allotment Tenancy Privacy, Bodycam Policy, CCTV Policy, Hirers Privacy Notice, HTC Publication Scheme, Freedom of information policy and General Privacy Notice.
- 13 Asset register**
To review and adopt the council's asset register.
- 14 Representatives on outside bodies**
To appoint two (voting) representatives to the Yorkshire Local Councils Association.
- 15 Legal advisors/solicitors**
To appoint legal advisors/solicitors for the council in respect of:
a) General legal matters
b) Human resources
- 16 Town council meetings**
To approve the respective minutes of the council meeting held on 18 April 2024 and the extraordinary council meeting held on 30 April 2024. as detailed in minute book no. 7.
- 17 Committee and sub-committee meetings**
To adopt the minutes of committees and their respective sub-committees as follows:

Committee
Leisure and Recreation

Date
7 March 2024

18 Internal controls and internal audit

To review the efficacy of the system of internal controls, to receive the internal auditor's report for the year ended 31 March 2024 and to appoint an internal auditor and confirm the scope of internal audit for 2024-25.

19 Annual governance statement 2022-23

To consider and approve the annual governance statement for the year ended 31 March 2024.

20 Annual accounting statements 2022-23

To consider and approve the annual accounting statements for the year ended 31 March 2024.

21 Public question time

To receive questions from members of the public.

CIRCULATION

Councillors Bacon, Bates, Conway, Dodson, Fernie, Hardacre, Kendall, McGinnies, Middleton, Middleton, Ogunade, Oldroyd, Rushmer, Stephens and Whitehead.

Andrew Firth
Town Clerk
09 May 2024

To remotely attend via the Zoom app:

Join Zoom Meeting

<https://us02web.zoom.us/j/84251124406?pwd=dWxqd0J6YUd0SFVhRmxRSkhaS2VCUT09>

Meeting ID: 842 5112 4406

Passcode: 803182

To telephone into the meeting:

One tap mobile

+443300885830,,88035007677#,,, *303355# United Kingdom

+441314601196,,88035007677#,,, *303355# United Kingdom

Dial by your location

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 208 080 6591 United Kingdom

+44 208 080 6592 United Kingdom

Find your local number: <https://us02web.zoom.us/j/84251124406?pwd=dWxqd0J6YUd0SFVhRmxRSkhaS2VCUT09>