



## Horsforth Town Council

### Full Council Minutes

Wednesday 31 January 2018 at 7.15pm

**Present: In Chair** - Cllr R Hardcastle

Cllr M Boyes, Cllr C Calvert, D Collins, Cllr S Dowling, Cllr J Garvani, Cllr M Holmes, Cllr P Mallott, Cllr J Pritlove, Cllr A Radford, Cllr I Scott, Cllr N Tinsley, Cllr M Wharton and Cllr V Wood-Robinson

**In attendance:** J Sou – Clerk, PCSO R Southwood, PCSO S Wright, one member of the public.

**HTC/17.112 – HTC/17.120 These minute numbers have been left blank intentionally.**

**HTC/17.121 To receive apologies for absence and to consider the reason for the absence**  
**RESOLVED that the apologies and reasons for absence from Cllrs S Glover, J Hardy, M Holmes, R Jacques, R O’Callaghan and D Prater be accepted.**

**HTC/17.122 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.

Cllr V Wood-Robinson – Item 8 Assets of Community Value – a member of Horsforth Live at Home

**HTC/17.123 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 questions or comments.

Mrs Paula Fearon was in attendance as a member of the public and was introduced to members by the Chairman. Mrs Fearon had accepted an offer of employment from the Council and would commence employment with the Council on 20 February 2018.

**HTC/17.124 Minutes of the previous meeting**  
Council was asked to approve the minutes of the meeting held on Wednesday 22 November 2017.  
Draft minutes had been circulated to all members and were in the agenda pack.  
A correction was required to Minute HTC/17.95, final bullet point – to change the word “Mary” to “Margaret” in the two instances that it appeared.

**RESOLVED: That, subject to the substitution of the word “Margaret” for the word “Mary” in the two instances where it appeared in the final bullet point of Minute HTC/17.95, to approve the minutes of the meeting held on Wednesday 22 November 2017 as a true record.**

**HTC/17.125 Horsforth Policing Update**

To receive reports from and to consider any further action in relation to:

**17.125.1.** West Yorkshire Police and Police Community Support Officers;

**17.125.2.** An update on the use of speed indicator devices (SID).

Members **noted** a report from PCSO R Southwood, West Yorkshire Police, for the period from 22 November 2017. **Attached.**

**PCSOs R Southwood and S Wright left the meeting.**

**HTC/17.126 To submit the minutes of Committee meetings as listed under for Council’s approval:**

**17.126.1.** Planning, Licensing and Traffic Committee 16 November 2017

**RESOLVED: That the minutes of the Planning, Licensing and Traffic Committee held on 16 November 2017 are a true record.**

**17.126.2.** Community and Environment Committee 7 December 2017

**RESOLVED: That the minutes of the Community Committee held on 7 December 2017 are a true record.**

**17.126.3.** Planning, Licensing and Traffic Committee 14 December 2017

**RESOLVED: That the minutes of the Planning, Licensing and Traffic Committee held on 14 December 2017 are a true record.**

**17.126.4.** Finance and General Purposes Committee 18 January 2018

**RESOLVED: That the minutes of the Finance and General Purposes Committee held on 18 January 2018 are a true record.**

**HTC/17.127 Public Bodies (Admission to Meetings) Act 1960**

To consider passing a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public from the meeting during items 8 and 9 of the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**RESOLVED: Under the Public Bodies (Admission to Meetings) Act 1960 to exclude all members of the press and public, with the exception of Paula Fearon, from the meeting during items 8 and 9 of the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

**HTC/17.128 Assets of Community Value**

To receive a report on assets of community value and to consider recommendations and action.

Members received an update from Cllr D Collins regarding ongoing negotiations with Leeds City Council relating to the acquisition of 3 and 5 The Green, Horsforth. Cllrs D Collins, R Hardcastle and the Clerk had recently attended a meeting with Ward Councillor D Coupar and Leeds City Council officers.

A 125 year old leasehold had now been offered to Council by Leeds City Council.

**F&GP recommendation (minute F&GP/17.67) that Council proceeds with the offer from Leeds City Council.**

Members noted the potential budget requirement and financial implications for 2018-19 and onwards if Council were to proceed with the offer.

Negotiations were continuing with Leeds City Council to reduce the asking price for the leasehold by taking into consideration previous investments made into 3 & 5 The Green by Council (or its predecessor) and into the Mechanics Institute.

