



## **Horsforth Town Council**

Mechanics Institute

Town Street

Horsforth

Leeds

LS18 5BL

**admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk**

**0113 258 0988**

### **To Members of the Finance & General Purpose Committee,**

You are hereby summoned to attend a meeting of the Finance & General Purpose Committee on **Thursday the 23<sup>rd</sup> June 2016 at 7.45pm** in the Town Council Offices for the purpose of transacting the following business:

*Members of the public are welcome to attend this meeting.*

C. Dodd  
Town Clerk  
16.06.15

### **Agenda**

- 1. To receive apologies for absence and accept the reason for the absence.**
- 2. Declaration of Disposable Pecuniary and other Interests.**  
To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 14-19 of 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 paragraphs 20-21 of the Members' Code of Conduct.
- 3. To consider questions and comments from members of the public at the Chairman's Discretion.**
- 4. Minutes of the previous meeting.**  
To approve minutes of the Finance & General Purpose Committee meeting held on the 10<sup>th</sup> March 2016.
- 5. Banking**  
To note J. Sou, Admin and Finance assistant, is now registered with Unity Trust Bank and has been issued with an Alto prepaid card.

- 6. Accounts and List of Payments.**

6.1 The Committee is asked to consider recommending that the Council approve the accounts and list of payments provided at the meeting.
- 7. Banking.**

To note the changes to the terms and conditions to the Unity Trust Banking.
- 8. Social Media.**

To review the HTC Facebook page.
- 9. Horsforth Civic Society Donation.**

To consider accepting a donation from Horsforth Civic Society to cover the cost of a defibrillator.
- 10. Storage.**

To note the storage unit has been bought and is now in place in the reception area.
- 11. SLCC Membership.**

To consider contributing towards J. Sou – Admin & Finance assistant SLCC membership. This is a part paid contribution as J. Sou's other employer, Aberford and District Parish Council have paid their contribution.

Total cost:	£167.
Aberford and District Parish Council	£103.
<b>Remaining amount:</b>	<b>£64.</b>
- 12. National Salary Award for local council employees.**

To note the 1% cost of living increase for local council/parish meeting employees with effect from 1 April 2016 as approved by The National Joint Council for Local Government Services (NJC).
- 13. Horsforth Gala**

To consider the Working Group recommendations and expenditure for the Horsforth Town Council gala stall.
- 14. Items for future agenda.**
- 15. Date of the next meeting.**

1<sup>st</sup> September 2016.

*Distribution: Cllr. J. Garvani, Cllr. I. Scott, Cllr. M. Boyes, Cllr. S. Dowling, Cllr. D. Collins, Cllr. S. Glover, Cllr. R. Hardcastle, Cllr. M. Holmes, Cllr. M. Hughes, Cllr. J Pritlove, Cllr. M. Wharton, Cllr. T. Hanley, Cllr. J. Hardy, Cllr. V. Wood-Robinson.*

**4.**

**Minutes of the previous meeting.**



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### Finance & General Purpose Committee Minutes Thursday the 10<sup>th</sup> March 2016 at 7.45pm

**Present: In Chair,** Cllr. J. Garvani.

Cllr. D. Collins, Cllr. J. Pritlove, Cllr. I. Scott, Cllr. S. Glover, Cllr. M. Hughes, Cllr. R. Hardcastle.

**Present:** C. Dodd – Town Clerk, D. Stow – Horsforth Churches Together.

- 1. To receive apologies for absence and accept the reason for the absence.**  
It was proposed by M. Hughes, seconded by Cllr D. Collins and **resolved that the apologies and reason for the absence were accepted from Cllr. M Boyes, Cllr. M. Holmes, Cllr. N. Tinsley, Cllr. S. Dowling and Cllr. M. Wharton.**
- 2. Declaration of Disposable Pecuniary and other Interests.**  
To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 14-19 of 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 paragraphs 20-21 of the Members' Code of Conduct.  
**None.**
- 3. To consider questions and comments from members of the public at the Chairman's Discretion.**  
**None.**
- 4. Minutes of the previous meeting.**  
To approve minutes of the Finance & General Purpose Committee meeting held on the 14<sup>th</sup> January 2016.  
It was proposed by Cllr. D. Collins, seconded by Cllr. J. Pritlove and **resolved that the minutes of the Finance & General Purpose Committee meeting held on the 14<sup>th</sup> January 2016 are a true record.**

