



Community Centre . Bullenshaw Road . Hemsworth . Pontefract . West Yorkshire . WF9 4NE  
Tel: (01977) 617617 Fax: (01977) 610494 Email: clerk@hemsworthcouncil.co.uk Web: www.hemsworthcouncil.co.uk  
Town Clerk: Mrs. Tina A. Pattison MMS, MILCM

## NOTICE OF A POLICY COMMITTEE

You are hereby summoned to attend a Policy Committee of the Hemsworth Town Council to be held at the **Council Chamber, Hemsworth Town Council Community Centre, Bullenshaw Road, Hemsworth** on **Tuesday** next, the **18<sup>th</sup> September 2018** commencing at **7.00 p.m.** for the purpose of transacting the following business.

T. A. Pattison  
Town Clerk

## BUSINESS

### 01 APOLOGIES FOR ABSENCE

### 02 DECLARATIONS OF INTEREST

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

**The 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.

### 03 MINUTES

To receive and approve the Minutes of the meeting held on 31<sup>st</sup> July 2018 as detailed in Minute Book No. 2, 2018/2019, pages 093 as adopted by the Town Council on 14<sup>th</sup> August 2018.

### 04 REVIEW OF TOWN COUNCIL POLICY AS EMBODIED IN MINUTE BOOK NO. 3 (2018/2019) – attached.

**Policy Agenda**  
**18<sup>th</sup> September 2018**  
**Continued**

**05 CORRESPONDENCE**

a. HM Courts & Tribunal Service

The Town Clerk report on a letter received on 04 September 2018.

b. WDH – Project Officer

Request for container storage referred from Leisure and Recreation.

c. Keep Moat

Information day at the Community Centre for planned for housing development off Sandygate Lane Hemsworth.

**06 REVIEW OF PROCEDURES FOR RECORDING AT MEETINGS**

The Town Clerk to report on a proposed review of the procedures for recording at meetings.

**07 ADVICE FROM YLCA**

The Town Clerk to report on the information received regarding YLCA advice dated 10 September 2018.

**08 EXCLUSION OF PRESS AND PUBLIC**

**09 REVIEW OF THE COUNCIL'S HARASSMENT, ABUSE, BULLYING AND INTIMIDATION POLICY**

To consider amendments to the currently policy for Harassment, Abuse, Bullying and Intimidation and approval of Chairman's action.

**10 REQUESTS FOR INSPECTION AND COPIES OF DOCUMENTATION**

The Town Clerk to provide an update and the current situation.

**11 PANTO**

To confirm arrangements

**12 STAFF TRAINING**

To consider a recommendation for training for staff

**Circulation:** Councillors Briggs, Campbell, Jones, Mellows, Morris, Nicholson, Riley, Swift, Upson, A Westmorland, G Westmorland & Wootton.

Tina Pattison  
Town Clerk  
12<sup>th</sup> September 2018

