



Horsforth Town Council

**Full Council Minutes
Wednesday 24 May 2017 at 7.45pm**

Present: In Chair - Cllr R Hardcastle

Cllr D Collins, Cllr C Cordingley, Cllr S Dowling, Cllr J Garvani, Cllr S Glover, Cllr T Hanley, Cllr J Hardy, Cllr M Holmes, Cllr P Mallott, Cllr R O'Callaghan, Cllr D Prater, Cllr J Pritlove, Cllr I Scott, Cllr M Wharton, Cllr R Wilkinson, Cllr V Wood-Robinson

In attendance: J Sou – Acting Clerk

The meeting started at 8.06pm

HTC/17.1 To receive apologies for absence and to consider the reason for the absence

It was **resolved that the apologies and reasons for absence from Cllrs M Boyes, M Hughes, R Jacques, A Radford and N Tinsley be accepted.**

HTC/17.2 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.

Cllrs D Collins and P Mallott declared a pecuniary interest in Item 13 Floral Displays as members of Horsforth In Bloom.

HTC/17.3 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 Committee. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

None present.

HTC/17.4 Minutes of the previous meeting

Council was asked to approve the minutes of the meeting held on Wednesday 22 March 2017.

Draft minutes had been circulated to all members.

Signed Dated

It was proposed by Cllr D Collins, seconded by Cllr V Wood-Robinson and **resolved that the minutes of the meeting held on Wednesday 22 March 2017 are a true record.**

HTC/17.5 To submit the minutes of Committee meetings as listed under for Council's approval:

- 17.5.1.** Planning and Licensing Committee 16 March 2017
It was proposed by Cllr D Collins, seconded by Cllr S Glover and **resolved to approve the minutes of the Planning and Licensing Committee held on 16 March 2017.**
- 17.5.2.** Environment Committee 30 March 2017
It was proposed by P Mallott, seconded by Cllr J Pritlove and **resolved to approve the minutes of the Environment Committee held on 30 March 2017.**
- 17.5.3.** Planning and Licensing Committee 6 April 2017
It was proposed by Cllr D Collins, seconded by Cllr S Glover and **resolved to approve the minutes of the Planning and Licensing Committee held on 6 April 2017.**
- 17.5.4.** Finance and General Purposes Committee 11 May 2017
It was proposed by Cllr S Glover, seconded by Cllr D Collins and **resolved to approve the minutes of the Public Safety and Traffic Committee held on 11 May 2017.**

HTC/17.6 Accounts and List of Payments

The Finance and General Purposes Committee has recommended that Council approve the end of year accounts and list of payments to the 31 March 2017.

It was proposed by Cllr J Garvani, seconded by Cllr D Collins and **resolved to approve the end of year accounts and list of payments to 31 March 2017 (attached).**

HTC/17.7 Reserves

F & GP has recommended that Council consider the level of reserves held by the Council.

Members noted that the balance in the Council's bank accounts as at the date of the meeting 24 May 2017 was £282,554.04. This included the revenue budget allocated for expenditure in 2017-18 and all designated and restricted funds. It was noted that there was in the region of £50,000 more in reserves than expected when the budget and precept had been settled in January 2017.

Signed Dated

The Chairs of the Council's Committees **were requested to consider any projects that may be suitable for expenditure from reserves.**

It was **agreed** that Reserves be included as an item on future Finance and General Purposes Committee agendas.

HTC/17.8 Internal Auditor's Reports

17.8.1. F&GP has recommended that Council accept the Internal Auditor's report dated 5 October 2016 (attached to agenda).

It was proposed by Cllr I Scott, seconded by Cllr D Collins and **resolved to accept the Internal Auditor's report dated 5 October 2016.**

17.8.2. To consider and accept the Internal Auditor's report dated 11 May 2017 (attached to agenda).

It was proposed by Cllr I Scott, seconded by Cllr D Collins and **resolved to accept the Internal Auditor's report dated 11 May 2017.**

Matters highlighted by the Internal Auditor:

17.8.3. Computer security and financial records
Members requested that computer security and financial records be considered as part of the Council's risk assessment.