HTC/F&GP/15/12

- 5. Banking**  
To note updates.  
L. Makin has now been removed from banking. C. Dodd still waiting for pre-paid card.  
**Noted.**
- 6. Accounts and List of Payments.**  
6.1 The Committee is asked to consider recommending that the Council approve the accounts and list of payments provided at the meeting.  
It was proposed by Cllr. M. Hughes, seconded by Cllr. I. Scott and **resolved to recommend to Council that it approves the accounts and list of payments provided at the meeting.**
- 7. Social Media**  
To review the HTC Facebook page.  
It was **noted** that the Job Advert placed on Facebook reached over 1,500 people.  
The Clerk is to email the Council when she posts on Facebook.
- 8. Commemorative WW2 Bench.**  
To consider the price quoted by Leeds City Council for installing a Commemorative WW2 Bench.  
It was proposed by Cllr. M. Hughes, seconded by Cllr. I. Scott and **resolved that £800 from the Environment Committee is to be ring fenced and for the project to be considered in the next financial year.**
- 9. Easter Holidays.**  
To consider officially closing the office from the 24<sup>th</sup> March to the 4<sup>th</sup> April 2016 inclusive due to the Clerks Annual Leave.  
It was proposed by Cllr. M. Hughes, seconded by Cllr. R. Hardcastle and **resolved that the Town Council office is to be closed from the 24<sup>th</sup> March to the 4<sup>th</sup> April 2016 inclusive.**
- 10. Horsforth Fairtrade & Dementia Friendly.**  
To consider including Horsforth Fairtrade & Dementia Friendly logos on Horsforth Town Council letterheads to show that the Council supports these projects.  
change the Supports to support (lower case s)  
Check with Fairtrade foundation if they approve.  
It was proposed by Cllr. M. Hughes, seconded by Cllr. D. Collins and **resolved that the letterhead is to be produced in the new format showing the logos of the projects the Council supports.**

**11. Grant Application.**

To consider a grant application from Horsforth Churches Together.

**It was resolved that this item was to be brought forward to item 3.**

Duncan Stow attended the meeting and gave a presentation. The event has taken place since 1995. Since road closures have been paid for they have used paths, this wasn't successful as pedestrians felt like they were being pushed out of the way.

Last year the event was scaled down but the Church felt saddened that the event hadn't taken place as normal.

It was proposed by Cllr. M. Hughes, seconded by Cllr. D. Collins and **resolved that a grant of £200 be awarded to Horsforth Churches together to be used for the Good Friday walk.**

**13. Date of the next meeting.**

23<sup>rd</sup> June 2016

*Distribution: John Garvani, Ian Scott, Margaret Boyes, Simon Dowling, Dawn Collins, Serena Glover, Richard Hardcastle, Mark Holmes, Martin Hughes, Janice Pritlove, Nicky Tinsley, Matthew Wharton.*

HTC/F&GP/15/14

# 6.

## Accounts and List of Payments.

Horsforth Town Council  
 Bank Reconciliation as at 7th June 2016  
 Prepared by Tracy Sutcliffe (Bookkeeper) on 7 June 2016

<b>Balance per bank statements as at</b>			
<b>Current Account</b>	Yorkshire Bank (per stmt 15.04.16)		2,340.00
	Unity Trust Bank (per print <del>31.03.16</del> 01.06.16)		176,451.63
<b>Term deposit accounts</b>			
00222908	Matures 24.02.17		15,476.92
00000236	Matures 09.10.17		15,000.00
00247211	Matures 23.02.17		36,416.00
			<u>245,684.55</u>
<b>Add uncredited receipts</b>			
Y/Bank	LCC	9,359.00	
			9,359.00
<b>Less unpresented cheques</b>			
03.05.16	300066	Horsforth Churches Together Grant	200.00
20.05.16	300068	The Wicked Coffee Company	63.90
25.05.16	300069	Traid craft biscuits	22.35
01.06.16	300071	St Margarets PCC - room hire - 25.05.16	67.00
			353.25
<b>Net Balances as at 7 June 2016</b>			<b>254,690.30</b>
<b>Cash book</b>			
<b>Opening balances as at 1 April 2016</b>			<b>151,858.97</b>
Add cash book receipts			127,259.28
Less cash book payments			24,427.95
<b>Closing cash book balance as at 7 June 2016</b>			<b>254,690.30</b>
Difference			0.00



