



Horsforth Town Council

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**Finance and General Purposes Committee Minutes
Meeting held on Thursday 11th January 2024 at 7pm
Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG**

Present: In Chair – Cllr S. Dowling (Chair)

D. Brosnan, M. Fletcher, J. Garvani, G. Garvani, R. Hardcastle, A. Martin, T. Stones, J. Tumalan

In attendance: B. Crabtree – Clerk

FGP/23.56 Introduction from the Chair

Cllr Dowling welcomed all to the meeting.

FGP/23.57 To consider apologies and the reason for absence

No apologies received.

FGP/23.58 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/23.59 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

FGP/23.60 To confirm and accept the minutes of the Finance and General Purposes meeting held on 16th November 2023.

Resolved to approve the minutes of the Finance and General Purposes Committee meeting held on 16th November 2023 as a true and accurate record.

FGP/23.61 Financial Matters

23.62.1 To consider recommending that the Council approves the accounts and cash book entries to 31st December 2023 and agree any necessary action.

Resolved to recommend that the Full Council approves the accounts and cash book entries to 31st December 2023

23.62.2 To consider and approve the schedule of payments

Resolved to approve the Schedule of Payments.

23.62.3 To receive an update about the internal audit and internal control checks

i. Review of internal audit

Due to be carried out.

ii. Internal control checks

It was noted that a meeting has not been arranged and it was **resolved** that Cllr Fletcher and Cllr G. Garvani would now carry out the internal control checks.

23.62.4 To consider the budget and precept for 2024-2025 to make recommendations to the Full Council.

The draft budget was reviewed, and amendments were made. It was **resolved** to recommend to the Full Council a budget of £213,139 and the designated funds as shown in Appendix 1. It was noted that the indicative tax base for 2024-2025 is 7494.9 and the Local Council Tax Support grant is £5174. It was **resolved** to recommend to Full Council a precept demand of £144,900 which would mean that the annual band D charge would be £19.33. (£1.61 per month).

23.62.5 To consider submitting a grant application for the Outer Northwest Community Committee funding towards the clock maintenance costs

Resolved not to submit a grant for funding towards the clock maintenance and instead recommend to the C&E Committee to apply for funding towards the Christmas lights.

FGP/23.62 Community Infrastructure Levy (CIL)

23.62.1 To receive an update on CIL

Cllr J. Garvani reported that the works near the bandstand have been completed and Cllrs are carrying out a site visit shortly to discuss the outstanding projects with LCC. The Clerk reported that she has contacted LCC about the benches and bins that were ordered in 2022 to be installed at the Newlaithes playground and LCC said there is a backlog at the moment and will confirm the installation date.

23.62.2 To receive any reports from Community Infrastructure Levy Group

No further information.

FGP/23.63 To consider matters requested by Councillors/the Clerk and agree any necessary action:

23.63.1 To consider a recommendation from the C&E Committee to increase the Walk of Art grant to £1000.

Resolved not to increase the Walk of Art grant.

FGP/23.64 3&5 The Green

23.64.1 To receive an update and agree any necessary action

Cllr J. Garvani reported that the planning application has now been registered by LCC and they plan to determine it by 1st March 2024. The license of alterations is required by LCC and they told the Clerk they will grant this once the application has been approved. This means that the start date is delayed to possibly the end of March/beginning of April 2024.

The resident drop-in session was held in December and Cllrs received some positive feedback and so far 116 residents have completed the online survey.

The meeting to update community groups about the project is being held on 8th February 2024 and the Clerk is preparing a survey for that.

It was noted that the plans have been amended slightly due to the proposed lift now being unavailable and the plans can be found on the LCC planning portal.

A site meeting is being held at the end of January with the architect and contractor.

FGP/23.65 Exclusion of press and public

Resolved to exclude the public.

FGP/23.66 Staffing Matters

23.66.1 To receive an update about staffing and agree any necessary action

Cllr J. Garvani reported that S. White has completed the ILCA training and the committee **resolved** to increase her salary by one point. The committee agreed that her working hours will remain at 18 hours per week and this will be monitored.

The Clerks annual appraisal has been completed, this was positive and it was **resolved** to amend the wording on her job description to attend conferences when appropriate

FGP/23.67 Matters for information

Cllr J. Garvani reported that LCC are recommending approval of the TC's proposed changes to the polling districts.