17.8.4. Yorkshire Bank account, balance £13,849 at 20 June 2016
It was proposed by Cllr D Collins, seconded by Cllr S Dowling and **resolved that the Yorkshire Bank account be closed and that Leeds City Council be advised to re-direct payments to the Unity Trust bank account.**

HTC/17.9 Audit Review

To consider the Audit Review carried out on 12 May 2017 (attached to agenda).

It was proposed by Cllr D Collins, seconded by Cllr I Scott and **resolved to approve the Audit Review carried out on 12 May 2017.**

HTC/17.10 Internal Control Check

F&GP has recommended that Council accepts the Internal Control Check carried out on 10 May 2017 (attached to agenda).

It was proposed by Cllr M Wharton, seconded by Cllr J Garvani and **resolved to accept the Internal Control Check carried out on 10 May 2017.**

Signed Dated

HTC/17.11 Annual Return for the Year Ended 31 March 2017

17.11.1. Annual Governance Statement 2016/17 (section 1 of Annual Return)

To consider, complete and approve.

Chair and Acting Clerk to sign and date approved Annual Governance Statement.

Members considered Section 1 of the Annual Return and were satisfied that the Council had in place a sound system of internal control, including the preparation of accounting statements. Boxes 1-9 were ticked "Yes" and Box 9 was "NA".

It was proposed by Cllr D Collins, seconded by Cllr J Garvani and **resolved to approve the completed Annual Governance Statement 2016/17 at Section 1 of the Annual Return.**

The Chair and the Acting Clerk signed the Annual Governance Statement 2016/17 at Section 1 of the Annual Return. Copy attached.

17.11.2. Accounting Statements 2016/17 (section 2 of Annual Return)

To consider and approve.

Chair to sign and date approved Accounting Statements.

Members considered the Accounting Statements 2016/17 at Section 2 of the Annual Return signed and dated by the Responsible Financial Officer on 10 May 2017.

It was proposed by Cllr C Cordingley, seconded by Cllr D Prater and **resolved to approve the Accounting Statements 2016/17 at Section 2 of the Annual Return signed and dated by the Responsible Financial Officer on 10 May 2017.**

The Chair signed the Accounting Statements 2016/17 at Section 2 of the Annual Return. Copy attached.

17.11.3. Period for the exercise of public rights of inspection of the accounts.

To set the period for the exercise of public rights of inspection of the accounts.

Period suggested by the External Auditor – Monday 5 June 2017 to Friday 14 July 2017.

Alternative period suggested by Responsible Financial Officer – Friday 9 June 2017 to Thursday 20 July 2017.

Signed Dated

It was proposed by Cllr D Collins, seconded by Cllr S Dowling and **resolved that the period for the exercise of public rights of inspection of the accounts be Friday 9 June 2017 to Thursday 20 July 2017.**

HTC/17.12 To authorise the following payments

- 17.12.1.** David Moor Chartered Surveyors –
Condition reports and surveys on 3 & 5 The Green £1,500 + VAT

The condition reports and surveys have been received.

It was proposed by Cllr D Collins, seconded by Cllr M Wharton and **resolved to approve payment to David Moor Chartered Surveyors of £1500 + VAT for the condition reports and surveys on 3 & 5 The Green.**

It was proposed by Cllr D Collins, seconded by Cllr M Wharton and **resolved that the Community Assets Working Group meet at the end of June/beginning of July 2017 to consider the reports and surveys and will present a report to Council on 3 & 5 The Green in July 2017.**

HTC/17.13 Floral displays

To consider a quote from Leeds City Council of £217.98 for watering the following 3 times per week, June 2017 to September 2017:

- 3 circular planters (2 on Town Street; 1 at junction of Broadgate Lane/King Edward Avenue)
- 3 barrier troughs (Fink Hill)

Members also considered the previous quote from Leeds City Council of £2,576 for watering of 20 Horsforth in Bloom planters and troughs.