The use of the buildings would be restricted to community use - this was understood to be a fairly wide definition and in line with Council's own proposed use of the buildings. There would be no ground rent payable; business rates would be payable and eligibility for any rates reduction would be explored. Council would be fully responsible for repair and maintenance of the buildings. Any change of use or work to the buildings would require the usual planning and building regulation consents and approval.

The next step for Council was community engagement to consult with Horsforth residents and to seek their views on the project.

Members noted a draft information leaflet and consultation letter that had been prepared for circulation to Horsforth residents. It was **AGREED** that this letter be signed by the Clerk as a communication from Council.

One quote for printing of the community consultation documents had been obtained to date in the sum of £926. A prepaid response card would be included and the estimated costs of the return postage based on a 15% return was in the region of £150.

**RESOLVED as follows:**

- 1. That Council continues negotiations with Leeds City Council for the acquisition of 3 and 5 The Green and The Stables, Horsforth.**
- 2. That Council proceeds with community engagement to seek the views of local residents.**
- 3. That Council seeks two further quotes for printing of the community consultation documents.**
- 4. That Cllrs R Hardcastle and D Collins have delegated authority to decide which printing quote to accept.**

**HTC/17.129 Employment Matters**

To receive a report on staff recruitment.

Members **noted** the appointment of Mrs Paula Fearon as Administration Assistant.

Cllr R Hardcastle commented on the high quality of applications that had been received and of the candidates that had been short-listed for interview.

**HTC/17.130 Accounts and List of Payments**

The Finance and General Purposes Committee has recommended that Council approve the accounts and list of payments to 9 January 2018.

**RESOLVED: To approve the accounts and list of payments to 9 January 2018 (attached).**

**Noted: Uncashed cheque to Royal British Legion. ACTION: Clerk to pursue.**

**HTC/17.131 Otley Citizens Advice Bureau**

To consider funding request from Otley Town Council.

See agenda pack.

Members **noted** the £14,000 spent on Otley Citizens Advice Bureau by Otley Town Council.

**RESOLVED: To seek further clarification from Otley Town Council regarding the £14,000 costs for Otley Citizens Advice Bureau including details of overheads and a breakdown.**

**ACTION: The Clerk.**

**HTC/17.132 Community grants**

To consider a recommendation from Committee and Environment Committee to increase the maximum community grant that can be awarded by the Committee to £500.

**RESOLVED: To increase the maximum community grant that can be awarded by Community and Environment Committee to £500.**

**Note: Cllr Tinsley gave apologies and left the meeting at this point.**

**HTC/17.133 Council Budget and Precept Demand 2018-19**

The Council was asked to consider the Finance and General Purposes Committee recommendations for the 2018-19 budget and precept demand.

**Recommended budget      £116,500**

**Recommended precept      £114,710**

**Council tax support grant for 2018-19 will be £4,958.**

Budget papers were circulated at the meeting showing the following:

- 2017-18 accounts showing spending and the balance of budgets remaining to date
- Forecast spending to the year-end for Christmas motifs and switch-on event
- Grant and sponsorship income for Christmas switch-on event expected to the year-end
- Proposed budgets for 2018-19 and 2019-20 showing the following:
  - Grants and Sponsorship combined into one budget head;
  - The following budget heads removed: Horsforth List, Networking, Sundry Items and Ginnels & Paths ;
  - Defibrillator Maintenance moved from Community and Environment to Office;
  - Nil budget for Planning, Licensing and Traffic
  - Nil budget for Cold Calling Control Zone
  - Insurance, Clock Maintenance, Office Equipment (Lease) and Roll of Honour moved from Buildings to Office;
  - Buildings renamed Mechanics
  - Staff Training renamed Staff & Councillor Training
  - Loan repayments and maintenance costs for 3 & 5 The Green and The Stables
  - Designated and restricted funds
  - Short and long-term investments held
  - The amount the precept would increase for each household for 2%, 5% and 10% increases

A provisional decision has been made by the Government to defer the setting of the referendum principles for town and parish councils for three years.

Members discussed the following:

- The proposed budget
- The carrying-forward of unspent budgets from 2017-18 by Committees
- The availability of external grant income for Christmas motifs and switch-on event
- The use of investment funds for development of 3 & 5 The Green.

