



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 16th day of May 2017 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 & LGA 1972 Section 85 – see attached report**

Annual Town Council Meeting
16 May 2017
Agenda – continued

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.

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 amend or adopt the Council's Financial Regulations –See Town Clerk's report – attached

13 The Council's Standing Orders

To amend or adopt the Council's Standing Orders -See Town Clerk's report – attached

14 Final Accounts (Annual Return) 2016/17

See Town Clerks report attached

15 Financial Statements for the year ended 31 March 2017

See Town Clerks report attached

16 To appoint representatives on outside bodies.

YLCA 2 Councillors

17 Review of inventory of land and assets including buildings and office equipment

The Town Clerk to report.

18 Review and confirmation of arrangements for insurance cover in respect of all insured risks

The Town Clerk to report.

**Annual Town Council Meeting
16 May 2017
Agenda - continued**

- 19 Review of the Council's Complaints Procedure & Abuse, Intimidation or Rudeness Policy – Appendix 2 & 3 of the Town Councils Standing Orders**
- 20 Review of procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – see attached report.**
- 21 Confirmation of the Council's policy for dealing with the press/media (Refer to Minute No. 298 – Policy Committee meeting held 9 May 2017)**
- 22 Review of Grant Policy – see attached information**
- 23 Local Council Award Scheme update**
- 24 Correspondence**
The Town Clerk to report on the following items of correspondence received:
- a. Yorkshire Audit
 - b. The Prince of Wales Hospice
 - c. The Good Councillors Guide 2017 - **attached**
- 25 Planning Matters**
The Town Clerk to report on the following:
- a. Weekly planning lists, applications, acknowledgment of comments and notification of decisions
- 26 LICENSING MATTERS**
The Town Clerk to report on the following:
- a. Weekly Licensing Applications
- 27 Town Council Meeting**
To receive and confirm the Minutes of the meetings held on 28 March 2017, as detailed in Minute book No. 7, pages 283 - 285.
- 28 To approve the signing of the Minutes as a correct record by the person presiding**
- 29 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
286 - 307	Leisure & Recreation	04 April 2017
308 - 309	Finance	11 April 2017
310	Finance Sub	14 March 2017
323 - 325	Policy	09 May 2017

N.B. Payments re: February 2017 are detailed on pages 311 - 322.

Annual Town Council Meeting

16 May 2017

Agenda - continued

30 Accounts for Payment

To confirm the payment of accounts as approved under Minute No. 290 of the Finance Committee held on 11 April 2017.

31 Matters raised by the Chairman

- a. Town & Parish Council liaison meeting (26 April 2017)

CIRCULATION

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

T A Pattison

Town Clerk

10 May 2017

Ref: TC 010517-M3.10