



## **Horsforth Town Council**

Mechanics Institute  
Town Street  
Horsforth  
Leeds  
LS18 5BL

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

### **Finance and General Purposes Committee**

**Thursday 11<sup>th</sup> January 2024**

#### **AGENDA PACK**

**Contents page overleaf**

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



## Horsforth Town Council

The Stables  
2 Church Road  
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**Finance and General Purposes Committee Minutes  
Meeting held on Thursday 16<sup>th</sup> November 2023 at 7pm  
Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG**

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

M. Fletcher, F. Gains, J. Garvani, G. Garvani, R. Hardcastle, A. Martin, T. Stones, J. Tumalan

**In attendance:** B. Crabtree – Clerk

**FGP/23.41 Introduction from the Chair**

Cllr Dowling welcomed all to the meeting.

**FGP/23.42 To consider apologies and the reason for absence**

Apologies were received from Cllr Brosnan and reasons were approved. Cllr Gains was in attendance as a substitute.

**FGP/23.43 Declaration of Disclosable Pecuniary and other Interests**

None declared.

**FGP/23.44 To consider questions and comments from members of the public at the Chairman's discretion**

No members of public were present.

**FGP/23.45 To confirm and accept the minutes of the Finance and General Purposes meeting held on 14<sup>th</sup> September 2023.**

**Resolved** to approve the minutes of the Finance and General Purposes Committee meeting held on 14<sup>th</sup> September 2023 as a true and accurate record.

**FGP/23.46 Financial Matters**

**23.46.1 To consider recommending that the Council approves the accounts and cash book entries to 31<sup>st</sup> October 2023 and agree any necessary action.**

**Resolved** to recommend that the Full Council approves the accounts and cash book entries to 31<sup>st</sup> October 2023

**23.46.2 To consider and approve the schedule of payments**

**Resolved** to approve the Schedule of Payments. The Clerk was asked to investigate different options for the clock maintenance.

It was **resolved** to waive the requirement to seek 3 quotes for the Museum roof repairs due to immediate action required.

**23.46.3 To receive an update about the internal audit and internal control checks**

**i. Interim internal audit**

The Clerk reported that the Interim Internal Audit has been carried out and the auditor has noted that the TC is opening new bank accounts to ensure it is covered by the Financial Services Compensation Scheme (FSCS) and the TC requires an SSL certificate for the website to ensure it is secure. The Clerk is arranging the SSL certificate.

ii. **Review of internal audit**

This is due to be carried out.

iii. **Internal control checks**

This is due to be carried out.

iv. **Review of risk management**

Cllr Dowling reported that he has carried out a Risk Management Review along with Cllr Goulden and it was noted that the cover for Fidelity has increased to £500,000.00 and the TC needs to review the amount allocated for elections due to the increase this year. Cllr Wishart queried why the cover for Employers Liability is so high and the Clerk agreed to investigate this.

**23.46.4 To consider advice received from YLCA regarding all Cllrs signing the Bank mandates**

The Clerk reported that YLCA has confirmed that the TC decides the number of bank signatories and consider if the internal controls in place are efficient. It was **resolved** not to increase the number of signatories.

**23.46.5 To note the Parish Precept Timetable for 2024-2025**

The Precept Timetable was noted.

**23.46.6 To note that the Clerk is preparing the draft budget for 2024-2025 and to make any recommendations**

The Clerk reported that she is drafting the budget for consideration at the next committee meeting.

**FGP/23.47 Community Infrastructure Levy (CIL)**

**23.47.1 To receive an update on CIL**

Cllr J. Garvani reported that LCC has now resurfaced the path next to the bandstand in Hall Park. The Clerk will contact LCC for an update about the other projects including the benches and bins at Newlathes.

**23.47.2 To receive any reports from Community Infrastructure Levy Group**

No further information.

**FGP/23.48 To consider matters requested by Councillors/the Clerk and agree any necessary action:**

**23.48.1 To consider the LCC Review of polling districts**

Cllr J. Garvani reported that LCC has proposed the following changes:

- Find a replacement for Woodside Methodist Church (HOC) as this is no longer available.
- Relocate HOD, currently at Featherbank Primary School, to Cragg Hill Baptist as they wish to only use schools where no other suitable premises are available.
- Suggestions for replacement of Newlathes Primary (HOI).

Cllrs considered the proposals and were asked to send any suggestions they may have.