Cllrs D Collins and P Mallott declared a pecuniary interest in this item as members of Horsforth In Bloom and left the meeting during the discussion and vote.

It was proposed by Cllr C Cordingley, seconded by Cllr S Dowling and **resolved to approve both Leeds City Council's quotes for watering at £217.98 and £2,576.**

Cllrs D Collins and P Mallott returned to the meeting following the vote.

HTC/17.14 Register of interests - Chapter 7 of Part 1 of the Localism Act 2011

Members are asked to review their Register of Interests details and advise the office of any changes.

Attached: email from Leeds City Council Governance Services

Previously circulated: Parish and Town Council Guidance on the Register of Interests

Noted.

Signed Dated

HTC/17.15 Council Surgery 19 July 2017

Two councillors are requested to provide their names for attendance at the Council Surgery from 6.45pm to 7.15pm on the 19 July 2017.

Cllrs P Mallott and S Dowling volunteered for the next Council Surgery, to take place on Wednesday 19 July 2017 at 6.45pm.

HTC/17.16 Items for future agenda

Police report – police representatives to be invited to attend.

3 & 5 The Green.

HTC/17.17 Date of next meeting

Members are asked to note that the next meeting of the Council is on 19 July 2017.

The meeting closed at 8.55pm

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

Signed Dated

Minute HTC/17.6
Accounts and list of payments to 31 March 2017

Horsforth Town Council																			
Cash Book																			
Year ended 31 March 2017																			
Period from 02.03.17 to 31.03.17																			
Bank Payments																			
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Accruals 2015	NH Plan	Public Safety	Community	Planning	Environment	Salaries	Office	Buildings	Staff Training	Designated Funds	Prepayments 31.03.17	SECTION 137 EXPENDITURE
				£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
11.01.07	Balances Brought Forward			109,111.58	0.00	5,087.48	9,825.67	2,475.00	13,858.00	6,238.85	0.00	14,403.88	41,261.06	6,965.78	1,713.74	740.72	6,491.40	50.00	0.00
21.03.17	Alzheimers Society	On line	171	44.95														44.95	Community Annu
21.03.17	Tracy Sutcliffe	On line	172	120.00										120.00					
21.03.17	Vision ICT Limited	On line	173	676.80		112.80												564.00	Office adv & web:
23.03.17	Talk Talk	On line	174	22.31										22.31					
24.03.17	C Dodd - Net pay	On line	175	1,547.18									1,547.18						
24.03.17	J Sou - net pay	On line	176	1,364.67									1,364.67						
28.03.17	West Yorkshire Pension Fund	On line	177	870.88									870.88						
22.03.17	St Margarets Parish Church - room hire	300094	178	67.00										67.00					
09.03.17	Horsforth Churches Together Sponsorship	300093	179	480.00						480.00	Sponsorship								
30.03.17	HMRC - PAYE & NIC	On line	180	3,000.57									3,000.57						
30.03.17	Horsforth In Bloom - QJB garden maintenance	On line	181	60.00								60.00							
31.03.17	XBM Limited - 20.03.17	DD	182	35.63		5.94								29.69					
31.03.17	Bank charges	DD	183	25.35										25.35					
30.03.17	V Wood - Robinson - EXPS - Dementia Event	On line	184	286.99		8.33												278.66	Comm Dementia
	Carried Forward			117,713.91	0.00	5,214.55	9,825.67	2,475.00	13,858.00	6,718.85	0.00	14,463.88	48,044.36	7,230.13	1,713.74	740.72	6,491.40	937.61	0.00
	Check total			117,713.91		116,776.30													
	Total Expenditure 2016-2017							102,673.69											
	Cash book payments			117,713.91															
Period from 02.03.17 to 31.03.17																			
Bank Receipts																			
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Debtors 2015	Other	Public Safety	Community	Planning	Environment	Salaries	Office	Buildings	Staff Training	Election		Grant
				£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
11.01.07	Balances brought forward			221,737.80	68,581.34	0.00	17,138.90	270,334.39	0.00	0.00	0.00	2,150.00	0.00	95.85	0.00	0.00	0.00	0.00	600.00
27.03.17	Term deposit interest received & reinvested			3.31				3.31											
27.03.17	Term deposit interest received & reinvested			1.35				1.35											
	Carried Forward			221,737.80	68,586.00	0.00	17,138.90	270,339.05	0.00	0.00	0.00	2,150.00	0.00	95.85	0.00	0.00	0.00	0.00	600.00
	Check total			290,323.80		289,723.80													
	Total Income 2016-2017							121,325.99											
	Cash book receipts			138,464.83															
	Cash book balances		172,609.89	104,023.89	68,586.00														
	= presented																		

