



Horsforth Town Council

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**Finance and General Purposes Committee Minutes
Thursday 10th November 2022 at 7pm
Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL**

Present: In Chair – Cllr T. Stones (Chair)

Cllrs J Arbuckle, D Collins, SM Dowling, K Firth, M Fletcher, J Garvani, R Hardcastle, R Jones, E Hyndes.

In attendance: B. Crabtree – Clerk

FGP/22.17 To consider apologies and the reason for absence

Apologies were received from Cllr Harris and reasons were approved.

FGP/22.18 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/22.19 To consider questions and comments from members of the public at the Chairman's discretion.

One member of public was present with concerns about the new playground near Drury Avenue which included the following:

- He raised that it was a health and safety issue as there is no fence surrounding the playground.
- There is no bin installed.
- A number of youths hang around the site and he would like a sign stating the age limit for the equipment.
- It was noted that Police have attended due to the issues.

His concerns were discussed, and it was noted that the playground was an LCC project and Cllr Garvani confirmed that he is currently investigating the costs of fencing and a bin as the Ward City Councillor. He hopes that he can find the funding within the next 12 months.

All agreed that as the Town Council is not responsible for the playground, Cllrs will wait for an update from Cllr Garvani before any decision is to be made.

The Clerk will keep the member of public updated.

FGP/22.20 To confirm and accept the minutes of the Finance and General Purposes meeting held on 14th July 2022.

Resolved to approve the minutes of the meeting held on 14th July 2022 as a true and accurate record with one amendment.

FGP/22.21 Financial Matters

22.21.1 To consider recommending that the Council approves the accounts and cash book entries to 31st October 2022.

Resolved to recommend that the Council approves the accounts and cash book entries to 31st October 2022.

22.21.2 To review the reserves.

Noted.

22.21.3 To ratify any payments.

The payments were ratified and the Clerk gave an update about the cost of Horsforth Matters and it was **resolved** that the distribution of Horsforth Matters needs to be considered by the Editorial Working Group to ensure all households receive a copy.

22.21.4 To consider and approve scheduled payments.

Resolved to approve the payments and all agreed to present all payment on the same list. See Appendix 1.

22.21.5 To note the available CIL funding and time limits and review existing projects/consider other possible projects

The available CIL funds were discussed and the Clerk was requested to prepare a spreadsheet for 3&5 The Green to show what has been spent on the refurbishment including details about the loan.

a) To consider purchasing and installing two Stamford Benches at Newlathes Playground at a cost of £2,032.42 with personalized plaques showing HTC has provided the benches at a cost of £67.96 each

Resolved to purchase two benches, plaques and a litter bin up to the cost of £3000.

b) To consider purchasing one litter bin at a cost of approximately £500-£600.00 at Newlathes Playground

See item 22.21.5a.

22.21.6 To note the Parish Precept Timetable for 2023-2024

The Precept timetable was noted.

22.21.7 To consider the budget and precept for 2023-2024

Resolved to defer to the next meeting to allow all Committee budgets to be considered and provide recommendations.

22.21.8 To agree to authorise a credit card for the Clerk

Resolved to authorise a credit card for the Clerk. The Clerk confirmed there is a spend limit of £1000.

22.21.9 To note the new salary pay scales for 2022-2023

The new salary pay scales were noted and the Clerk will make arrangements to backpay the previous Clerk.

FGP/22.22 Internal checks and reviews

To note the following and decide any action:

22.22.1 Review of internal audit

The Clerk reported that an internal audit is being carried out the week commencing 14th November 2022.

22.22.2 Internal control checks

It was noted that the Clerk will arrange for the internal checks to be carried out.

22.22.3 Review of risk management

Resolved to defer to the next meeting.

FGP/22.23 To consider any correspondence and requests

22.23.1 To further consider the request from Horsforth Sports Club/Horsforth St Margaret's JFC for a £5000 donation towards pitch improvements

Resolved to grant £3400 towards the pitch improvements. It was noted that 68% of the Clubs members are from Horsforth and therefore, the Cllrs agreed to contribute 68% of the amount requested.

22.23.2 To consider and agree to sponsor the band concerts at Horsforth Hall Park as part of Summer Bands in Leeds Parks 2023 at a cost of £990

Resolved to sponsor the band concerts at a cost of £990 and the Clerk will liaise with Cllrs to ensure that there are no double bookings.

22.23.3 To consider a request from a resident to install fencing, a bin and signage at the new playground on Drury fields.

See item FGP/22.19.

FGP/22.24 Website and Social Media

22.24.1 To note the website statistics

The website statistics were noted.

FGP/22.25 Exclusion of press and public

No members of public were present at the time.

FGP/22.26 3&5 The Green

22.26.1 To receive an update and agree any necessary action

Cllr Collins gave the following report:

- The architect has not yet provided the tender documents. The TC will be provided with a draft before it goes out to tender. The Clerk has requested an update.
- The works that have been carried out were noted including the fire alarm, roofing works, humidifier rental, and the windows have been painted.
- The electrical testing and asbestos survey has been carried out.
- The new gas meter is being fitted at a cost of £7226 which was agreed at item FGP/22.21.4.
- It was proposed that a landlord meter is installed for the electric so that the TC can invoice The Museum for the electric usage instead of renewing the electricity supply.
- To date, £23,379.28 has been spent on 3&5 The Green.

22.26.2 To consider and confirm the Clerks delegated powers

Resolved to delegate powers to the Clerk to authorise invoices up to £4000 in consultation with the lead and keyholders.

FGP/22.27 Recruitment

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

Resolved to convene a Staffing and Employment Committee meeting on 8th December 2022 at 7pm to have a review with the Clerk and address the Administration Assistant vacancy.

FGP/22.28 Matters for information

Cllr Firth asked for an update about the Metro bank account and the Clerk confirmed that it is ongoing and will be contacting Yorkshire Bank shortly to start the process.

FGP/22.29 Items for future agenda

- Budget and Precept request
- Risk Management

FGP/22.30 Date of the next meeting

Next meeting of the Committee: 12th January 2023 at 7pm

Deadline for agenda items: 2nd January 2023

The meeting dates were noted.

*Distribution: Cllrs J Arbuckle, D Collins, SM Dowling, K Firth,
M Fletcher, J Garvani, R Hardcastle, R Harris, E Hyndes, R Jones, T Stones*

Appendix 1

Schedule of Payments for the Finance and General Purposes meeting being held on 10th November 2022

Payments to be ratified:

Payee	Details	Amount
Enlightened	IT Support and Microsoft Office	80.50
Medicaid	First Aid at two events	£300.00
Sofire	Fire alarm works at 3&5 The Green (50% part payment)	£3316.78
R. Crabtree	Salary	£762.78
Friends of Horsforth Hall Park	Grant – Community Garden Project	£500.00
Ace Leaflet Distribution and Print LTD	Horsforth Matters	£1999.90

Payments to be approved:

Payee	Details	Amount
PWLB	Loan repayment	£4905.18
Leeds City Council	Non-Domestic rates	£848.00
Public Access Defibrillators	Defib pads	£130.00
British Gas	3 & 5 The Green – Gas works	£7226.31
Rialtas	Training	200.00
Horsforth in Bloom	Queens Jubilee Garden maintenance	120.00
Engie Electric	3 & 5 The Green	£1318.98
Engie Gas	3 & 5 The Green	£536.40
Aire Valley Tree Services	Christmas Tree x 2	£950.00
3D Productions	Stage PA for Christmas Event	£1521.66
3D Productions	PA system for Remembrance Service	£543.00
R. Crabtree	Salary	£2461.20