Horsforth Town Council  
 Annual Budget and Expenditure 2016-2017  
 Designated & Restricted Funds  
 Horsforth Town Council

	As At 7 June 2016	
	£	£
<b>DESIGNATED FUNDS</b>		
<b>NEIGHBOURHOOD PLAN</b>		
Balance B/F 01.04.16	26,650	
Expenditure	0	
Balance C/F 07.06.16		26,650
<b>HORSFORTH MATTERS COMMUNITY DIRECTORY</b>		
Balance B/F 01.04.16	6,000	
Expenditure	0	
Balance C/F 07.06.16		6,000
<b>ELECTION</b>		
Balance B/F 01.04.16	5,474	
Expenditure	0	
Balance C/F 07.06.16		5,474
<b>ELECTION</b>		
Balance B/F 01.04.16	4,500	
Expenditure	2,260	
Balance C/F 07.06.16		2,240
<b>TOTAL DESIGNATED FUNDS C/F</b>		<b>40,364</b>
<b>RESTRICTED FUNDS</b>		
<b>NEIGHBOURHOOD PLAN</b>		
Balance B/F 01.04.16	2,476	
Income (Restricted Fund)	0	
Expenditure	0	
Balance C/F 07.06.16		2,476
<b>TOTAL DESIGNATED AND RESTRICTED FUNDS C/F</b>		<b>42,840</b>



Period 01.04.16 to 07.06.16

Bank Rep: Date	Details	Check Number	Invoice Ref	Current Account	Deposit Amount	Vat	Debitors 2016	Other	Public Safety	Community	Marketing	Switzerland	Solihis	Office	Buildings	Soft Training
01.04.16	Balance brought forward			84,944.05	65,832.32			151,858.97								
07.04.16	LCI - PRISORT			115,417.00				115,457.00								
15.04.16	LCI - PRISORT			2,340.00			2,340.00									
20.05.16	LCI - PRISORT			9,318.00			9,358.00									
04.06.16	Interest			73.28										73.28		
	Carried Forward			212,228.88	66,832.32	6.32	11,690.66	267,545.97	0.00	0.00	0.10	0.00	0.00	73.28	0.00	0.00
	Check total			279,118.25		279,118.25								73.28		
	Total Income 2016 2017			137,259.28				115,940.38								
	Cash bank receipts			254,690.30	66,832.32											
	Cash bank balance			137,797.38	66,832.32											

= presented

# 7.

## Banking.

Miss Charlotte Dodd  
Horsforth Town Council  
Horsforth Town Council  
Mechanics Institute  
Town Street, Horsforth  
LEEDS  
LS18 5BL (2689)

nine smokeypiece  
Birmingham, B1 2HB  
t: 0345 140 1000  
f: 0345 113 0003  
[www.unity.co.uk](http://www.unity.co.uk)  
@unitytrustbank

29 March 2016

Dear Miss Dodd,

### Important changes to your Unity Trust Bank Current Account General Terms and Conditions

We want to let you know about some changes we are making to our General Terms and Conditions (Terms) which will take effect from 4th June 2016.

#### What is happening?

We are introducing a new Service Tariff, including changes to the Unity e-Payment pricing, and ceasing to pay credit interest on current accounts. We remain focused on delivering the excellent customer service you tell us you appreciate and remain committed to offering all you would expect to meet your full banking requirements.

#### What this means for you

Below you will see the current account tariff, which will be applied to your account(s), detailed overleaf, with effect from 4th June 2016. The new tariff is different to your account's existing tariff. Please find enclosed a leaflet detailing our full product range, including current accounts. You will also find details on our website, visit [unity.co.uk](http://unity.co.uk)

Your new tariff	
Account Name:	You will pay:
Unity Current Account	£6 per month plus 15p per Transaction

You will see these changes reflected in the first statement you receive from us after 4th June 2016.

We have amended section 8 of our Terms as follows, for ease additional text is underlined:

1. At the beginning, "We will charge you for the services (including having an account with us) you use on the Standard Service Tariff leaflet"; and
2. By amending clause 8.1 so it now reads "We will pay interest on the daily cleared balance in your Account, unless you have an Account where the terms specified, when the Account was opened, state otherwise or you hold an Account which specifically pays no interest. You should note that none of our current accounts pay any interest (these are our Unity Custom Account and Unity Current Account). Interest will be calculated and paid in the manner and at the rates set out on our Website. You can also call us on 0345 140 1000 to find out this information."