**The proposed budget was revised by members. Copy of revisions and the final approved budget attached.**

**RESOLVED: To approve the budget for 2018-19 at £125,450 and to set the Council precept demand for 2018-19 at £114,710.**

**HTC/17.134 Review of Terms of Reference, Policies and Procedures**

To receive an update from the Working Group and to consider any action.

No meeting of the Working Group had taken place.

**HTC/17.135 To consider which Committee has responsibility for the following:**

- Cold calling control zones (CCCZ).  
It was confirmed that cold calling control zones are within the remit of Council and not any particular Committee.

**ACTION: The Clerk to contact West Yorkshire Police for an update on CCCZ.**

- Provision of grit bins/gritting  
It was confirmed that Council has a policy dealing with the provision of grit bins with the same criteria as that of Leeds City Council.

**ACTION: Any requests from members of the public for a grit bin to be referred to Leeds City Council for assessment.**

**HTC/17.136 Council Surgery**

Cllrs S Dowling and P Mallott volunteered for the next Council surgery, to take place at 6:45pm to 7:15pm, 14 March 2018.

**HTC/17.137 Items for future agenda**

None

**HTC/17.138 Date of next meeting**

The next meeting of the Town Council is on Wednesday 14 March 2018 at 7:15pm.

The meeting closed at 9:50pm

*Distribution: Cllrs M Boyes, C Calvert, D Collins, C Cordingley, S Dowling, J Garvani, S Glover, R Hardcastle, J Hardy, M Holmes, M Hughes, R Jacques, M Leech, P Mallott, R O'Callaghan, D Prater, J Pritlove, A Radford, I Scott, N Tinsley, M Wharton, V Wood-Robinson*

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**Minute HTC/17.125  
Horsforth Policing Update**

**Report from PCSO R Southwood - for the period since 22 November 2017**

Robberies 5

- Taxi driver's takings taken on A65
- Daniel Footwear, New Road Side – attempt to distract and take stock: charging about to take place
- Hall Park – New Year's Eve: older youths approached 5 younger children and took money and valuables. One suspect interviewed and another about to be interviewed.
- Headphones and mobile 'phone taken from an individual on Stanhope Drive in the early hours of the morning. No suspects. Enquiries ongoing.

Burglaries

- Car stolen from Horsforth Vale, new estate
- Garage and shed burglaries comprise half of the burglaries
- 40% "amateurish" – involve smashing window/breaking down door to gain entry.

2 brothers arrested – not Horsforth residents but with links.

Burglaries, business and community 8

- 3 empty buildings
- 1 involved somebody locked in a public house
- 4 others – ongoing enquiries

Assaults 15

- Peaked over Christmas
- One involving an arrest on New Year's Eve for possession of an offensive weapon

Damage 16

- Spate of damage towards the Christmas period, not all on the night
- Cragg Hill/Broadway – tyres slashed. Has not occurred again. Enquiries ongoing.
- West Brook Glade – wing mirrors damaged. Youths identified. No further occurrences after speaking to parents.

Theft from motor vehicles 19

- Half involve trade vans

Theft non specific 18

Theft of motor vehicles 6

Begging

- 2 dispersal orders have been issued to the same individual. Working on Criminal Behaviour Order to ban him from specific areas.
- Another individual – less frequent visitor. Work ongoing. Both have access to housing and benefits.
- 3<sup>rd</sup> beggar – more recent. Working with agencies.

Traffic

- Fatal collision on Long Row.
- Speed indicator devices.
  - Mobile SID was used in a Community Speedwatch Event with cadets for a Duke of Edinburgh scheme. Low Lane and Scotland Lane on a Saturday afternoon. Lower number of speeding vehicles than expected. Spoke to residents and businesses and warning letters sent. Will repeat with cadets until June.
  - Low Lane. Suggest location – near the Bengal restaurant.

PCSOS in Horsforth

Currently 3 PCSOs serve Horsforth: R Southwood, J Andrews and J Richardson.

