



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

admin@horsforthtowncouncil.gov.uk t www.horsforthtowncouncil.gov.uk t 0113 258 0988

Finance and General Purposes Committee

Thursday 14TH March 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
Horsforth
Leeds
LS18 5LG

admin@horsforthtowncouncil.gov.uk www.horsforthtowncouncil.gov.uk [0113 258 0988](tel:01132580988)

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 u #
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 districts.

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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*

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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
Other income/funds		
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

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Horsforth Town Council
Annual Budget and Expenditure 2023/2024
Updated 05/08/2024

		Annual Budget		Income & Expenditure		Budget Remaining	
		2023/2024		As At 29/02/24		As At 29/02/24	
		£	£	£	£	£	£
INCOME							
	Precept	126,035		126,035		0	
	Council Tax Support Grant	4,927		4,927		0	
	Bank Interest Received	100		2,135			
	Other			774			
	3&5 The Green						
	HLAH No3: Rent & Premises Insurance	3,000		0		0	
	The Museum No5: Rent & Premises Insurance	0		0		0	
	HTC The Stables: Rent & Premises Insurance	0		0		0	
	TOTAL INCOME		134,062		133,871		0
EXPENDITURE							
	Community & Environment						
	Grants & Sponsorship	4,500		2,200		2,300	
	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		15,881		119	
	Christmas Switch On Event	5,000		4,241		759	
	HTC Floral Displays - Installation & Water	5,600		5,550		50	
	Community Watering - HIB & Fairtrade	4,000		4,014		-14	
	Garden Maintenance	1,000		540		460	
			43,013		38,767		4,246
	Planning Licensing & Traffic		500		0		500
	Salaries						
	Basic Salary Costs	61,605		55,578			
			61,605		55,578		6,027
	Office						
	Office Equipment & Photocopier Lease	1,000		317		683	
	IT Support	1,175		1,033		142	
	Stationery & Printing	900		774		126	
	Postage	100		0		100	
	Telephone and Broadband	900		903		-3	
	Subscriptions	2,325		2,242		83	
	Audit, Accounts & Data Protection	3,000		1,947		1,053	
	Miscellaneous, Quality Council & Recruitment	200		420		-220	
	Bank Charges	145		111		34	
	Chairman's Allowance	100		0		100	
	Meeting Expenses & Refreshments	185		73		112	
	Room Hire	1,300		362		938	
	Legal & Professional Fees	1,030		0		1,030	
	Email and website	737		143		594	
	Clock Maintenance	500		434		66	
	Defibrillator Maintenance	2,000		720		1,280	
	Combined Insurance	1,834		1,999		-165	
			17,431		11,478		5,953
	Training						
	Staff Training	1,500		320		1,180	
	Councillor Training	2,000		439		1,561	
			3,500		759		2,741
	Redeem		12,500		13,609		-1,109
	Property Overheads						
	3&5 The Green						
	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		1,937		8,063	
	Site Management & Maintenance	500		165		335	
			33,095		19,062		14,033

		Hisforth Museum - Gartie No 5 The Green Rent		400		0			400
		TOTAL EXPENDITURE		175,674		139,243			36,431
		SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE		-41,612		-5,322			

Hisforth Town Council
Annual Budget and Expenditure 2023/2024
Designated Funds

		As At 29/02/2024	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01/02/2024	3,243	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 29/02/2024		3,243
RECREATION			
	Balance B/F 01/02/2024	3,750	
	Income	0	
	Expenditure	3,750	
	Transfer of funds	0	
	Balance C/F 29/02/2024		0
3&5 THE GREEN - REFURBISHMENT			
	Balance B/F 01/02/2024	35,252	
	Income	0	
	Expenditure	16,932	
	Transfer of fund Increase DF for 2023-2024 from General reserve	83,002	
	Transfer of fund Decrease DF for 2023-2024 to General Reserves	48,254	
	Balance C/F 29/02/2024		53,068
3&5 THE GREEN - REACQUISITION COSTS			
	Balance B/F 01/02/2024	2,418	
	Income	0	
	Expenditure	1,252	
	Transfer of funds	0	
	Balance C/F 29/02/2024		1,166
MCHANISINSHUIE			
	Balance B/F 01/02/2024	4,500	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 29/02/2024		4,500
QUEENSHAIN MUIBIE			
	Balance B/F 01/02/2024	126	
	Income	0	
	Expenditure		
	Transfer of fund Allocated to General Funds for 2023/2024	126	
	Balance C/F 29/02/2024		0
REESCHOOLMENS			
	Balance B/F 01/02/2024	2,750	
	Income	0	
	Expenditure	0	
	Transfer of fund Allocated to General Funds for 2023/2024	2,750	
	Balance C/F 29/02/2024		0
	TOTAL DESIGNATED FUNDS C/F		61,977
RESERVED FUNDS			
COMMUNITY INFRASTRUCTURE FUND			

