



Horsforth Town Council

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To Members of the Finance and General Purposes Committee:

You are hereby summonsed to attend a meeting of the **Finance and General Purposes Committee** on **Thursday 12th January 2017 at 7pm** to be held at the Town Council Office, Town Street, for the purpose of transacting the following business.

Members of the public are welcome to attend this meeting.

C. Dodd
Town Clerk
6 January 2017

Agenda

- 1. To accept apologies and the reason for absence.**
- 2. Declaration of Disclosable 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.**
Minutes of the previous meeting are not available due to the Clerk's absence on sick-leave.

5. Review of agenda items from the meeting of 10 November 2016

In view of the Clerk's absence and there being no recorded minutes from the meeting of 10 November 2016, Committee is asked to review the following agenda items from that meeting:

5.1. Accounts and list of payments

To consider and approve the accounts and list of payments.
Accounts and list of payments to 31 October 2016 attached.

5.2. Annual Return

To consider and note the completed annual return.
Attached.

5.3. Number 3 and 5 The Green, Horsforth

To consider obtaining an independent valuation.
To consider obtaining an independent survey.

6. Accounts and List of Payments

To consider and approve the accounts and list of payments.
To be provided at the meeting.

7. Council Budget 2017-18

To consider the Budget figures for 2017-18.

2016-17 accounts to date will be provided at the meeting.

Indicative tax base	2017-18 £7,077.6
	2016-17 £7,015.5
Local Council Tax Support Grant	2017-18 £5,308
	2016-17 £5,937

Past budget figures and precept requests and forecasted budgeted requirements for 2017-18 will be provided at the meeting.

A precept options worksheet will be provided electronically via the OHP.

The referendum principles are not to be extended to parish and town councils for 2017-18 (see attached YLCA email).

Committee is asked to consider makings its recommendations to Council for the 2017-18 Council Budget and the precept demand.

8. Public Bodies (Admission to Meetings) Act 1960

The Committee is asked that in view of the confidential nature of the business about to be transacted at agenda item 9 to temporarily exclude the press and public and that they are asked to withdraw from the meeting.

9. Recommendations from the Staffing Committee

To consider the following recommendations:

9.1. To approve up to £500 for occupational health assessments and reports.

9.2. To appoint Julie Sou as acting clerk.

10. Panic Button in Council Office

To consider installation of panic buttons in the Town Council office for £893.56.
Quote attached.

11. Website and Social Media

To consider the Town Council website and Facebook page.

12. Key Personnel Insurance Cover

To consider extending cover for the absence of key personnel due to accident or assault sustained in or out of work.
Details and quote attached.

13. Sponsorship application

Horsforth in Bloom - £500 retrospective application for 2015-16. Referred from Community Committee.
Application attached.

14. Review of Policies, Procedures and Standing Orders.

To consider reviewing policies, procedures and standing orders.
To consider a recommendation from the Staffing Committee to appoint a Working Group to review Terms of Reference of committees and working groups.

15. Councillor Training

To consider a recommendation from the Staffing Committee that councillors serving on committees and working groups be required on an annual basis to attend YLCA training courses on how to be an effective councillor.

16. Items for future agenda

17. Date of the next meeting

9 March 2017.

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