**Minute HTC/17.133**  
**Accounts and list of payments to 9 January 2018**

<b>Horsforth Town Council</b>					
<b>Bank Reconciliation as at 9th January 2018</b>					At next y/end
<b>Prepared by Tracy Sutcliffe (Bookkeeper) on 9th January 2018</b>					S / L term
<b>Balance per bank statements as at</b>					
<b>Current Account</b>	<b>Yorkshire Bank (per stmt 09.06.16)</b>			<b>14,124.00</b>	<b>Short term</b>
	<b>Unity Trust Bank (per print 08.01.18)</b>			<b>124,115.07</b>	<b>Short term</b>
<b>Term deposit accounts</b>					
	050085835	<b>Matures 27.09.18</b>		<b>15,842.09</b>	<b>Short term</b>
	00000236	<b>Matures 09.10.18</b>		<b>15,495.21</b>	<b>Short term</b>
	050085806	<b>Matures 27.03.19</b>		<b>37,743.91</b>	<b>Short term</b>
				<b>207,320.28</b>	
<b>Add uncredited receipts</b>					
			0.00		
				<b>0.00</b>	
<b>Less unrepresented cheques</b>					
11.07.17	300119	Royal British Legion - Poppy wreath	18.50		
			0.00		
			0.00		
			0.00		
				<b>18.50</b>	
<b>Net Balances as at 9th January 2018</b>				<b>207,301.78</b>	
<b>Cash book</b>					
<b>Opening balances as at 1 April 2017</b>				<b>172,609.89</b>	
Add cash book receipts				<b>124,991.26</b>	
Less cash book payments				<b>90,299.37</b>	
<b>Closing cash book balance as at 9th January 2018</b>				<b>207,301.78</b>	



## Minute HTC/17.133

### Accounts and list of payments to 9 January 2018

Horsforth Town Council  
Cash Book  
Year ended 31 March 2018

Period 08.11.17 to 09.01.18

Bank Payments																		SECTION
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Creditors 2017	Planning Lic & Traffic	CCCZ / Other	Comm & Environ/mt	Assets of Comm Val	Election	Salaries	Office	Buildings	Staff Training	Designated Funds	137 EXPENDITURE
08.11.17	Brought Forward			68,351.11	0.00	2,291.43	2,150.00	0.00	0.00	7,624.42	1,500.00	9,786.61	34,543.04	6,939.11	1,678.73	205.30	1,632.47	0.00
22.11.17	Tracy Sutcliffe - Bookkeeping to 10.11.17	On line	108	195.00										195.00				
22.11.17	Yorkshire & Humber Regional Training Partnership	On line	109	250.00												250.00		
22.11.17	Lupton Fawcett - Employment Law advice	On line	110	900.00		150.00								750.00				
22.11.17	St Margarets Church - room hire Sept & Nov 2017	300125	125	134.00										134.00				
22.11.17	Traidcraft plc - Biscuits	300126	126	18.30										18.30				
23.11.17	Martin Hughes - Expenses - Chocolate for Santa	300127	129	259.74		36.96				184.78								
	- Solopress Printing - flyer (Lights switch on)									38.00								
23.11.17	Talk Talk - Office Broadband	DD	111	22.31										22.31				
24.11.17	Julie Sou - net pay	On line	112	1,616.99								1,616.99						
27.11.17	BT - Office phone	DD	113	101.93		16.99								84.94				
28.11.17	West Yorkshire Pension Contributions	On line	114	418.27									418.27					
30.11.17	XBM Ltd - Photocopies	DD	115	86.20		14.37								71.83				
30.11.17	3D Productions - Remembrance Service costs	On line	116	324.00		54.00				270.00								
30.11.17	Directions Planning Consultancy - NP Costs	On line	117	352.50		58.75											293.75	
30.11.17	Aire Valley Tree Service Ltd - Christmas trees 2017	On line	118	1,380.00		230.00				1,150.00								
30.11.17	Directions Planning Consultancy - NP Costs	On line	119	2,309.08		384.84											1,924.23	
30.11.17	Aire Valley tree Services - Rights Of Way	On line	120	2,580.00		430.00				2,150.00								
30.11.17	LCC - Summer baskets	On line	121	6,725.81		1,120.97				5,604.84								
06.12.17	Horsforth in Bloom - Q/JG Oct 2017	On line	122	60.00						60.00								
06.12.17	Horsforth in Bloom - Q/JG Nov 2017	On line	123	80.00						80.00								
06.12.17	3D Productions - Horsforth Christmas lights switch on	On line	124	1,560.00		260.00				1,300.00								
06.12.17	Horsforth Leeds City Band - Lights switch on	300128	130	100.00						100.00								
18.12.17	SLCC - Job advert	On line	127	360.00		60.00								300.00				
18.12.17	YLCA - Job advert	On line	128	15.00										15.00				
22.12.17	Julie Sou - net pay	On line	131	1,559.43								1,559.43						
27.12.17	Talk Talk - Office Broadband	DD	132	22.31										22.31				
29.12.17	XBM Ltd - Photocopies	DD	133	74.87		12.48								62.39				
31.12.17	Bank charges	DD		24.90										24.90				
08.01.18	West Yorkshire Pension Contributions	On line	134	417.62									417.62					
	Carried Forward			90,299.37	0.00	5,120.79	2,150.00	0.00	0.00	18,562.04	1,500.00	9,786.61	38,555.35	8,640.09	1,678.73	455.30	3,850.45	
	Check total			90,299.37		90,299.36												
	<b>Total Expenditure 2017-2018 (for budget page)</b>																	
	Cash book payments			90,299.37														