Cllr J. Garvani proposed the following:

- Merge HOH & HOG into one polling district.
- Create a new polling district, with the polling station at St Mary's Church, consisting of the following: All Broadgate Lane from Low Lane to Town Street, All North Broadgate Lane, All cul-de-sacs off Broadgate Lane, Wood Lane & Castlewood Close, Both sides of Stanhope Drive from Broadgate Lane to the Ring Road, Salmon Crescent, Alexandra Road, Broadgate Walk, Broadgate Crescent, King Edward Ave, King Edward Crescent, The Grove, Grove Road, Drury Ave, Drury Lane and Drury Close.

This would ~870 voters from HOG reducing its electorate to ~2000 and takes ~570 from HOE reducing it to about 900.

It was **resolved** to approve Cllr J. Garvani's proposals.

**23.48.2 To consider advertising the Farmers Market on the Horsforth road signs**

**Resolved** not to advertise on the road signs due to safety reasons.

Cllr Tumalan left the meeting.

### **FGP/23.49 Exclusion of press and public**

**Resolved** to exclude the public.

### **FGP/23.50 3&5 The Green**

#### **23.50.1 To receive an update and agree any necessary action including:**

The following was noted:

- The Museum roof is leaking and the quote to repair the roof was agreed at item FGP/23.46.2.
- The Clerk has asked LCC for permission to carry out the No.3 renovation and they have said that a license of alterations is required due to the structural work being carried out. The TC will be required to pay legal and survey fees which were agreed at item FGP/23.46.2.
- The proposed start date is 8<sup>th</sup> January 2024 but this is dependant on the TC receiving permission from LCC and the planning permission.
- The Working Group are going to recommend holding a drop-in session for residents on 14<sup>th</sup> December 2023 to Full Council.
- The Museum has now received the latest response from the TC about the lease terms and the lease should be ready to be drafted shortly by a solicitor.
- The Clerk reported that she has contacted the solicitor regarding the license of alterations and Museum lease. The solicitor's quote's was agreed at item FGP/23.46.2.

#### **i. To consider the quotes provided for the utility contracts at The Stables and No.3 and agree any necessary action**

**Resolved** to agree the cheapest quote if it is a fixed contract for 12 months.

### **FGP/23.51 Staffing Matters**

#### **23.50.1 To receive an update about staffing and agree any necessary action**

Cllr J. Garvani reported the following:

- Cllr Dowling and Cllr Gains will be carrying out the Clerks appraisal shortly.
- The National Joint Council for Local Government Services (NJC) has reached an agreement on pay rates from 1<sup>st</sup> April 2023. The salary points have increased and are backdated to April.
- Both members of staff are happy working at the Stables.

### **FGP/23.52 Policies and Procedures**

**Resolved** to recommend that the Full Council adopts the Business Continuity Plan with amendments. It was agreed to also backup documents on external hard drives.

### **FGP/23.53 Matters for information**

No further matters.

### **FGP/23.54 Items for future agenda**

- Draft budget

### **FGP/23.55 Date of the next meeting**

**Resolved** that the next meeting will be held on 11<sup>th</sup> January 2024 and the deadline for agenda items is 1<sup>st</sup> January 2024.

The meeting closed at 8.05pm.

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

Horsforth Town Council  
Annual Budget and Expenditure 2023-2024  
Updated 02.01.2024

