

NOTICE OF ANNUAL COUNCIL MEETING

20th May 2026

Dear Councillors,

You are hereby summoned to attend the Annual Meeting of Hemsworth Town Council to be held in the main hall, Community Centre, Bullenshaw Road Hemsworth commencing at 7 p.m. on Wednesday 27th May 2026.

Yours sincerely,

Anne Wilson
Locum Town Clerk

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

Recordings of Meetings

Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording Activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence for this meeting.

2. Election of Chairman

Members are asked to elect a Chairman of Hemsworth Town Council for the ensuing municipal year.

The Chairman will sign their Declaration of Acceptance of Office.

3. Election of Vice-Chairman

Members are asked to elect a Vice-Chairman of Hemsworth Town Council for the ensuing municipal year.

The Chairman will sign their Declaration of Acceptance of Office.

4. Chairman's Welcome

The Chairman will welcome Councillors and residents to the meeting and give a fire safety announcement.

5. Declaration of Interests

Members are asked to receive declarations of interest under consideration on this agenda in accordance with the Local Government Act 2000 Part III and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. Members are reminded that should you declare a pecuniary interest at the meeting it is your responsibility to inform the Monitoring Officer.

6. Public Question Time

Members of the public are advised that they are welcome to ask questions about items on the agenda or matters about the parish itself. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item.

Questions should relate to matter of Parish Council policy or practice and not relate to the individual affairs of wither the questioner or any other named person.

7. Chairman's Allowance

To confirm the amount of the Chairman's Allowance, in pursuance of Section 15 (5) of the Local Government Act 1972.

Members are asked to note that the Chairman has the right / option to receive this money themselves to assist with the cost of them carrying out their duties, it being subject to tax and NI.

However, the Council may put together a policy about how the Chairmans Allowance be spent if a Chairman, in any given year opts not to accept the Chairman's Allowance and Members are therefore asked to consider the attached report and suggested policy.

Copy attached Appendix A

8. Committees

At the Annual Meeting in May 2025 Councillors opted not to have Committees due to the time needed to be given to attend these meetings. The Council needs to consider putting Committees back into Hemsworth to enable those Councillors who have specialisms or specific interests have the opportunity to use their skills and interests on a much more subject specific basis. Committees are much more effective in making decisions and enabling the work of the Council to progress quicker.

Members are therefore asked to consider the reformation of the following Committees and nominate members to them.

a) Members are asked to nominate Members to the following Committees

- i) Leisure and Recreation Committee
- ii) Finance Committee
- iii) Policy and Planning
- iv) Staffing Committee

- b) Members are asked to agree The Terms of Reference for the same to be circulated before the June Town Council meeting for consideration at that meeting.

9. Representatives on Outside Bodies

Members are asked to nominate Councillors to be representatives on Outside Bodies:

- i) Yorkshire Association of Local Councils – two representatives

10. Attendance at Meetings

Members are asked to note the attendance at meetings schedule.

Copy attached Appendix A

11. Schedule of Meetings

- i) Members are asked to confirm the schedule of Full Council meetings for the ensuing municipal year 2026/2027:

2026

- 11th June (should be the 4th June but a meeting is not needed so close to the Annual and Adjourned Annual Meeting)
- 2nd (or 9th) July
- 6th August (if reinstating August meetings)
- 3rd September
- 1st October
- 5th November
- 3rd December

2027

- 7th January
- 4th February
- 4th March
- 1st April
- 20th May (Annual Meeting after elections)

- ii) Annual Town Meeting

The Annual Town Meeting needs to be earlier in an election year and will therefore be held on Thursday 11th March 2027

12. Appointments to Standing Panels

Members are asked to appoint Members to serve on the following Standing Panels:

- i) Grievance Panel
- ii) Disciplinary Panel
- iii) Complaints Panel

13. Policies

Members are asked to review and adopt the following Council Policies:

- i) Standing Orders
- ii) Financial Regulations
- iii) Code of Conduct

Copy attached Appendix B

14. Asset Register

The Locum Clerks have stated that the Council should have an Asset Valuation carried out by a professional valuer on a tri-annual basis.

Companies will be contacted and quotes bought back to council for consideration at a later date.

15. Signatures

Members are asked to approve the signatures for:

- i) Barclays Bank
- ii) CCLA Deposit/Property Fund

A rota should be set up to come into the office and sign the following:

- iii) Signing off the salaries each month
- iv) Checking the payments due to be made are the same as presented to Council and they match the invoices