Period 08.11.17 to 09.01.18

Bank Receipts																		
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Debtors 2017	Other	Public Safety	Community	Planning	Environment	Salaries	Office	Buildings	Staff Training	Events	
08.11.17	Balances brought forward			228,519.94	69,081.21	5,191.05	0.00	288,363.10	0.00	0.00	0.00	3,722.00	0.00	0.00	0.00	0.00	0.00	325.00
	Carried Forward			228,519.94	69,081.21	5,191.05	0.00	288,363.10	0.00	0.00	0.00	3,722.00	0.00	0.00	0.00	0.00	0.00	325.00
	Check total			297,601.15		297,601.15												
	<b>Total Income 2017-2018 (for budget page)</b>																	
	Cash book receipts			124,991.26														
	<b>Cash book balances (agrees to bank rec)</b>		207,301.78	138,220.57	69,081.21													

= presented

Total income 2017-2018 (for budget page)	119,800.21
Total expenditure 2017-2018 (for budget page)	85,178.57
Agreed to Budget	34,621.64

**Minute HTC/17.133**  
**Accounts and list of payments to 9 January 2018**

Horsforth Town Council							
Annual Budget and Expenditure 2017-2018							
Updated 09.01.18							
		Income & Expenditure				Budget Remaining	
		Annual Budget		As At 9th January 2018		As At 9th January 2018	
		£	£	£	£	£	£
<b>INCOME</b>							
	Precept	109,950		109,950		0	
	Council Tax Support Grant	5,308		5,308		0	
	Bank interest Received	0		495		0	
	<b>TOTAL INCOME</b>		<b>115,258</b>		<b>115,753</b>		<b>0</b>
<b>EXPENDITURE</b>							
<b>Community &amp; Environment</b>							
	Grants	4,000		1,055		2,945	
	Sponsorship	3,000		0		3,000	
	Award Scheme	150		27		123	
	Civic Service	200		0		200	
	Remembrance Service	350		313		37	
	Horsforth Matters	3,500		1,392		2,108	
	Horsforth List	1,000		0		1,000	
	Networking	0		0		0	
	Band Concerts	1,000		960		40	
	Event	1,500		1,312		188	
	Defibrillator Maintenance	300		0		300	
	Christmas Motifs (and tree lights)	15,000		-1,635		16,635	
	Christmas Lights Switch On	2,000		1,623		377	
	New Christmas Tree Lights	0		0		0	
	Christmas Tree	900		1,150		-250	
	Sundry Items	1,000		19		982	
	Summer Baskets Installation & Water	4,535		7,469		-2,934	
	Garden	1,025		606		419	
	Ginnels & Paths	2,500		0		2,500	
			<b>41,960</b>		<b>14,290</b>		<b>27,670</b>
	<b>Planning, Licensing &amp; Traffic</b>		<b>1,500</b>		<b>0</b>		<b>1,500</b>
	<b>Cold Calling Control Zone / Other</b>		<b>500</b>		<b>0</b>		<b>500</b>
	<b>Salaries</b>		<b>47,062</b>		<b>38,556</b>		<b>8,506</b>
	<b>Office</b>						
	Office Equipment	1,500		646		854	
	Stationery	1,000		753		247	
	Postage	250		130		120	
	Telephone	600		455		145	
	Adverts	300		0		300	
	Recruitment	600		315		285	
	Subscriptions	2,600		2,271		329	
	Audit & Accounts	2,500		1,406		1,094	
	Miscellaneous & Quality Council	700		85		615	
	Bank Charges	100		50		50	
	Chairman's Allowance	300		0		300	
	Room Hire & Meeting Expenses	550		535		15	
	Legal & Professional Fees	2,000		1,706		294	
	Advertising & Website	500		564		-64	
			<b>13,500</b>		<b>8,916</b>		<b>4,584</b>
	<b>Buildings</b>						
	Rent & Rates	2,100		0		2,100	
	Utilities	700		0		700	
	Insurance	1,200		956		244	
	Clock	500		212		288	
	Office Equipment (Lease)	1,100		511		589	
	Roll Of Honour	200		0		200	
			<b>5,800</b>		<b>1,679</b>		<b>4,121</b>
	<b>Staff Training</b>		<b>2,500</b>		<b>455</b>		<b>2,045</b>
	<b>Election</b>		<b>8,000</b>		<b>0</b>		<b>8,000</b>
	<b>Assets of Community Value</b>		<b>10,000</b>		<b>1,500</b>		<b>8,500</b>
	<b>TOTAL EXPENDITURE</b>		<b>130,822</b>		<b>65,396</b>		<b>65,426</b>
	<b>SURPLUS OF INCOME OVER EXPENDITURE</b>		<b>-15,564</b>		<b>50,357</b>		<b>-65,426</b>