		Annual Budget		Income & Expenditure		Budget Remaining	
		2023-2024		As At 31.12.2023		As At 31.12.2023	
		£	£	£	£	£	£
<b>INCOME</b>							
	Precept	126,035		126,035		0	
	Council Tax Support Grant	4,927		4,927		0	
	Bank Interest Received	100		1,659			
	Other			699			
	<b>3 &amp; 5 The Green</b>						
	HLAH No3: Rent & Premises Insurance	3,000		0		0	
	The Museum No5: Rent & Premises Insurance	0				0	
	HTC The Stables: Rent & Premises Insurance	0		0		0	
	<b>TOTAL INCOME</b>		<b>134,062</b>		<b>133,319</b>		<b>0</b>
<b>EXPENDITURE</b>							
	<b>Community &amp; Environment</b>						
	Grants & Sponsorship	4,500		1,700		2,800	
	Award Scheme	200		274		-74	
	Civic Service	100		100		0	
	Horsforth Gala	100		44		56	
	Remembrance Service	1,000		859		141	
	Annual Town Meeting	50		0		50	
	Horsforth Matters	1,750		1,524		226	
	Band Concerts	1,200		990		210	
	Special Events and Projects (Annual Event)	2,543		2,550		-7	
	Christmas Motifs, Lights & Trees	16,000		950		15,050	
	Christmas Switch On Event	5,000		4,163		837	
	HTC Floral Displays - Installation & Water	5,600		5,550		50	
	Community Watering - HIB & Fairtrade	4,000		4,014		-14	
	Garden Maintenance	1,000		420		580	
			<b>43,043</b>		<b>23,138</b>		<b>19,905</b>
	<b>Planning, Licensing &amp; Traffic</b>		<b>500</b>		<b>0</b>		<b>500</b>
	<b>Salaries</b>						
	Basic Salary Costs	61,605		47,257			
			<b>61,605</b>		<b>47,257</b>		<b>14,348</b>
	<b>Office</b>						
	Office Equipment & Photocopier Lease	1,000		263		737	
	IT Support	1,175		822		353	
	Stationery & Printing	900		574		326	
	Postage	100		0		100	
	Telephone and Broadband	900		720		180	
	Subscriptions	2,325		1,944		381	
	Audit, Accounts & Data Protection	3,000		1,840		1,161	
	Miscellaneous, Quality Council & Recruitment	200		408		-208	
	Bank Charges	145		105		40	
	Chairman's Allowance	100		0		100	
	Meeting Expenses & Refreshments	185		0		185	
	Room Hire	1,300		257		1,043	
	Legal & Professional Fees	1,030		0		1,030	
	Email and website	737		18		719	
	Clock Maintenance	500		150		350	
	Defibrillator Maintenance	2,000		150		1,850	
	Combined Insurance	1,834		1,999		-165	
			<b>17,431</b>		<b>9,250</b>		<b>8,181</b>
	<b>Training</b>						
	Staff Training	1,500		200		1,300	
	Councillor Training	2,000		439		1,561	
			<b>3,500</b>		<b>639</b>		<b>2,861</b>
	<b>Election</b>		<b>12,500</b>		<b>13,609</b>		<b>-1,109</b>
	<b>Property Overheads</b>						
	<b>3 &amp; 5 The Green</b>						
	Loan repayment	9,811		9,810		1	
	Site H&S & Statutory Inspections	1,000		356		645	
	Site Premises Insurance	4,000		0		4,000	
	No 3 Cleaning Charges	1,000		0		1,000	
	No 3 Business Rates	6,784		6,784		0	
	No 3 Light, Heat, Power & Water	10,000		1,354		8,646	

	Site Management & Maintenance	500		165		335
		33,095			18,469	14,626
	Horsforth Museum - Grant re No 5 The Green Rent	4,000		0		4,000
	<b>TOTAL EXPENDITURE</b>	<b>175,674</b>		<b>112,363</b>		<b>63,311</b>
	<b>SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE</b>	<b>-41,612</b>		<b>20,957</b>		

Horsforth Town Council  
Annual Budget and Expenditure 2023-2024  
Designated Funds

		As At 31.12.2023	
		£	£
<b>DESIGNATED FUNDS</b>			
<b>NEIGHBOURHOOD PLAN</b>			
	Balance B/F 01.12.23	3,243	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	<b>Balance C/F 31.12.2023</b>		<b>3,243</b>
<b>ELECTION</b>			
	Balance B/F 01.12.23	3,750	
	Income	0	
	Expenditure	3,750	
	Transfer of funds	0	
	<b>Balance C/F 31.12.2023</b>		<b>0</b>
<b>3 &amp; 5 THE GREEN - REFURBISHMENT</b>			
	Balance B/F 01.12.23	35,252	
	Income	0	
	Expenditure	16,182	
	Transfer of Increase DF for 2023-2024 from General reserves	83,002	
	Transfer of Decrease DF for 2023-2024 to General Reserves	48,254	
	<b>Balance C/F 31.12.2023</b>		<b>53,818</b>
<b>3 &amp; 5 THE GREEN - PRE-ACQUISITION COSTS</b>			
	Balance B/F 01.12.23	2,418	
	Income	0	
	Expenditure	1,252	
	Transfer of funds	0	
	<b>Balance C/F 31.12.2023</b>		<b>1,166</b>
<b>MECHANICS INSTITUTE</b>			
	Balance B/F 01.12.23	4,500	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	<b>Balance C/F 31.12.2023</b>		<b>4,500</b>
<b>QUEEN'S PLATINUM JUBILEE</b>			
	Balance B/F 01.12.23	126	
	Income	0	
	Expenditure		
	Transfer of Allocated to General Funds for 2023/2024	126	
	<b>Balance C/F 31.12.2023</b>		<b>0</b>
<b>FREE SCHOOL MEALS</b>			
	Balance B/F 01.12.23	2,750	
	Income	0	
	Expenditure	0	
	Transfer of Allocated to General Funds for 2023/2024	2,750	
	<b>Balance C/F 31.12.2023</b>		<b>0</b>

