



## Horsforth Town Council

The Stables  
2 Church Road  
Horsforth  
Leeds  
LS18 5LG

[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – **0113 258 0988**

### To Members of the Finance and General Purposes Committee:

You are summonsed to attend a meeting of the **Finance and General Purposes Committee** on Thursday 14<sup>th</sup> March 2024 at 7pm to be held at the Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

B Crabtree  
Town Clerk  
08.03.2024

**POLITE REMINDER TO ALL CLLRS: WE ARE A GREEN COUNCIL AND PRINTING BY THE OFFICE SHOULD BE KEPT TO A MINIMUM. PLEASE BRING AN ELECTRONIC DEVICE FOR THE MEETING TO USE TO VIEW DOCUMENTS.**

### Agenda

1. **Introduction from the Chair**
2. **To consider apologies and the reason for absence**
3. **Declaration of Disclosable Pecuniary and other Interests**  
To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 29 of the Localism Act 2011 and the Members' Code of Conduct. Also, to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with the Members Code of Conduct.
4. **To consider questions and comments from members of the public at the Chairman's discretion**  
Members of the Public are reminded that this is their opportunity to speak to the Meeting on any topic relevant to the work of the Committee. However, they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.
5. **To confirm and accept the minutes of the Finance and General Purposes meeting held on 11<sup>th</sup> January 2024. See agenda pack.**
6. **Financial Matters**
  - 6.1. To consider recommending that the Council approves the accounts and cash book entries to 29<sup>th</sup> February 2024 and agree any necessary action. See Agenda Pack.
  - 6.2. To consider and approve the schedule of payments. See Agenda Pack.
  - 6.3. To receive an update about the internal audit and internal control checks

- i. Review of internal audit
- ii. Internal control checks

6.4 To consider and agree the arrangements for the Christmas lights for 2024 including:

- i. To consider a proposal from Cllr Tumalan
- ii. To consider the Christmas lights quote
- iii. To consider submitting a grant application for the Outer Northwest Community Committee funding towards the Christmas Lights

**7. Community Infrastructure Levy (CIL)**

7.1. To receive an update on CIL.

7.2. To receive any reports from Community Infrastructure Levy Group

**8. To consider matters requested by Councillors/the Clerk/Committee and agree any necessary action:**

8.1. To consider a recommendation from the C&E Committee to increase the Horsforth Central Methodist Church grant to £1000.

**9. 3&5 The Green**

To receive an update and agree any necessary action

**10. Exclusion of press and public**

In view of the confidential nature of the business about to be transacted at agenda item 11 and 12 to consider temporarily excluding the press and public and that they be asked to withdraw from the meeting.

**11. Floral displays**

To consider the quotes and agree the arrangements for the floral displays this year

**12. Staffing Matters**

12.1 To receive an update about the S. White's appraisal and agree any necessary action

12.2 To review and agree the Annual Leave Policy

12.3 To receive further updates about staffing and agree any necessary action

**13. Matters for information**

**14. Items for future agenda**

**15. Date of the next meeting**

Next meeting date: 16<sup>th</sup> May 2024

Deadline for agenda items: 7<sup>th</sup> May 2024

*Distribution: Cllrs D. Brosnan, S. Dowling, M. Fletcher, G. Garvani, J. Garvani,  
R. Hardcastle, A. Martin, T. Stones, J. Tumalan*