**Minute HTC/17.133**  
**Accounts and list of payments to 9 January 2018**

Horsforth Town Council				
Annual Budget and Expenditure 2016-2017				
Designated Funds				
Horsforth Town Council				
			As At 9th January 2018	
			£	£
<b>DESIGNATED FUNDS</b>				
<b>NEIGHBOURHOOD PLAN</b>				
	<b>Balance B/F 01.04.17</b>		<b>25,330</b>	
	Income		0	
	Expenditure		-3,851	
	Transfer of funds		0	
	<b>Balance C/F 09.01.18</b>			<b>21,479</b>
<b>HORSFORTH MATTERS COMMUNITY DIRECTORY</b>				
	<b>Balance B/F 01.04.17</b>		<b>6,000</b>	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	<b>Balance C/F 09.01.18</b>			<b>6,000</b>
<b>ELECTION</b>				
	<b>Balance B/F 01.04.17</b>		<b>10,474</b>	
	Income		0	
	Expenditure		-9,787	
	Transfer of funds		0	
	<b>Balance C/F 09.01.18</b>			<b>687</b>
<b>DEFIBRILLATOR</b>				
	<b>Balance B/F 01.04.17</b>		<b>630</b>	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	<b>Balance C/F 09.01.18</b>			<b>630</b>
<b>TOTAL DESIGNATED FUNDS C/F</b>				<b>28,796</b>
<b>RECONCILIATION TO CASH BOOK</b>				
<b>CHECK TOTAL</b>				
	General income less expenditure			50,357
	Designated Income			0
	Designated expenditure			-13,638
	<b>CASH BOOK TOTAL</b>			<b>36,719</b>
<b>CASH BOOK TOTAL 2017-18</b>				<b>34,622</b>
<b>(CB Receipts less payments - per cash book)</b>				
<b>Difference</b>				<b>2,097</b>
<b>Adjustments for accruals &amp; prepayments 31.03.17</b>				
	Grant re event - play rec'd in 2017		600	
	T Sutcliffe - accounts work accrued 2017		285	
	Event - tickets printed 2017		-50	
	Event - Alzheimers Society		-45	
	V Wood - Exps - Alz Event		-279	
	Vision ICT		-564	
	Paths		2,150	
	<b>TOTAL ADJUSTMENTS</b>		<b>2,097</b>	

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**Minute HTC/17.133**  
**Revisions to Proposed Budget 2018-19**