All of our Terms can be viewed at [unity.co.uk/terms](http://unity.co.uk/terms)

# 9.

## Horsforth Civic Society Donation.



2 Holly Park,  
Horsforth,  
Leeds,  
LS18 5US

9<sup>th</sup> June 2016.

Dear Sirs,

At one of our committee meetings earlier this year, a proposal that Horsforth Civic Society might fund the provision of a defibrillator for the town was carried and the same proposal was also agreed by our members at our A.G.M. in May. Accordingly, and at the request of the society's chairman, Martin Hughes, I have pleasure in enclosing a cheque for £1,300.00 which, we understand, would be the cost of a defibrillator unit and case.

We would provide a plaque at our expense indicating that unit has been donated by Horsforth Civic Society.

Yours faithfully,



Malcolm Wright  
Treasurer.

Horsforth Town Council,  
Mechanics Institute,  
Town Street,  
Horsforth,  
Leeds,  
LS18 5BL.

# 11.

## SLCC Membership.

Gross Annual Salary from all Councils	Joining Fee (new and lapsed members)	Full Year Subscription
Up to £1,000	£5	£48
£1,001 - £2,000	£5	£65
£2,001 - £3,000	£5	£77
£3,001 - £4,000	£8	£88
£4,001 - £6,000	£8	£103
£6001 - £8,000	£10	£118
£8,001 - £10,000	£10	£131
£10,001 - £15,000	£12	£149
£15,001 - £20,000	£12	£167
£20,001 - £25,000	£15	£187
£25,001 - £30,000	£15	£210
£30,001 - £35,000	£15	£235
£35,001 - £40,000	£20	£260
£40,001 - £45,000	£20	£284
£45,001 - £50,000	£20	£310

# 12.

## National Salary Award for local council employees.

**From:** Sheena Spence [<mailto:Sheena.Spence@yorkshirelca.gov.uk>]  
**Sent:** Friday, May 20, 2016 12:08 PM  
**To:** Sheena Spence  
**Subject:** 2016-2018 National Salary Award for local council employees

FROM: SHEENA SPENCE  
CHIEF OFFICER  
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

To: Clerks and Chairmen of Member Councils/Parish Meetings of YLCA.

Dear Clerk/Chairman,

### **2016-2018 NATIONAL SALARY AWARD**

The National Joint Council for Local Government Services (NJC) has reached agreement on a 1% cost of living increase for local council/parish meeting employees with effect from 1 April 2016. All councils that employ their clerks and other staff under the NJC terms and conditions via the joint National Association of Local Council and Society of Local Council Clerks National Agreement will need to act on this information and ensure that the pay award is given. Please see the attached document.

An additional cost of living increase has been agreed to take effect from 1 April 2017 and the attachment also gives details of this.

Yours sincerely

Sheena Spence.

**ANNEX 1**

NJC has reached agreement on the pay scales for 2016-17. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2016.

**Pay scales from 1 April 2016**

<b>Scale</b>	<b>Points below Substantive range</b>		<b>Substantive Benchmark range</b>		<b>Points above Substantive range</b>	
<b>LC1</b>	<b>(15-17)</b>		<b>(18-22)</b>		<b>(23-25)</b>	
	15	£16,772	18	£17,891	23	£21,057
	16	£17,169	19	£18,560	24	£21,745
	17	£17,547	20	£19,238	25	£22,434
			21	£19,939		
			22	£20,456		
<b>LC2</b>	<b>(26-29)</b>		<b>(30-34)</b>		<b>(35-38)</b>	
	26	£23,166	30	£26,556	35	£30,480
	27	£23,935	31	£27,394	36	£31,288
	28	£24,717	32	£28,203	37	£32,164
	29	£25,694	33	£29,033	38	£33,106
			34	£29,854		
<b>LC3</b>	<b>(39-42)</b>		<b>(43-47)</b>		<b>(48-51)</b>	
	39	£34,196	43	£37,858	48	£42,474
	40	£35,093	44	£38,789	49	£43,387
	41	£36,019	45	£39,660	50	£44,473
	42	£36,937	46	£40,619	51	£45,580
			47	£41,551		
<b>LC4</b>	<b>(52-55)</b>		<b>(56-60)</b>		<b>(61-68)</b>	
	52	£46,727	56	£51,573	61	£59,923
	53	£47,885	57	£52,858	62	£61,678
	54	£48,943	58	£54,623	63	£63,455
	55	£50,313	59	£56,379	64	£65,198
			60	£58,145	65	£66,850
					66	£68,538
					67	£70,265
					68	£72,042



