



Horsforth Town Council

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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 1st September 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
25.08.16

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.**
Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the Council.
However, they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.
- 4. Minutes of the previous meeting.**
To approve minutes of the Finance & General Purpose Committee meeting held on the 23rd June 2016.

- 5. Accounts and List of Payments.**
Due to the summer break the authorisation of the accounts and list of payments has been deferred to the Council Meeting on the 14th of September 2016.
- 6. Social Media.**
To review the HTC Facebook page.
- 7. Arnold-Baker on Local Council Administration Book**
To consider the purchasing the latest Arnold-Baker on Local Council Administration book at a cost of £76.30.
The new material covers recent legislation, including the Localism Act 2012, Local Audit and Accountability Act 2014. Other developments included are the move to electronic banking systems and payment methods for payment of bills. This is a key text for parish and town councils
- 8. Public Bodies (Admission to Meetings) Act 1960**
The F&GP committee is asked that in view of the confidential nature of the business about to be transacted at agenda item 9, 10 & 11 to temporarily exclude the press and public and that they are asked to withdraw from the meeting.
- 9. Number 3 and 5 The Green, Horsforth.**
To consider the paper that will be provided at the meeting.
- 10. Staff Training.**
 - 11.1 To consider J. Sou attending CilCA Training.
 - 11.2 To consider J. Sou attending YLCA Finance training.
- 11. Cycle to work.**
To consider the Cycle to work scheme and implementing a relevant policy.
- 12. SLCC Conference.**
To consider C Dodd - Town Clerk & J Sou – RFO/Admin Assistant attending the SLCC 2016 Regional Roadshow on the 2nd November at a cost of £69 + VAT each (early bird price)
- 13. Costco.**
To consider Costco membership at a cost of £20 + VAT.
- 13. Banking.**
To note that Unity Trust has removed the ALTO card service.
- 14. SLCC Membership.**
To consider providing SLCC membership for the Clerk at a cost of £187.00
- 15. Insurance Renewal.**
To consider the proposed insurance policy.