

**Annual Town Council Meeting**  
**17 May 2016**

Present: Councillors Draper, Jones, McIntyre, Mellows, Morris, Nicholson, Swift, Upson, Westmorland and Wootton

Apologies: No apologies

**01 Members of the Public and 0 Police Officer were in attendance.**

**01 Election of Chairman**

In accordance with the provisions of the Local Government Act 1972, the first item on the agenda is to appoint the Chairman of the Town Council for the ensuing year.

Councillor Draper proposed Councillor Upson for the position of Chairman. This was seconded by Councillor Swift

**RESOLVED:** That by a unanimous vote Councillor Upson was appointed Chairman of the Town Council for the ensuing year.

**02 To receive the Chairman's Declarations of Acceptance of Office**

Councillor Upson duly signed the acceptance of office as specified by statutory instrument No. SI 1990/2447.

**03 Election of Vice-Chairman**

Councillor Jones proposed Councillor Draper for the position of Vice Chairman. This was seconded by Councillor Westmorland.

**RESOLVED:** That by a unanimous vote Councillor Draper was appointed Vice Chairman of the Town Council for the ensuing year.

**04 Public question time**

To receive questions from Members of the Public as per the Town Council's Standing Orders - 1 d & e.

**The Deputy Clerk informed the meeting that no questions had been submitted.**

**05 Police Representation at Town Council Meetings**

The Deputy Clerk informed members that the Police had sent an email confirming that they would not be able to attend.

**It was agreed** that the information be noted.

**06 Declarations of Interest**

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

**The Chairman read out the following statement.** Members are referred to, and shall observe, the provisions of the Hemsworth Town Council's Code of Conduct. If a Councillor has a Disclosable Pecuniary Interest he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the discussion or vote. If any interest (Pecuniary or Non-Pecuniary) has not been entered in the Town Council's register then you must disclose it at the meeting and inform the Monitoring Officer within 28 days of the date of initial disclosure. Failure to abide by the provisions of the Code in regard to Disclosable Pecuniary Interests now amounts to a criminal offence.

**Councillor Jones declared a pecuniary interest in agenda items 21b – Planning Matters.**

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**07 To fix the amount of the Chairman's allowance in pursuance of section 15 (5) of the Local Government Act 1972.**

Councillor Draper proposed an allowance of £1,200.00 this was seconded by Councillor McIntyre.

**RESOLVED:** That by a unanimous vote the Chairman's allowance is agreed at £1,200.00.

**08 To appoint or otherwise determine the Committee structures in accordance with the agreed terms of reference.**

Members discussed the Town Clerk's report which was circulated with the agenda.

Councillor Draper proposed that the recommendation in the report to adopt the proposed committee structure, membership and terms of reference be approved. This was seconded by Councillor Swift.

**RESOLVED:** That by a unanimous vote the proposal to adopt the proposed committee structure, membership and terms of reference be approved.

**09 To determine and appoint members to serve on Committees.**

**RESOLVED:** That the following Councillors be elected to serve on Committees.

**Leisure**

Councillors Beck, Briggs, Campbell, Draper, Jones, McIntyre, Morris, Nicholson, Riley, Swift, Upson, Westmorland and Wootton.

**Recreation**

Councillors Beck, Briggs, Campbell, Draper, Jones, McIntyre, Nicholson, Swift, Upson, Westmorland and Wootton.

**Finance**

Councillors Beck, Briggs, Campbell, Draper, Jones, McIntyre, Morris, Nicholson, Swift, Upson, Westmorland and Wootton.

**Policy**

Councillors Beck, Briggs, Campbell, Draper, Jones, McIntyre, Mellows, Morris, Nicholson, Riley, Swift, Upson, Westmorland and Wootton.

**10 To agree dates, times and venue of meetings**

**It was agreed** that the Committee Timetable circulated with the agenda be approved.

**11 The Council's Financial Regulations**

Members discussed the report from the Town Clerk.

a. Councillor McIntyre proposed that the report be noted and approved and that the Financial Regulations be adopted. This was seconded by Council Swift.

**RESOLVED:** that by a unanimous vote the report be noted, approved and that the Financial Regulation be adopted.

b. Councillor Upson proposed that Councillor Jones be nominated to deal with Section 2.2 of the Financial Regulations. This was seconded by Councillor Westmorland.

**RESOLVED:** that by a unanimous vote Councillor Jones be nominated to deal with Section 2.2 of the Financial Regulations.

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**12 The Council's Standing Orders**

Members discussed the report provided by the Town Clerk.

Councillor Draper proposed that the Council adopt the Standing Orders issued in May 2015, subject to the one change in August 2015, this was seconded by Councillor Swift.

**RESOLVED:** that by a unanimous vote the proposal to adopt the Standing Orders issued in May 2015 subject to the one change in August 2015 be approved.