FGP/23.68 Items for future agenda

No items requested.

FGP/23.69 Date of the next meeting

Resolved that the next meeting will be held on 14th March 2024 and the deadline for agenda items is 4th March 2024.

The meeting closed at 8.35pm.

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

Appendix 1 – Proposed draft budget and designated funds for 2024-2025

Horsforth Town Council - Budget 2024-2025

Approved by Council:

	2022-2023	2022-2023 ACTUAL	2023-2024	2023-2024 ACTUAL AS AT 31/12/2023	2023-2024 EXPECTED AT YEAR END	2024-2025
INCOME						
Precept	£126,019	£126,019	£126,035	£126,035	£126,035	
Council Tax Support Grant	£4,676	£4,676	£4,927	£4,927	£4,927	£5,174.00
Bank Interest	£100	£1,043	£100	£1,659	£2,410	£2,760.00
Donations				£699	£699	
CIL				£176	£176	£0.00
Premises income				£0	£0	
Museum Rent	£3,000		£4,000	£0	£0	£4,000.00
Grants				£0	£0	£5,676.00
Donations					£0	£10,000.00
Lettings				£0	£0	
	£133,795	£131,738	£135,062	£133,495	£134,247	£27,610.00

	2022-2023	2022-2023 ACTUAL	2023-2024	2023-2024 ACTUAL AS AT 31/12/2023	2023-2024 EXPECTED AT YEAR END	2024-2025 PROPOSED BUDGET
EXPENDITURE						
Community and Environment						
Grants & sponsorship	£5,150	5,385.00	£4,500	£1,700	£3,000	£4,000
Award scheme	£200	43.00	£200	£274	£274	£200
Civic Service	£100	0.00	£100	£100	£100	£100
Horsforth Gala	£100	30.00	£100	£44	£44	£100
Remembrance Service	£1,000	679.04	£1,000	£859	£901	£1,000
Annual Town Meeting	£50	0.00	£50	£0	£0	£0
Horsforth Matters	£3,200	3,978.07	£1,750	£1,524	£1,620	£1,000
Band concerts	£975	1,045.50	£1,200	£990	£990	£990
Annual Event	£0	0.00	£2,543	£2,550	£2,550	£2,500
Christmas motifs, lights and trees	£14,700	14,343.00	£16,000	£950	£15,784	£17,000
Christmas Switch-On event	£2,200	1,713.71	£5,000	£4,163	£5,000	£4,500
HTC baskets and planters - inc watering	£5,450	5,374.26	£5,600	£5,550	£5,550	£5,800
Community planters (HIB/Fairtrade) watering x1/week	£3,640	3,655.65	£4,000	£4,014	£4,014	£4,200

Jubilee Garden - maintenance	£1,000	1,070.00	£1,000	£420	£720	£1,000
Total	£37,765	37,317.23	£43,043	£23,138	£40,547	£42,390
Planning, Licensing and Traffic	£500	0.00	£500	£0	£0	£500
Total	£500	0.00	£500	£0	£0	£500
Cold Calling Control Zone/Other	£500	0.00	£0	£0	£0	£0
Total	£500	0.00	£0	£0	£0	£0
Climate Change	£1,000	0.00	£0	£0	£0	£0
Staffing costs						
Office Staff	£77,311	43,877.11	£61,605	£47,257	£61,253	£69,363
Premises Staff						£15,000
Recruitment						£100
Total	£77,311	43,877.11	£61,605	£47,257	£61,253	£84,463
Office						
Office Equipment & Photocopier Lease	£1,030	1,437.06	£1,000	£263	£300	£400
IT Support	£1,300	1,071.50	£1,175	£822	£1,138	£1,400
Stationery & Printing	£775	1,119.98	£900	£574	£800	£900
Postage	£100	6.28	£100	£0	£0	£25
Telephone and Broadband	£930	860.82	£900	£720	£848	£1,500
Subscriptions	£2,325	2,205.00	£2,325	£1,944	£2,310	£2,450
Audit, Accounts & Data Protection	£1,805	3,996.81	£3,000	£1,840	£1,904	£2,000
Miscellaneous	£155	525.89	£200	£408	£500	£750
Bank Charges	£145	147.15	£145	£105	£141	£150
Chairman's Allowance	£200	95.00	£100	£0	£0	£100
Meeting Expenses & Refreshments	£185	42.48	£185	£0	£0	£100
Room Hire	£1,100	317.50	£1,300	£257	£433	£500
Legal & Professional Fees	£1,030	0.00	£1,030	£0	£750	£2,500
Email and Website	£685	1,791.00	£737	£18	£758	£800
Clock Maintenance	£415	705.00	£500	£150	£500	£500
Defibrillator Maintenance	£1,030	40.00	£2,000	£150	£1,025	£2,000
Roll Of Honour	£125	120.00	£0	£0	£0	£0
Combined Insurance	£1,340	1,833.30	£1,834	£1,999	£1,999	£2,500
Total	£14,675	16,314.77	£17,431	£9,250	£13,406	£18,575
Training						
Staff Training	£2,000	800.00	£1,500	£200	£200	£1,000
Councillor Training	£1,000	25.00	£2,000	£439	£600	£1,000
Total	£3,000	825.00	£3,500	£639	£800	£2,000

