HEMSWORTH TOWN COUNCIL

16th November 2026

Dear Councillors,

On behalf of Cllr. Shaun Middleton, Chairman of Hemsworth Town Council you are hereby summoned to attend an Extraordinary Town Council meeting of Hemsworth Town Council to be held in the Community Centre, Bullenshaw Road Hemsworth on Tuesday 24th November 2026 upon the rise of the Finance and Committee.

Yours sincerely,

Anne Wilson
Town Clerk

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 either the questioner or any other named person.

5. Minutes

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

- Policy and Planning Committee on Wednesday 4th November 2026

  Copy attached Appendix A

- Full Council meeting on Wednesday 4th November 2026

  Copy attached Appendix B

6. December Town Council Meeting

Members are asked to confirm the cancellation of the Full Council meeting due to be held on the 3rd December 2026.

7. Finance

Members are asked to note:

- the financial information circulated before the meeting
- the initial draft of the budget will be discussed at an informal meeting for Councillors only on 1st December 2026.

8. Terms of Reference

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

i) Finance Committee

Copy attached Appendix C

ii) Staffing Committee

Copy attached Appendix D

iii) Policy and Planning Committee

Copy attached Appendix E

iv) Recreation and Leisure Committee

Copy attached Appendix F

9. Policies

Members are asked to confirm the following policies following a recommendation by the Policy and Planning Committee they be adopted:

i) Health and Safety Policy

Copy attached Appendix F

ii) Safeguarding Policy

Copy attached Appendix G

iii) Policy for Managing Unreasonable, Abusive, Persistent or Vexatious Conduct

Copy attached Appendix H

10. Council Matters

- Motion for consideration from Cllr. M. Hird

Motion: Consideration of Christmas Lights in Fitzwilliam and Kinsley

Council is asked to consider the installation of Christmas lights and festive decorations in Fitzwilliam and Kinsley during the forthcoming Christmas period. The proposal aims to enhance both villages, promote community pride and bring festive cheer to residents.

This Council resolves to:

1. Explore the feasibility of installing Christmas lights in Fitzwilliam and Kinsley.
2. Investigate potential locations, costs, funding opportunities, and required permissions.
3. Consider collaboration with local businesses, community groups, and residents.
4. Request a report on the available options and associated costs for consideration at a future Council meeting.

Proposed outcome: To determine whether Christmas lights can be provided in both villages in a fair, affordable, and sustainable manner.

- Motion from Cllr. Conway

Consideration is requested for Xmas as I have a children's concert in pipes again and a discussion on wp and a way to keep it in perpetuity.

- Cupboard for the Youth Club

Cllr. Hird will speak to this item.

- Councillors' Conduct, Communication and Responsibilities Regarding Meeting Agendas

Cllr. Hird will speak to this item.

In particular, to consider:

Timely Communication: Concerns that councillors are not raising questions, objections or issues relating to agenda items within a reasonable timeframe, despite agendas being circulated with sufficient notice.

Impact on Council Meetings: The consequences of concerns being raised too late for clarification or corrective action, potentially resulting in the unnecessary cancellation or disruption of scheduled council meetings.

Communication Between Councillors: The importance of ensuring that any concerns, queries, or requests for clarification regarding agenda items are communicated through appropriate council channels and in sufficient time for them to be addressed.

Social Media Conduct: Concerns regarding council agenda items being discussed on social media, including pages where inaccurate or misleading information may be circulated before relevant information or concerns have been formally communicated to fellow councillors.

Standards and Responsibilities: To consider councillors' responsibilities under the Council's Code of Conduct and the importance of professional, respectful, and transparent communication when dealing with council business.

Purpose of the Agenda Item:

To consider whether clearer procedures or expectations are required for councillors to raise concerns about published agendas promptly, communicate through appropriate channels, and avoid unnecessary disruption to council meetings.

Proposed Outcome:

To agree appropriate measures to improve communication, encourage timely clarification of agenda-related concerns, and support the effective and professional conduct of council business.

- Motion: Cllr. M. Hird

Restriction of Councillors' Access to Council Offices

Can the Council note that:

Certain councillors currently have access to council offices, including selective access through key codes and other security arrangements. Concerns have been raised regarding the leaking and sharing of confidential council information on social media. Council offices are working environments where confidential information and sensitive council business must be protected at all times.

Councillors should not have unrestricted access to council offices or be provided with security key codes allowing independent entry. Councillors should only enter council offices when formally invited or authorised to attend meetings or conduct official council business.

The security and confidentiality of council information must be protected, and appropriate boundaries maintained between councillors and council staff.

This Council therefore resolves that:

- All independent access by councillors to council offices be withdrawn with immediate effect.
- All key codes, access fobs and other security permissions issued to councillors be deactivated immediately.
- Councillors shall only be permitted to enter council offices by prior invitation or authorisation for official meetings or council business.
- Any authorised visits must be arranged through the Proper Officer or other designated council officer.
- The Council reviews its office security and confidentiality procedures to prevent unauthorised access to sensitive information.
- The purpose of this motion is to protect confidential council information, maintain office security and ensure that all councillors are subject to the same **access arrangements.**

11. Date of next Meeting

Members are asked to note that the next meeting of Hemsworth Town Council will be held on Thursday 7th January 2027.

Members are asked to note that it is likely that there will be a Full Council Budget meeting held in December 2026 to set the budget for 2027/2028.

12. 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

13. E mails and FOI requests

The Locum Clerk will speak to this item.

14. Land on the west side of Newstead View – B107 Notice of registered proprietor of an application for registration based on adverse possession.

The Locum Clerk will speak to this item at the meeting and Members will be asked to agree the way forward.

15. Locum Clerk

The Chairman will speak to this item.