	Balance B/F 01.02.2021	71,173	
	Income	176	
	Expenditure	0	
	Transfer of funds	0	
	Balance CF 29.02.2021		71,349
3&5 THE GREEN - FWB			
	Balance B/F 01.02.2021	89,800	
	Income (Loan)	0	
	Expenditure (repayment)	0	
	Transfer of funds	0	
	Balance CF 29.02.2021		89,800
TOTAL RESTRICTED FUNDS CF			161,218

RECONCILIATION TO CASHBOOK

CHECK TOTAL

General income less expenditure	-5,372
Designated Income	0
Designated expenditure	-21,934
Restricted fund income	176
Restricted fund expenditure	0
CASHBOOK TOTAL	-27,131

CASHBOOK TOTAL 2023/2021 -27,130.65
(CB Receipts less payments - per cashbook)

Difference 0

Horsforth Town Council
 Remaining General Funds at 29.02.2024

	£	£	£
Bank Balances per reconciliation as at 29.02.2024			
Virgin (formerly Yorkshire Bank) (per stmt 31.01.2024)		86,688.15	
Unity Trust Bank (per Stmt 29.02.2024)		136,898.20	
Nationwide Building Society (Per stmt 31.12.23)		85,836.83	
			309,423
 Unspent General Budgets			
Community & Environment	4,276		
Planning, Licensing & Traffic	500		
Salaries	6,027		
Office	5,953		
Training	2,741		
Election	-1,109		
Property Overheads	14,043		
Horsforth Museum	4,000		
		36,431	
 Unspent Designated Fund Balances			
Neighbourhood Plan	3,243		
Election	0		
3&5 The Green - Refurbishment	53,068		
3&5 The Green - Pre-acquisition costs	1,166		
Mechanics Institute	4,500		
		61,977	
 Unspent Restricted Fund			
CIL			
Projects in Hall Park and Woodside Rec.	25,000.00		
3&5 The Green Refurbishment	40,000.00		
Additional projects	6,349.39		
3&5 The Green - PWLB	89,899		
		161,248	
 Unspent Funds			259,656
 Remaining General Funds			49,767



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

**Schedule of Payments for the Finance and General Purposes Committee meeting
being held on 14th March 2024**

Payee	Details	Amount	Comments
Salaries	Staff Salaries – February 2024	£3209.08	To note as previously approved by virtue of the employment contract
West Yorkshire Pension Fund	Pension Contributions – February 2024	£972.30	To note as previously approved by virtue of the employment contract
Parkinson Partnership	VAT Report	£750.00	Approved at Premises WG meeting and authorised using delegated powers with Leads
SLCC	Staff Training	£90.00	Clerk authorised with delegated powers
Vision ICT	SSL certificate	£150.00	The Internal audit noted the website requires an SSL certificate and it was agreed at the F&GP Committee meeting held on 16 th November 2023.
Mixam	Horsforth Matters	£53.49	Clerk authorised with delegated powers
Smith of Derby	Clock service	£284.00	Included on regular payments list that was approved in May 2023
R. Crabtree	Reimburse taxi fees for public meeting	£11.90	Clerk authorised with delegated powers
Public Access Defibrillators	Replacement pads for three defibs	£225.00	Clerk authorised with delegated powers
St Margaret's	Room hire	£105.25	Clerk authorised with delegated powers
R. Crabtree	Reimburse for refreshments at public meeting	£4.00	Clerk authorised with delegated powers
Eden	Gift	£22.50	Clerk authorised with delegated powers after Chair and Vice Chair approved
Vision ICT	Gov. uk domain	£65.00	
Vision ICT	Email and website	£690.00	

Horsforth Town Council: CIL Receipts and Expenditure Report
2023-2024

Updated: 05.03.2024

Date	Details	Receipts £	Expenditure £	Balance £
<u>Previous Years b/f</u>				
2017-18		2,116.88	-	
2018-19		24,013.20	-	
2019-20		25,132.45		
2020-21		26,918.28		
2021-22		2,486.04		
2022-23	Leeds City Council - Wheelchair accessible roundabout at Newlaithes Playground		5,093.00	
	Total previous years	80,666.85	5,093.00	75,573.85
<u>Current Year</u>				
2023-24	Bench and bins at Newlaithes playground		2,800.00	
2023-24		175.54		
2023-24	Various projects		25,000.00	
2023-24	No.3 The Green - Phase 1		40,000.00	
2023-24	waste bin		250.00	
	Total in current year	175.54	68,050.00	
	Total all years	80842.39	73,143.00	7,699.39
	Total CIL receipts in current year retained at year end	-		
	Total CIL receipts from previous years retained at year end*	75,573.85		
	Total receipts retained	75,573.85		