**13 Final Accounts (Annual Return) 2015/16**

Members discussed the report circulated with the agenda. Councillor Draper proposed that the recommendations in the report be agreed, this was seconded by Councillor Jones.

**RESOLVED:** that by a unanimous vote the following was agreed:

- The Town Clerk's report be received and noted.
  
- That approval is given to the Risk Register (Appendix B of the report).
  
- That the checklists (Appendix C (Internal Audit) of the report)) having been reviewed are confirmed ensuring that this Town Council has carried out its annual review of the effectiveness of their internal system.
  
- That the Annual Governance Statement is approved and signed by the Chairman and Town Clerk.
  
- That the Accounting Statements are approved and signed.
  
- That the appointment of Yorkshire Audit for the next 12 months is approved.
  
- That approval to the advertising arrangements re: Notice of the public rights and publication of unaudited annual return – Accounts for the year ended 31st March 2015 (Statutory requirement) – (Appendix D of the report).
  
- That the Annual Return for 2015/16 be received and approved subject to any comment or observation by the External Auditors (Littlejohns LLP).

**14 Financial Statements for the year ended 31 March 2016**

Members discussed the report provided by the Town Clerk. Councillor Upson proposed that the recommendations in the report to accepted, this was seconded by Councillor Westmorland.

**RESOLVED:** that by a unanimous vote the report be received and noted and that the Financial Statements be noted, approved and signed by the Chairman and Town Clerk.

**15 To appoint representatives on outside bodies.**

Councillor Upson suggested that Councillor's Jones and Nicholson be the Council's representatives on the YLCA subject to their agreement.

**It was agreed:** that Councillors Jones and Nicholson be the Council's representatives on the YLCA.

**16 Review of inventory of land and assets including buildings and office equipment**

The Deputy Clerk informed members of the Valuation of Portfolio of Properties within Hemsworth Town Council's Ownership and members discussed the information.

**It was agreed:** that the information be noted.

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- 17 Review and confirmation of arrangements for insurance cover in respect of all insured risks**  
Members discussed the insurance cover in relation to all insured risks.  
**It was agreed:** that the information be noted.

**18 Correspondence**

The Deputy Clerk reported on the following items of correspondence received:

- a. Carol Dawson – Hemsworth Market  
Members discussed the correspondence received.  
**It was agreed:** that the prices for the stalls should remain the same as prior to the market move.
- b. YLCA – White Rose Update  
**It was agreed:** that the information be noted.
- c. Yorkshire Internal Audit  
**It was agreed:** that the information be noted.
- d. Wakefield Together Partnership – White Ribbon status (Violence against Women)  
**It was agreed:** that the information be noted.
- e. Healthwatch Wakefield  
**It was agreed:** that the information be noted.
- f. WYJS – SAFER Newsletter  
**It was agreed:** that the information be noted.

**19 Casual Vacancy – Kinsley Ward**

The Deputy Clerk informed members of the resignation received from a Kinsley Ward Councillor.  
**It was agreed:** that the information be noted.

**20 Planning Matters**

The Deputy Clerk reported on the following:

- a. Weekly planning lists, applications, acknowledgment of comments and notification of decisions

**It was agreed:** that the information be noted.

**Councillor Jones had declared pecuniary interest in the next item on the agenda and left the meeting.**

- b. Objection – Application No. 16/00769/FUL  
Members were informed of receipt of the report which had been sent to Wakefield Council.  
**It was agreed:** that the information be noted.

**Councillor Jones returned to the meeting.**

**21 Town Council Meeting**

**RESOLVED:** that the Minutes of the Town Council Meeting held on 22<sup>nd</sup> March 2016 as detailed in Minute Book No. 7, 2015/2016, pages 361 - 362, be confirmed as a true record.

**The Chairman signed the minutes as a true record.**

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**22 Committee & Sub Committee Meetings**

**RESOLVED:** that the Minutes of Committees and Sub Committees, as detailed in Minute Book No. 7, 2015/2016 be adopted:

<b>Page No.</b>	<b>Committee</b>	<b>Date</b>
363 - 375	Leisure	12 April 2016
376 - 381	Recreation	19 April 2016
382 -384	Finance	26 April 2016
385	Finance Sub	15 March 2016
394 – 395	Policy	10 May 2016

**N.B. Payments re: February & March 2016 are detailed on pages 386 - 393.**  
**The minutes were moved as a true record.**

**23 Accounts for Payment**

**RESOLVED:** That in accordance with Minute No. 351 (14/11/95), the accounts for payment as examined and approved under number Minute No. 348 of the Finance Committee held on 26 April 2016, be confirmed for payment.

The meeting closed at 19:35

Rachel Middleton  
Deputy Clerk  
17 May 2016

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