## ANNEX 1 - PART-TIME CLERKS - HOURLY RATES April 2016

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

**For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2016 are:**

### Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.717
SCP 16	£8.924
SCP 17	£9.120
SCP 18	£9.299
SCP 19	£9.647
SCP 20	£9.999
SCP 21	£10.363
SCP 22	£10.632
SCP 23	£10.944
SCP 24	£11.302
SCP 25	£11.660
SCP 26	£12.041
SCP 27	£12.440

### SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£14,514	£7.544	11	£15,507	£8.060
7	£14,615	£7.596	12	£15,823	£8.224
8	£14,771	£7.677	13	£16,191	£8.415
9	£14,975	£7.783	14	£16,481	£8.566
10	£15,238	£7.920			

## ANNEX 1 - PART-TIME CLERKS - HOURLY RATES April 2016

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SCP 21	£10.363
SCP 22	£10.632
SCP 23	£10.944
SCP 24	£11.302
SCP 25	£11.660
SCP 26	£12.041
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7	£14,615	£7.596	12	£15,823	£8.224
8	£14,771	£7.677	13	£16,191	£8.415
9	£14,975	£7.783	14	£16,481	£8.566
10	£15,238	£7.920			

**ANNEX 2**

NJC has reached agreement on the pay scales for 2017-18. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2017.

**Pay scales from 1 April 2017**

<b>Scale</b>	<b>Points below Substantive range</b>	<b>Substantive Benchmark range</b>	<b>Points above Substantive range</b>
<b>LC1</b>			
	<b>(15-17)</b>	<b>(18-22)</b>	<b>(23-25)</b>
	15      £17,072	18      £18,070	23      £21,268
	16      £17,419	19      £18,746	24      £21,962
	17      £17,772	20      £19,430	25      £22,658
		21      £20,138	
		22      £20,661	
<b>LC2</b>			
	<b>(26-29)</b>	<b>(30-34)</b>	<b>(35-38)</b>
	26      £23,398	30      £26,822	35      £30,785
	27      £24,174	31      £27,668	36      £31,601
	28      £24,964	32      £28,485	37      £32,486
	29      £25,951	33      £29,323	38      £33,437
		34      £30,153	
<b>LC3</b>			
	<b>(39-42)</b>	<b>(43-47)</b>	<b>(48-51)</b>
	39      £34,538	43      £38,237	48      £42,899
	40      £35,444	44      £39,177	49      £43,821
	41      £36,379	45      £40,057	50      £44,918
	42      £37,306	46      £41,025	51      £46,036
		47      £41,967	
<b>LC4</b>			
	<b>(52-55)</b>	<b>(56-60)</b>	<b>(61-68)</b>
	52      £47,194	56      £52,089	61      £60,522
	53      £48,364	57      £53,387	62      £62,295
	54      £49,432	58      £55,169	63      £64,090
	55      £50,816	59      £56,943	64      £65,850
		60      £58,726	65      £67,519
			66      £69,223
			67      £70,968
			68      £72,762

## ANNEX 2 - PART-TIME CLERKS - HOURLY RATES April 2017

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

**For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2017 are:**

### Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP	15	£8.873
SCP	16	£9.054
SCP	17	£9.237
SCP	18	£9.392
SCP	19	£9.743
SCP	20	£10.099
SCP	21	£10.467
SCP	22	£10.739
SCP	23	£11.054
SCP	24	£11.415
SCP	25	£11.777
SCP	26	£12.161
SCP	27	£12.564

### SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£15,014	£7.804	11	£15,807	£8.216
7	£15,115	£7.856	12	£16,123	£8.380
8	£15,246	£7.924	13	£16,491	£8.571
9	£15,375	£7.991	14	£16,781	£8.722
10	£15,613	£8.115			