



**Horsforth Town Council**  
**Finance and General Purposes Committee Minutes**  
**12 January 2017 at 7pm**

**Present:**

**In the Chair:** Cllr J Garvani

Cllr D Collins, Cllr S Dowling, Cllr S Glover, Cllr T Hanley, Cllr R Hardcastle, Cllr M Holmes, Cllr M Hughes, Cllr J Pritlove, Cllr M Wharton, Cllr V Wood-Robinson

In attendance: J Sou - RFO & Administration Assistant, T Sutcliffe - Bookkeeper.

**F&GP16.33 To accept apologies and the reason for absence**

It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved to accept the apologies and reasons for absence from Cllrs I Scott and M Boyes.**

**F&GP16.34 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.

The following pecuniary interests were declared:

Cllr D Collins - Item 13 as a member of Horsforth in Bloom.

**F&GP16.35 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.

No members of the public present.

**F&GP16.36 Minutes of the previous meeting**

No minutes were available due to the Clerk's absence on sick leave.

Signed ..... Dated .....

**F&GP16.37 Review of agenda items from the previous 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, the Committee was asked to review the following agenda items from that meeting:

**16.37.1. 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.

It was proposed by Cllr M Hughes, seconded by Cllr R Hardcastle and **resolved to approve the accounts and list of payments to 31 October 2016.**

**16.37.2. Annual Return**

To consider and note the completed annual return.

Attached.

**Noted.**

**16.37.3. Number 3 and 5 The Green, Horsforth**

To consider obtaining an independent valuation.

To consider obtaining an independent survey.

It was proposed by Cllr R Hardcastle, seconded by Cllr S Dowling and **resolved to approve up to £3000 for an independent valuation and survey.**

**Cllr D Collins was authorised to commission the reports.**

**F&GP16.38 Accounts and List of Payments**

To consider and approve the accounts and list of payments.

Accounts and list of payments to 10 January 2017 were provided.

It was proposed by Cllr M Hughes, seconded by Cllr D Collins and **resolved to approve the accounts and list of payments to 10 January 2017 as presented to the meeting (attached).**

**F&GP16.39 Council Budget 2017-18**

To consider the Budget figures for 2017-18.

2016-17 accounts to date were 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 were provided at the meeting.

A precept options worksheet was 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).

The Committee was asked to consider making its recommendations to Council for the 2017-18 Council Budget and the precept demand.

Signed ..... Dated .....

Members discussed a number of items including the following:

- the various proposed budget headings and amounts
- the levels of designated and restricted funds
- the level of general reserves and whether this was appropriate. Cllr Hanley considered the level of general reserves to be unnecessarily high and that surpluses should be spent
- the impact of the precept on local council taxpayers
- potential future funding needs that may arise that were not included in the budget.

**16.39.1.** It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved to increase the following designated funds:**

- **Elections to £10,474**
- **Defibrillators to £1,000**

**16.39.2.** It was proposed by Cllr R Hardcastle, seconded by Cllr M Hughes and **resolved as follows:**

- **to recommend a budget of £129,872 to the Council;**
- **to recommend a precept of £109,950 to the Council.**

10 votes for, 1 against.

A copy of the recommended budget is attached.

Members thanked the Responsible Financial Officer and the bookkeeper, Tracy Sutcliffe, for their work in preparing the budget figures.

#### **F&GP16.40 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.

No members of the public present.

#### **F&GP16.41 Recommendations from the Staffing Committee**

To consider the following recommendations:

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

It was proposed by Cllr D Collins, seconded by Cllr S Dowling and **resolved to approve expenditure up to £500 for occupational health assessments and reports.**

**16.41.2.** To appoint Julie Sou as acting clerk.

It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved to appoint Julie Sou as acting clerk with effect from 3 January 2017 on SCP30 of the NJC pay scales for local government staff.**

Signed ..... Dated .....

**F&GP16.42 Panic Button in Council Office**

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

Quote attached to agenda.

It was proposed by Cllr R Hardcastle, seconded by Cllr S Dowling and **resolved to accept the quote of £893.56 for installation of two panic buttons in the Town Council office,**

**Note: the work to be carried out as soon as possible.**

**F&GP16.43 Website and Social Media**

To consider the Town Council website and Facebook page.

Item deferred to a future meeting.

**F&GP16.44 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 to agenda.

Zurich did not at present offer cover for absence of key personnel due to sickness.

It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved to extend insurance to include key personnel cover due to accident or assault sustained in or out of work for Charlotte Dodd and Julie Sou.**

**F&GP16.45 Sponsorship application**

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

Application attached to agenda.

Cllr D Collins left the meeting during the discussion and vote.

It was proposed by Cllr M Wharton, seconded by Cllr M Hughes and **resolved to award sponsorship of £500 to Horsforth in Bloom for 2015-16.**

Cllr D Collins returned to the meeting.

**F&GP16.46 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.

It was proposed by Cllr M Hughes, seconded by Cllr D Collins and **resolved to recommend to Council that a working group be set up to review standing orders and terms of reference of committees and working groups.**

**F&GP16.47 Councillor Training**

Signed ..... Dated .....

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.

It was proposed by Cllr M Hughes, seconded by Cllr D Collins and **resolved that commencing 1 April 2017 councillors serving on committees and working groups be required on an annual basis to attend YLCA training on how to be an effective councillor.**

**F&GP16.48 Items for future agenda**

None.

**F&GP16.49 Date of the next meeting**

9 March 2017.

The meeting closed at 8.50pm.

*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*

Signed ..... Dated .....