Election (TRANSFER FROM DF)	£10,000	7,745.00	£12,500	£13,609	£13,609	£12,500
Total	£10,000	7,745.00	£12,500	£13,609	£13,609	£12,500
Premises						
Utilities and Services	£8,655	19,003.00	£16,784	£8,138	£9,784	£13,500
Cleaning and Caretaking	£3,090	0.00	£1,000	£0	£0	£2,500
Maintenance and Statutory Checks	£5,255	936.00	£1,500	£421	£700	£13,150
Sundry expenditure	£13,521	9,798.00	£13,811	£9,810	£9,810	£19,561
Total	£30,521	£29,737	£33,095	£18,369	£20,294	£48,711
Horsforth Museum - Grant re No5 The Green Rent						
	£3,000	£0	£4,000	£0	£4,000	£4,000
Total	£3,000	£0	£4,000	£0	£4,000	£4,000
	£178,272	£135,815	£175,674	£112,262	£153,909	£213,139
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE	-44,477	-4,077	-40,612	21,234	-19,662	-185,529

PROPOSED BUDGET AND PRECEPT		£	£
Total proposed expenditure			213,139
<u>Other income/funds</u>			
Anticipated CTSG		5,174	
Bank interest (estimated)		2,760	
Rent/premises insurance for No5 The Green		4,000	
Rent/utilities/premises insurance for The Stables and No3 The Green		0	
Donation		10,000	
Total other income/funds			21,934
Amount needed to balance budget			191,205
PRECEPT REQUEST			144,900
Difference			46,305

Designated Funds

Approved by Council:

	2022-2023	2022-2023 ACTUAL	2023-2024	2023-2024 ACTUAL AS AT 31/12/2023	2023-2024 EXPECTED C/F AT YEAR END	2024-2025 PROPOSED
DESIGNATED FUNDS						
NEIGHBOURHOOD PLAN	£4,037	£3,243	£3,243	£3,243	£3,243	£3,243
ELECTION	£3,750	£3,750	£3,750	£0	£0	£0
3 & 5 THE GREEN - REFURBISHMENT	£69,100	£35,252	£70,000	£53,818	£0	£0
THE MUSEUM						£5,000

NO.3 PHASE 2 RENOVATION							£80,000
CONTINGENCY FOR PREMISES REPAIRS							£5,000
3 & 5 THE GREEN - PRE- ACQUISITION COSTS	£3,418	£2,418	£2,418	£1,166	£0		£0
FREE SCHOOL MEAL	£2,750	£2,750					£0
MECHANICS INSTITUTE	£4,500	£4,500	£4,500	£4,500	£4,500		£0
QUEENS PLATINUM JUBILEE	£3,660	£126					£0
TOTAL DESIGNATED FUNDS C/F	£91,215	£52,040	£83,911	£62,727	£7,743		£93,243
RESTRICTED FUNDS							
COMMUNITY INFRASTRUCTURE LEVY	£80,666	£75,573	£71,349	£71,349	£6,349		£6,306
3 & 5 THE GREEN - PWLB	£89,899	£89,899	£89,899	£89,899	£0		£0
TOTAL RESTRICTED FUNDS C/F	£170,565	£165,472	£161,248	£161,248	£6,349		£6,306

£99,549