<b>TOTAL DESIGNATED FUNDS C/F</b>			<b>62,727</b>
<b>RESTRICTED FUNDS</b>			
<b>COMMUNITY INFRASTRUCTURE LEVY</b>			
	<b>Balance B/F 01.12.23</b>	<b>71,173</b>	
	Income	176	
	Expenditure	0	
	Transfer of funds	0	
	<b>Balance C/F 31.12.2023</b>	<b>71,349</b>	
<b>3 &amp; 5 THE GREEN - PWLB</b>			
	<b>Balance B/F 01.12.23</b>	<b>89,899</b>	
	Income (Loan)	0	
	Expenditure (repayment)	0	
	Transfer of funds	0	
	<b>Balance C/F 31.12.2023</b>	<b>89,899</b>	
<b>TOTAL RESTRICTED FUNDS C/F</b>			<b>161,248</b>

**RECONCILIATION TO CASH BOOK**

**CHECK TOTAL**

General income less expenditure	20,957
Designated Income	0
Designated expenditure	-21,184
Restricted fund income	176
Restricted fund expenditure	0
<b>CASH BOOK TOTAL</b>	<b>-52</b>

<b>CASH BOOK TOTAL 2023-2024</b>	<b>-52.05</b>
<b>(CB Receipts less payments - per cash book)</b>	

<b>Difference</b>	<b>0</b>
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Horsforth Town Council  
Bank Reconciliation as at 31.12.2023  
Prepared by Becky Crabtree 02.01.2024

At next y/end  
S / L term

Balance per bank statements as at 31.12.2023  
Current Account

Virgin Money (per stmt 31.11.2023)	86,211.56	Short term
Unity Trust Bank (per Stmt 31.12.2023)	167,899.15	Short term
Nationwide Building Society (Per stmt 31.12.2023)	85,836.83	Short term

Term deposit accounts

339,947.54

Add uncredited receipts

0.00

Less unrepresented cheques

0.00

0.00

Net Balances as at 31.12.2023

339,947.54

Cash book

Opening balances as at 01.04.2023

330,632.27

Add cash book receipts

152,498.45

Less cash book payments

143,183.18

Closing cash book balance as at 31.12.2023

339,947.54

Difference 0.00



Horsforth Town Council  
 Remaining General Funds at 31.12.2023

	£	£	£
<b>Bank Balances per reconciliation as at 31.12.2023</b>			
<b>Virgin (formerly Yorkshire Bank) (per stmt 31.11.2023)</b>		<b>86,211.56</b>	
<b>Unity Trust Bank (per Stmt 31.12.23)</b>		<b>167,899.15</b>	
<b>Nationwide Building Society (Per stmt 31.12.23)</b>		<b>85,836.83</b>	
			<b>339,948</b>
 <b>Unspent General Budgets</b>			
Community & Environment	19,905		
Planning, Licensing & Traffic	500		
Salaries	14,348		
Office	8,181		
Training	2,861		
Election	-1,109		
Property Overheads	14,626		
Horsforth Museum	4,000		
		<b>63,311</b>	
 <b>Unspent Designated Fund Balances</b>			
Neighbourhood Plan	3,243		
Election	0		
3&5 The Green - Refurbishment	53,818		
3&5 The Green - Pre-acquisition costs	1,166		
Mechanics Institute	4,500		
		<b>62,727</b>	
 <b>Unspent Restricted Fund</b>			
<b>CIL</b>			
Projects in Hall Park and Woodside Rec.	25,000.00		
3&5 The Green Refurbishment	40,000.00		
Additional projects	6,349.39		
<b>3&amp;5 The Green - PWLB</b>	<b>89,899</b>		
		<b>161,248</b>	
 <b>Unspent Funds</b>			<b>287,287</b>
 <b>Remaining General Funds</b>			<b>52,661</b>







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### Schedule of Payments for the Full Council meeting being held on 11<sup>th</sup> January 2024