CIL Update

The Town Council has the following projects allocated:

Project	Cost	Update
Bench and bins at Newlaithes playground	£2800	LCC has now installed the bins and benches at Newlaithes play area. The benches were installed into the grass rather than onto concrete bases as originally discussed. They are at the side of the play area footprint so concrete bases were not needed. LCC has confirmed that the new cost is £2800 rather than the £4400 that LCC originally quoted the TC.
Various projects	£25000	<p>The TC ordered the following:</p> <ul style="list-style-type: none">1 Tri Mobility picnic table on Gravel surface 4m2 with HTC Plaques at Horsforth Hall Park and installation2 Picnic Tables with Plaques at Horsforth Hall Park and installation <p>Purchase and install 1x smaller 5 a-side white football post at Woodside Rec</p> <p>Install a pin kerb on the path to the bandstand To area 63m x 5.5m sweep and apply tac coat. Supply lay and roll 40mm x 6mm H/S wear course. Leave flower border and current grassed area as they are.</p> <ul style="list-style-type: none">1 Tri Mobility picnic table on Gravel surface 4m2 with HTC Plaques at Horsforth Hall Park and installation <p>The bandstand work has been completed and LCC has a requested a site meeting to discuss the rest of the order. A meeting is being arranged with the CIL Working Group members.</p>
No.3 The Green - Phase 1	£40,000	The funds were allocated to the No.3 The Green renovation and the works will be commencing in the next couple of months.
Waste bin	£250	The bin is being installed near the Horsforth Hotel. LCC has confirmed they have ordered the bin and delivery takes about 6 weeks.

Annual Leave Policy

Introduction

Policy Statement

Horsforth Town Council recognises the importance of annual leave in improving individuals' quality of working life in balancing their personal and working life. In addition, annual leave provides individuals with a chance to relax and recuperate in what can be a hard working stressful environment.

The aim of this policy is to provide a uniform and fair approach to the calculation of annual leave and bank holiday entitlements.

The policy is in accordance with the Working Time Regulations (1998; Amended 2003 & 2007), the Part-time Workers (Prevention of Less Favourable Treatment) Regulations (2000), Fixed Term Staff (Prevention of Less Favourable Treatment) Regulations (2002)

Scope of Policy

The policy applies to all staff who are employed at Horsforth Town Council.

Annual leave year

The annual leave period shall be from 1 April to 31 March each year.

Compliance with Statutory Requirements

Working Time Regulations (1998; Amended 2003 & 2007)

Horsforth Town Council recognises the entitlements of its workers to request annual leave in accordance with The Working Time Regulations (1998; Amended 2003 & 2007).

Part-time Workers (Prevention of Less Favourable Treatment) Regulations (2000) The Part-time Workers (Prevention of Less Favourable Treatment) Regulations (2000) legislates that part-time staff should not be treated less favourably than full-time staff. Horsforth Town Council endeavours to ensure the prevention of discrimination or less favourable treatment in the provision of annual leave.

Fixed Term Staff (Prevention of Less Favourable Treatment) Regulations (2002) The Fixed Term Staff (Prevention of Less Favourable Treatment) Regulations (2002) prevent fixed term staff being treated less favourably than similar permanent staff. Horsforth Town Council endeavours to ensure the prevention of discrimination or less favourable treatment in the provision of annual leave.

Responsibilities

Staff

It is the responsibility of all staff to:

- give reasonable notice to their line manager in requesting annual leave. The minimum amount of notice given should be as shown in the following table:

Number of days leave	Notice period
Up to 1 day	Office staff are permitted to take up to one day's leave without prior notice to the manager provided this is agreed between the office staff and does not impact on office opening hours or

	the function of the office.
1½ - 7 days	1 week
7½ – 14 days	2 weeks
14½ days or more	3 weeks

- inform their manager of leave taken or to be taken of up to 1 day where prior notice to the manager is not required;
- ensure that any leave requested of more than 1 day is authorised by their manager before leave is taken and not assume that individual leave requests will be approved; and
- inform their manager as soon as possible in accordance with the local sickness reporting procedure if they fall sick during their annual leave.

Line Managers

It is the responsibility of the line manager to:

- ensure that annual leave is managed equitably, balancing the needs of the service and the needs of individual staff, especially over holiday periods;
- confirm and authorise annual leave entitlements with the member of staff, as appropriate;
- give clearly explained reasons to the member of staff if their leave request is declined;
- record and monitor annual leave of staff so as to ensure that the appropriate annual leave is taken each leave year and that annual leave carried over or ‘banked’ is recorded;
- calculate (and re-calculate as appropriate) annual leave entitlements for their staff including part-time and fixed-term staff, and staff whose annual leave entitlement has increased due to length of service or increased decreased due to a change in hours

Annual Leave Entitlement

Your paid leave entitlement is set out in your contract of employment. The basic leave entitlement for a full-time staff member is 23 days per annum in addition to Bank holidays and two additional statutory days. Part-time employees receive a pro-rated entitlement according to their hours of work.

