

HEMSWORTH TOWN COUNCIL

24th September 2026

Dear Councillors,

You are hereby summoned to attend the Full Council meeting of Hemsworth Town Council to be held in the Community Centre, Bullenshaw Road Hemsworth on Thursday 1st October 2026 upon the rise of the Finance Committee meeting.

Yours sincerely,

Anne Wilson
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. Chairman's Welcome

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

3. 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.

4. 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.

5. Minutes

Members are asked to confirm the minutes of the following meeting:

- Policy and Planning Committee – Thursday 6th August 2026
Copy attached Appendix A
- Full Council meeting – Thursday 6th August 2026
Copy attached Appendix B
- Recreation and Leisure Committee – Wednesday 26th August 2026
Copy attached Appendix C
- Extra-ordinary Full Council – Wednesday 26th August 2026
Copy attached Appendix D

6. Finance

a) Audit and Accounts

- i) The Locum Town Clerk will give an update on the 2025/2026 annual accounts and the situation with regard to the end of year requirements and AGAR etc. The External Auditors have been contacted.
- ii) The Locum Town Clerk will give an update on Internal Audit – 2025/2026 – and arrangements for the same.
- iii) Members are asked to confirm that the Locum Town Clerk go out to tender for a new Internal Auditor from 2026/2027 as it is suggested that a new one be sought every three years.
- iv) Inputting of the 2026/2027 – Members are asked to agree that Rialtus be asked to input the 2026/2027 accounts from 1st April 2026 up until the current date.

b) Youth Club

Members are asked to review the Youth Club provision and the costs to the Council.

Costs will be circulated to Members for consideration.

7. Recruitment of Town Clerk and Responsible Finance Officer (RFO)

Members are asked to note that the advert for the role of Town Clerk and the role of RFO are live, the closing date being 9th October 2026.

Members are asked to confirm who is going to be on the two interview panels.

NB Members are asked to note that if it comes apparent that any applicant shortlisted for interview is related or has any association to any proposed member of the interview panel, they will not be able to take part in the interviews.

Members are asked to note that shortlisting will take place on a date to be advised and agree how this is going to work. The Locum Town Clerk will put together a template for shortlisting to ensure equality in the way it is carried out.

Members are asked to note that the Locum Town Clerk will make all the arrangements for the interviews with the successful interviewees and will be in attendance at the interviews in purely an advisory capacity, having put together all the paperwork.

Members are asked to e mail the Locum Town Clerk with any areas they would like to be covered in the questions for the roles outside the normal questions for these roles.

8. Terms of Reference for Committees

Members are asked to confirm the following Committee Terms of Reference:

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|------|-------------------------------|------------------------------|
| i) | Finance Committee | Copy attached Appendix ... |
| ii) | Staffing Committee | Copy attached Appendix |
| iii) | Policy and Planning Committee | Copy attached Appendix |

9. Council Matters

Members are asked to consider, note and agree the way forward, where required on the following items;

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|------|--|---|
| i) | Fitzwilliam Centre | Members are asked to appoint a Vice-Chairman of the Fitzwilliam Centre. (This will be confirmed at the next meeting of the Fitzwilliam Centre Committee). |
| ii) | Update on the ICO Investigation | Members are asked to receive an update on the ICO Investigation. |
| iii) | Review/Audit for a review of the compliance for lakeside process | Cllr. Whitehead will speak to this agenda item and ask Councillors to agree the way forward |
| iv) | Compliance Review/Audit of everything from the start of this council session | |

Cllr. Hird will speak to this agenda item and ask that a compliance review / audit of everything from the start of this council session take place and agree the way forward.

Members are asked to note that this will involve the Locum Town Clerk obtaining a price from Internal Auditors as to how much such a review/audit will cost but this does not take away from the item raised for agreement by Cllr. Hird.

- v) Closing the far side of the lake at the Waterpark

Cllr. Hardacre will speak to this item and ask that a way forward be agreed.

Members are asked to note that there have been no signets on the lake this year and its coincidental that this is the first time in a few years that the far side of the lake has been opened up.

10. Date of next meeting

Members are asked to note that the date of the next Full Council meeting of Hemsworth Town Council is Thursday 5th November 2026 at 6.45 p.m.

11. EXCLUSION OF PUBLIC AND PRESS

RECEOMMENDED that under the Public Bodies (Admissions to Meetings) Act 1960 that in view of the confidential nature of the business about to be transacted, it is advisable that, - the public and press be excluded, and they are instructed to withdraw, due to the nature of the business be transacted which is considered to be prejudicial to the public interest.

COUNCIL IN PRIVATE SESSION

12. SAULS

Members are asked to consider this matter and note that the item has been placed on the agenda by Cllr. Hird who will speak to the item and Members may be asked to agree the way forward.