Payee	Details	Amount	Comments
Salaries	Staff Salaries – January 2024	£3133.35	Clerk authorised with delegated powers
West Yorkshire Pension Fund	Pension Contributions – January 2024	£962.50	Clerk authorised with delegated powers
HMRC	PAYE & NI – Quarter 3	£4291.63	Clerk authorised with delegated powers
Jackson	Fire equipment supplies	£355.50	Clerk authorised with delegated powers
YSS Events	Stage and PA equipment for Christmas Event	£1500.00	Approved at the Full Council meeting held on 28 <sup>th</sup> September 2023
Larkfield Engraving	Trophies for Good Citizen and Young Achiever Award	£184.00	Clerk authorised with delegated powers
PPL PRS	Music license for Christmas Event	£173.55	Clerk authorised with delegated powers
R. Crabtree	Printing costs during office move/working at home	£22.06	
Stairlift Servicing	Stairlift Service	£65.00	
WW1 100 years	Grant	£200.00	Approved at the Community and Environment Committee meeting held on 7 <sup>th</sup> December 2023
Walk of Art	Grant	£500.00	Approved at the Community and Environment Committee meeting held on 7 <sup>th</sup> December 2023
Woodside St James PCC	Grant	£500.00	Approved at the Community and Environment Committee meeting held on 7 <sup>th</sup> December 2023
SLCC	Membership	£298.00	
T&B Bookkeeping	Payroll Service	£107.50	
Amazon	Stationary	£22.90	Clerk authorised with delegated powers
Tesco	R. Service - refreshments	£1.55	Clerk authorised with delegated powers
Morrisons	R. Service - refreshments	£4.79	Clerk authorised with delegated powers
Bannerworld	Christmas Event - Banner	£133.25	Clerk authorised with delegated powers
Amazon	Christmas event - grotto	£37.47	Clerk authorised with delegated powers

Amazon	Christmas event - grotto supplies	£11.66	Clerk authorised with delegated powers
Ring doorbell	Stables doorbell	£29.16	Clerk authorised with delegated powers
Amazon	Christmas event - Walkie talkies	£41.72	Clerk authorised with delegated powers
Amazon	Christmas event - grotto supplies	£252.97	Clerk authorised with delegated powers
Max Spielman	Award frames	£90.00	Clerk authorised with delegated powers
Amazon	Christmas event - grotto supplies	£53.20	Clerk authorised with delegated powers
Amazon	cleaning supplies and stationery	£46.44	Clerk authorised with delegated powers
Amazon	Christmas Event - grotto supplies	£8.00	Clerk authorised with delegated powers
Award Banner and signs	Christmas event - stage banner	£133.75	Clerk authorised with delegated powers
Horsforth in Bloom	Garden maintenance	£120.00	

Item 8.1

The Walk of Art submitted a grant application, and the Community and Environment Committee considered the grant at the meeting held in December 2023.

The Committee **resolved** to approve a grant of £500 to Walk of Art towards the event being held to celebrate the 10<sup>th</sup> year anniversary in 2024. It was **resolved** to recommend that the F&GP Committee considers increasing the grant to £1000 at the next Committee meeting.

Please see further information provided by Walk of Art below.

<b>Organisation</b>	Horsforth Walk of Art
<b>Is this a recurring event?</b>	No
<b>Amount requested</b>	500.00
<b>Previous grants/sponsorship awarded by HTC</b>	£500 - Dec 2021
<b>Last set of audited accounts</b>	Provided
<b>Constitution</b>	Yes – <b>available to view in the office</b>
<b>Public liability insurance Amount and period of cover</b>	No insurance arranged at present. The last event was covered by Leeds23.
<b>Details of funding from other sources</b>	For our 2024 festival we organised a fundraising event called ‘Horrid Histories Hop in Horsforth’ at Halloween in partnership with the Museum. This was a PAYF event so it was as inclusive as possible. We raised £224.  No other external funding has so far been sought as the majority will come from personal contributions within the community (crowdfunding and cash contributions at events) and sponsorship from local businesses to cover printing, websites, ‘wooden shapes’ project for schools and signage.
<b>Committee/Council meeting date</b>	07.12.2023
<b>Decision</b>	
<p>The Walk of Art will be celebrating its 10<sup>th</sup> year in 2024!</p> <p>It is a Free to participate festival for everyone and run by the community of Horsforth. It is growing in strength year on year and the beauty of it is that its not only run by the community of Horsforth but the money required to run it is sourced also within the community through micro grants, personal contributions,</p>	

## Item 8.1

The Aims and values of the Walk of Art are to:

- showcase creativity by local and almost local artists, performers, groups and schools in everyday and unusual spaces.
- engage and inspire the community to make creativity, in all its forms, accessible and engaging.
- be ethical and environmentally conscious.

A large portion of the money we are asking for is for our 'Artists in schools' project

A huge part of the festival is to invite local artists to teach in our schools to inspire the next generation. Arts encourage self-expression and creativity and can build confidence as well as a sense of individual identity. Creativity can also help with wellbeing and improving health and happiness as well as develop critical thinking.

In the past our local children have benefitted from being able to ask questions of many artists that have visited and tried their hands at a huge variety of arts from clay, digital illustration, portraiture, weaving and sewing. The money will be used to cover any additional materials needed to take into the schools.

A small portion of the money will be to support participating artists to cover any materials required to provide a hands on activity to engage and inspire the community.