Entitlement on joining

All new members of staff will be entitled to annual leave plus Bank Holidays in the year of joining Horsforth Town Council. The leave entitlement will be calculated on a pro rata basis from the date of joining up to 31 March.

The Bank Holiday entitlement will be based on the number of Bank Holidays remaining in the current leave year from the date of joining.

Carrying over of annual leave

It is expected that within the annual leave year staff should be provided with the opportunity to take all their annual leave. Up to five days’ annual leave or the equivalent hours per working week may be carried forward on agreement of the Manager and taken in the ensuing leave year.

Sickness occurring during Annual Leave or Bank Holidays

If a member of staff falls sick whilst on annual leave, they should report their sickness to their manager as per the local sickness reporting procedure. In accordance with the Sickness Notification procedures of Horsforth Town Council. The manager will record the sickness and arrange for the

annual leave record to be amended to reflect the annual leave booked which was not subsequently taken – allowing the member of staff to take the annual leave another time.

Annual leave whilst on suspension

In the event that a member of staff is suspended from duty, the Annual Leave Policy herein continues to apply in full, inclusive of carrying over annual leave and applying to take annual leave.

Unpaid Leave

There may be circumstances when it is appropriate for a manager to allow an individual to take unpaid leave in addition to annual leave to enable a member of staff to take an extended period of leave. The manager may authorise up to two days' unpaid leave. Requests for unpaid leave exceeding two days must be approved by the Staffing and Employment Committee.

Death in service

Where a member of staff dies whilst working for the organisation, an allowance equivalent to that part of the annual leave entitlement not taken at the date of death shall be paid to the member of staff's personal representative. No deduction from the final salary payment should be made in respect of annual leave taken in excess of entitlement at the date of death.

General Public Holidays ('Bank Holidays')

A General Public Holiday shall be defined as a period of normal duty that starts within the period of 24 hours from midnight to midnight.

Staff will be entitled to all paid General Public Holidays (Bank Holidays) in the leave Year. All part time staff are entitled to the Bank Holidays pro rata to the full time allowance (For examples, see Appendix 1).

Half days

It is expected that annual leave will normally be taken in periods of not less than 1/2 day.

Working part-time

If your entitlement to Bank Holidays exceeds the number days that fall on your normal working days (typically because you don't work on Mondays) you will be able to take the excess as leave. If your entitlement to Bank Holidays is less than the number of Bank Holidays that fall on your normal working days, (typically because your normal working days include Mondays) then you can make up the difference by using your leave entitlement. With agreement from the Clerk (or the Council in the case of the Clerk), you may be able to work additional hours to make up the deficit or take unpaid leave.

Entitlement on Leaving

Staff who leave Horsforth Town Council will receive 1/12th of their annual leave entitlement for each complete calendar month worked in the current leave year, less any annual leave taken.

On leaving Horsforth Town Council:

- Untaken annual leave will be paid in lieu;
- A deduction from the final salary payment will be made in respect of annual leave taken in excess of entitlement at the date of leaving.

Recording and Monitoring Annual Leave

It is imperative that managers implement a leave reporting procedure appropriate for their service area.

Managers must record annual leave taken in order to ensure that leave granted is commensurate to the entitlement of the member of staff and in accordance with this policy.

Further staff leave entitlements

For information on other leave available, please see the Special Leave Policy.

Horsforth Town Council

Reviewed: 27 July 2023

Next review date: May 2024

Appendix 1

Bank Holiday calculations for part-time staff should be calculated in hours and applied on a pro rata basis regardless of the days worked by the members of staff. Please see the following examples:

Example 1

A full-time nurse would normally get 8 Bank Holidays a year. In hours this is 60 hours per year (37.5 hrs per week/5 days x 8 Bank Holidays). A part-time nurse working 15 hours a week would get a Bank Holiday entitlement for a full year of 24 hours (15 hrs per week/5 days x 8 Bank Holidays), regardless of the days normally worked.

Example 2

A full-time administrator would normally get 8 Bank Holidays a year. In hours this is 57.6 hours per year (36 hrs per week/5 days x 8 Bank Holidays). A part-time administrator working 15 hours a week would get a Bank Holiday entitlement for a full year of 24 hours (15 hrs per week/5 days x 8 Bank Holidays), regardless of the days normally worked.

These hours should be converted into days and then taken either on bank holidays which fall on the days normally worked or at some other time, in agreement with the line manager on the same way that annual leave is agreed.

If the calculation results in a fraction, this should be rounded-up to the next half or whole day.