



Community Centre . Bullenshaw Road . Hemsworth . Pontefract . West Yorkshire . WF9 4NE
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Town Clerk: Mrs. Tina A. Pattison MMS, MILCM

NOTICE OF THE ANNUAL TOWN COUNCIL MEETING

You are hereby summoned to attend the Annual Town Council Meeting of the Hemsworth Town Council to be held at the **Council Chamber, Hemsworth Town Council Community Centre, Bullenshaw Road, Hemsworth** on Tuesday next, the 15th day of May 2018 commencing at 7.00 p.m. for the purpose of transacting the following business.

T A Pattison
Town Clerk

BUSINESS

- 01 Election of Chairman**
- 02 To receive the Chairman's Declarations of Acceptance of Office**
- 03 Election of Vice-Chairman**
- 04 Public question time**
To receive questions from Members of the Public as per the Town Council's Standing Orders - 1 d & e.
- 05 Police Representation at Town Council Meetings**
If a representative from the Police is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to Hemsworth Township.
- 06 Apologies for absence**
- 07 Declarations of Interest**
Councillors should disclose pecuniary or non-pecuniary interest/s in any item/s on this agenda. **Chairman to 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.

Annual Town Council Meeting

15th May 2018

Agenda – continued

- 08 To fix the amount of the Chairman’s allowance in pursuance of section 15 (5) of the Local Government Act 1972.**
- 09 To appoint or otherwise determine the Committee structures in accordance with the agreed terms of reference**
See Town Clerk’s report – attached
- 10 To determine and appoint members to serve on Committees.**
- 11 To agree dates, times and venue of meetings – see timetable attached**
- 12 The Council’s Financial Regulations**
To adopt the Council’s Financial Regulations
- 13 The Council’s Standing Orders**
To adopt the Council’s Standing Orders
- 14 Final Accounts (Annual Return) 2017/18**
To adopt the Final Accounts (Annual Return) 2017/18
- 15 Financial Statements for the year ended 31 March 2018**
To adopt the Financial Statements for year ending 31st March 2018
- 16 To appoint representatives on outside bodies.**
YLCA 2 Councillors
- 17 Review and confirmation of arrangements for insurance cover in respect of all insured risks**
The Town Clerk to report.
- 18 Review of inventory of land and assets including buildings and office equipment.**
The Town Clerk to report.
- 19 GDPR**
To adopt the policies of the Town Council for the GDPR – Policies to be circulated at the meeting
- 20 Correspondence**

The Town Clerk to report on the following items of correspondence received:

- a. Yorkshire Audit
- b. Hemsworth Miners Social Club

Annual Town Council Meeting

15th May 2018

Agenda - continued

21 Planning Matters

The Town Clerk to report on the following:

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

22 LICENSING MATTERS

The Town Clerk to report on the following:

- a. Weekly Licensing Applications

23 Town Council Meeting

To receive and confirm the Minutes of the meetings held on 13th March 2018, as detailed in Minute book No. 7, pages 295 - 297.

24 To approve the signing of the Minutes as a correct record by the person presiding

25 Committee & Sub Committee Meetings

To adopt the minutes of committees and sub committees and consider matters arising for information, as detailed in Minute Book No. 7.

Page No.	Committee	Date
298	Leisure & Recreation	27 th March 2018
299 – 314	Finance	10 th April 2018
265	Finance Sub	13 th March 2018
315	Policy	01 st May 2018

N.B. Payments re: February 2018 are detailed on pages 303 - 314.

26 Accounts for Payment

To confirm the payment of accounts as approved under Minute No. 266 of the Finance Committee held on 10th April 2018.

27 Casual Vacancy – Hemsworth South Ward.

The Town Clerk to report on the casual vacancy for the Hemsworth South Ward.

28 Co-option Notice – Fitzwilliam Ward

CIRCULATION

Councillors Briggs, Campbell, Jones, McIntyre, Mellows, Morris, Nicholson, Riley, Swift, Upson, Westmorland, Womersley & Wootton.

T A Pattison

Town Clerk

09th May 2018

Annual Town Council Meeting