EXPENDITURE	This Financial Year			Planning for 2018/19	Planning for 2019/20	
	Current Budget	To date	Remaining	Budget	Budget	
<b>Community &amp; Environment Committee</b>						
Grants & Sponsorship	7,000	1,055	5,945	5,000	5,000	
Award Scheme	150	27	123	150	150	
Civic Service	200	0	200	200	200	
Remembrance Service	350	313	37	350	350	
Horsforth Matters	3,500	1,392	2,108	3,500	3,500	
Horsforth List	1,000	0	1,000	0	0	Christmas 2017-2018 - costs
Band Concerts	1,000	960	40	1,000	1,000	£
Special Events	1,500	1,312	188	1,500	1,500	trees 1,500
Christmas Motifs, Trees & Event	17,900	2,773	15,127	14,200	14,200	motifs, tree lights & electrician 12,700
Summer Baskets (install & watering)	4,535	7,469	-2,934	8,000	8,000	tree removal 100
Garden Maintenance	1,025	606	419	1,000	1,000	base for new tree @ Old Ball 300
Ginnels & Paths	2,500	0	2,500	0	0	switch-on event 1,850
Sundry Items	1,000	19	981	0	0	<b>16,450</b>
	41,660	15,926	25,734	34,900	34,900	
<b>Planning, Licencing &amp; Traffic Committee</b>	1,500	0	1,500	1,000	0	Christmas 2017-2018 - credits
						£
<b>Office</b>						Community Committee grant 2,200
Office Equipment	2,600	1,157	1,443	1,500	1,500	local sponsorship 550
Stationery	1,000	753	247	1,000	1,000	Note CC grants this year
Postage	250	130	120	250	250	£
Telephone & Broadband	600	455	145	600	600	Guiseley & Rawdon Christmas Lights 4,320
Recruitment	600	315	285	0	0	Yeadon festive Lights 5,000
Subscriptions	2,600	2,271	329	2,600	2,600	
Audits, Accounts & Data Protection	2,500	1,406	1,094	2,500	2,500	
Misc & Quality Control	700	85	615	100	100	
Bank Charges	100	50	50	100	100	
Chairmans Allowance	300	0	300	300	300	
Room Hire & Meeting Expenses	550	535	15	600	0	
Legal & Professional Fees	2,000	1,706	294	1,000	1,000	
Advertising & Website	800	564	236	600	600	
Clock Maintenance	500	212	288	500	500	
Defibrillator Maintenance	300	0	300	150	0	2020/21 require £1050
Roll of Honour	200	0	200	200	0	
Public Liability Insurance	1,200	956	244	1,300	1,300	
	16,800	10,595	6,205	13,300	12,350	
<b>Mechanics</b>						
Rent & Rates	2,100	0	2,100	1,000	0	
Utilities	700	0	700	400	0	
	2,800	0	2,800	1,400	0	
<b>Assets of Community Value</b>						
Loan repayment (290K)				7,000	14,000	
Property management & maintenance				1,500	3,000	
Waste removal				200	400	
Premises cleaning & similar service charges				2,250	4,500	
Business rates (with 80% discount)				300	600	
Water rates				450	900	
Light, heat and power (including commercial kitchen in No3)				1,050	2,100	
Premises insurance				600	1,200	
	10,000	1,500	8,500	13,350	26,700	
<b>Councillor Training</b>	0	0	0	2,000	1,000	
<b>Staff Training</b>	2,500	455	2,045	1,000	1,000	
<b>Cold Calling Zone</b>	500	0	500	500	0	
<b>Salaries</b>	47,062	38,556	8,506	50,000	52,000	
<b>Election</b>	8,000	8,000	0	8,000	8,000	
<b>Totals</b>	<b>130,822</b>	<b>75,032</b>	<b>55,790</b>	<b>125,450</b>	<b>135,950</b>	

**THE MONEY WE CURRENTLY HAVE**

<b>Designated Funds</b>					
Neighbourhood Plan	21,400				
Elections	8,000				
SID	3,100				
	<b>32,500</b>				
<b>Current Bank Accounts</b>		138,239	Currently in current accounts		
Designated Funds	<b>32,500</b>				
Remaining 2017/18 overheads	<b>55,790</b>		maximum		
Remaining in current account @ yr end	49,949		minimum, but unlikely as not all budgets will be spent		NOT including Deposit Account funds
Remaining in current account @ yr end	105,739		maximum, but unlikely as more funds will be spent		NOT including Deposit Account funds
<b>Use of remaining funds next year</b>					
Outstanding income	-2,200				
Transferred to 2018/2019 budget	5,782				
Held in Contingency	46,367		minimum, but unlikely as not all budgets will be spent		NOT including Deposit Account funds
Held in Contingency	102,157		maximum, but unlikely as more funds will be spent		NOT including Deposit Account funds

<b>Term Deposit Accounts</b>			
Matures 27/09/2018	15,842		
Matures 09/10/2018	15,495		
Matures 27/05/2019	37,744		
	<b>69,081</b>		<b>Proposed to spend all 70K on developing The Green</b>

