



Horsforth Town Council

Finance & General Purpose Committee Minutes Thursday the 1st September 2016

Present:

In the Chair: Cllr J Garvani

Cllr I Scott, Cllr J Pritlove, Cllr D Collins, Cllr M Holmes, Cllr M Wharton, Cllr M Hughes, Cllr T Hanley, Cllr V Wood-Robinson, Cllr M Holmes, Cllr S Dowling

In attendance: C Dodd – Town Clerk, J Sou – RFO/Admin assistant.

F&GP16.15. To receive apologies for absence and accept the reason for the absence.
It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved to accept the apologies and the reason for absence from Cllr R Hardcastle.**

F&GP16.16. 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.

F&GP16.17. 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.
None present.

F&GP16.18. Minutes of the previous meeting.
To approve minutes of the Finance & General Purpose Committee meeting held on the 23rd June 2016.
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.
Noted.

F&GP16.19. Social Media.
To review the HTC Facebook page.
Noted.
Cllr D Collins thanked the Clerk for placing the highways plans event on Facebook and the HTC website.

Signed Dated

F&GP16.20. 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 and 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

It was proposed by Cllr S Dowling, seconded by Cllr J Pritlove and **resolved to purchase a copy of the Arnold-Baker on Local Council Administration book at a cost of £76.30.**

F&GP16.21. 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.

No members of the public present.

F&GP16.22. Number 3 and 5 The Green, Horsforth.

To consider the paper that will be provided at the meeting.

Cllr. D. Collins gave background information. A discussion took place.

It was requested to keep this item on the agenda but to change the item to: Assets of Community Value.

Cllr M Hughes is to be added to the Assets of Community Value Working Group membership.

F&GP16.23. Staff Training.

11.1 To consider J. Sou attending CiLCA Training.

It was proposed by Cllr M Hughes, seconded by Cllr I Scott and **resolved to approve CiLCA Training for J. Sou**

11.2 To consider J. Sou attending YLCA Finance training.

It was proposed by Cllr M Hughes, seconded by Cllr I Scott and **resolved to approve YLCA Finance training for J. Sou**

F&GP16.24. Cycle to work.

To consider the cycle to work scheme and implementing a relevant policy.

It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved to implement the cycle to work scheme, to draw up a cycle to work policy, including it is the Clerk's responsibility to monitor the scheme.**

F&GP16.25. 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)

It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved that C Dodd and J Sou are to attend the SLCC Conference.**

F&GP16.26. Costco.

To consider Costco membership at a cost of £20 + VAT.

It was proposed by Cllr I Scott, seconded by Cllr S Dowling and **resolved that HTC become a member of Costco.**

Signed Dated

F&GP16.27. Banking.

To note that Unity Trust has removed the ALTO card service.

Noted.

F&GP16.28. SLCC Membership.

To consider providing SLCC membership for the Clerk at a cost of £187.00

It was proposed by Cllr M Hughes, seconded by Cllr I Scott and **resolved to provide SLCC membership for the C Dodd.**

F&GP16.29. Insurance Renewal.

To consider the proposed insurance policy.

It was proposed by Cllr M Hughes, seconded by Cllr M Wharton and **resolved to take out a year policy with Zurich at a cost of £1,045.74.**

F&GP16.30. Locality membership and 2016 convention.

16.1 To consider Horsforth Town Council becoming a member of Locality.

Cllr M Hughes informed the Committee that the Neighbourhood Plan had in the past received a large amount of funding from Locality.

It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved that HTC is to become a member of Locality.**

16.2 To consider two members of staff and two members of the Assets of Community Value Working Group attending the Locality 2016 Convention.

It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved that C Dodd, J Sou and Cllr D Collins will attend one day of the 2016 Locality Convention.**

F&GP16.31. Items for future agenda.

None.

F&GP16.32. Date of the next meeting.

10th November 2016.

Distribution: Cllr. I. Scott, Cllr. R. Wilkinson, Cllr. M. Boyes, Cllr. D. Collins, Cllr. J. Garvani, Cllr. S. Glover, Cllr. M. Holmes, Cllr. M. Hughes, Cllr. M. Wharton, Cllr. J. Pritlove, Cllr. R. Hardcastle, Cllr. J. Hardy, Cllr. C. Cordingley, Cllr. S. Dowling.

Signed Dated