**CALCULATING OUR PRECEPT**

This years precept	109,950	
This years support	5,308	
2018/19 precept (0% rise per home)	112,460	increase is as a result of approx 160 new homes
2018/19 support (already promised by LCC)	4,958	
<b>If added 2% increase</b>	<b>2,249</b>	
	<b>119,668</b>	
2019/20 precept (0% rise per home)	114,962	assuming another 160 new homes
2019/20 support (not guaranteed)	4,000	
<b>If added 2% increase 2018/2019</b>	<b>2,249</b>	
<b>if added 5% increase 2019/2020</b>	<b>5,861</b>	
	<b>127,071</b>	
Shortfall (before grant for Christmas from CC)	-8,879	
Shortfall (after E4K grant from CC)	-4,879	

2017/18	A (5/9)	A	B	C	D	E	F	G	H
HTC	£8.63	£10.35	£12.08	£13.80	£15.53	£18.98	£22.43	£26.88	£31.06
2018/19 2% increase									
Band	A (5/9)	A	B	C	D	E	F	G	H
HTC	£8.80	£10.56	£12.32	£14.08	£15.84	£19.39	£22.88	£26.40	£31.68
Increase	£0.17	£0.21	£0.24	£0.28	£0.31	£0.38	£0.45	£0.52	£0.62
2019/20 5% increase on 102%									
Band	A (5/9)	A	B	C	D	E	F	G	H
HTC	£9.24	£11.09	£12.94	£14.78	£16.63	£20.33	£24.02	£27.72	£33.27
Increase	£0.44	£0.53	£0.62	£0.70	£0.79	£0.97	£1.14	£1.32	£1.58
2019/20 10% increase on 102%									
Band	A (5/9)	A	B	C	D	E	F	G	H
HTC	£9.68	£11.62	£13.55	£15.49	£17.42	£21.30	£25.17	£29.04	£34.85
Increase	£0.88	£1.05	£1.23	£1.41	£1.58	£1.94	£2.29	£2.64	£3.17



**Minute HTC/17.133**  
**Approved Budget 2018-19**

Horsforth Town Council  
Annual Budget 2018-19  
Approved by Council: 31 January 2018

		Annual Budget 2018-19		Notes
		£	£	
<b>INCOME</b>				
	Precept	114,710		
	Council Tax Support Grant	4,958		
<b>TOTAL INCOME</b>			119,668	
<b>EXPENDITURE</b>				
<b>Community &amp; Environment</b>				
	Grants & Sponsorship	5,000		
	Award Scheme	150		
	Civic Service	200		
	Remembrance Service	350		
	Horsforth Matters	3,500		
	Band Concerts	1,000		
	Event	1,500		
	Christmas Motifs, Trees & Switch-On	14,200		C&E Committee to apply for additional grant of £4,000
	Summer baskets - install & water	8,000		
	Garden Maintenance	1,000		
			34,900	
<b>Planning, Licensing &amp; Traffic</b>				
			1,000	
<b>Cold Calling Control Zone / Other</b>				
			500	
<b>Salaries</b>				
			50,000	
<b>Office</b>				
	Office Equipment & Lease	1,500		
	Stationery & Printing	1,000		
	Postage	250		
	Telephone	600		
	Subscriptions	2,600		
	Audit, Accounts & Data Protection	2,500		
	Miscellaneous & Quality Council	100		
	Bank Charges	100		
	Chairman's Allowance	300		
	Room Hire & Meeting Expenses	600		
	Legal & Professional Fees	1,000		
	Advertising & Website	600		
	Clock Maintenance	500		
	Defibrillator Maintenance	150		
	Roll of Honour	200		
	Insurance	1,300		
			13,300	
<b>Mechanics Institute</b>				
	Rent & Rates	1,000		
	Utilities	400		
			1,400	
<b>Assets of Community Value (3 &amp; 5 The Green)</b>				
	Loan repayment	7,000		
	Property Management and Maintenance	1,500		
	Waste Removal	200		
	Premises Cleaning & Similar Service Charges	2,250		
	Business Rates	300		
	Water Rates	450		
	Light, Heat and Power	1,050		
	Insurance	600		
			13,350	
<b>Training</b>				
	Staff Training	1,000		
	Councillor Training	2,000		
			3,000	
<b>Election</b>				
			8,000	
<b>TOTAL EXPENDITURE</b>			125,450	
<b>SURPLUS/DEFICIT OF INCOME OVER EXPENDITURE</b>			-5,782	TO BE MET FROM RESERVES/GRANTS