Minute HTC/17.6
Accounts and list of payments to 31 March 2017

Horsforth Town Council							
Annual Budget and Expenditure 2016-2017							
Updated 31.03.17 - before year end provision of creditors & accruals							
		Annual Budget		Income & Expenditure		Budget Remaining	
		£	£	£	£	£	£
		As At 31.03.17		As At 31.03.17		As At 31.03.17	
INCOME							
	Precept	104,000		109,550		0	
	LCTS Grant	0		5,937		0	
	Bank interest Received	0		1,767		0	
TOTAL INCOME			104,000		117,254		0
EXPENDITURE							
Public Safety							
	PCSO's	31,805		13,663		18,142	
	CCCZ	195		195			
			32,000		13,858		18,142
Community							
	Grants	4,000		1,474		2,526	
	Sponsorship	3,000		980		2,020	
	Award Scheme	150		0		150	
	Civic Service	200		43		157	
	Horsforth Matters	3,500		0		3,500	
	Horsforth List	2,000		0		2,000	
	Networking	300		0		300	
	Christmas Lights Switch On	1,500		1,668		-168	
	Band Concerts	1,000		900		100	
	Event	2,000		1,654		347	
			17,650		6,719		10,932
Planning			250		0		250
Environment							
	Christmas Motifs	12,000		5,390		6,610	
	New Christmas Tree Lights	1,140		950		190	
	Christmas Tree	720		740		-20	
	Sundry Items	825		0		825	
	Installation & Water	6,300		6,689		-389	
	Garden	1,200		695		505	
	Ginnels & Paths	2,675		0		2,675	
	LCC Grant Received	0		-2,150		2,150	
			24,860		12,314		10,396
Salaries			44,500		48,044		-3,544
Office							
	Office Equipment	700		320		380	
	Stationery	1,000		646		354	
	Postage	250		8		242	
	Telephone	520		582		-62	
	Adverts	300		0		300	
	Subscriptions	2,000		2,037		-37	
	Audit & Accounts	2,200		2,051		149	
	Miscellaneous & Quality Council	200		690		-490	
	Chairman's Allowance	300		0		300	
	Room Hire	550		402		148	
	Website	250		471		-221	
			8,270		7,207		1,063
Buildings							
	Rent & Rates	2,100		0		2,100	
	Utilities	700		0		700	
	Insurance	1,100		1,046		54	
	Clock	500		0		500	
	Office Equipment	1,100		668		432	
	Roll Of Honour	200		0		200	
			5,700		1,714		3,986
Staff Training			1,000		741		259
Election			5,000		0		5,000
TOTAL EXPENDITURE			139,230		90,597		48,634
SURPLUS OF INCOME OVER EXPENDITURE			-35,230		26,658		-48,634

Minute HTC/17.6
Accounts and list of payments to 31 March 2017

Horsforth Town Council			
Annual Budget and Expenditure 2016-2017			
Designated & Restricted Funds			
Horsforth Town Council			
		As At 31.03.17	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.04.16	26,650	
	Expenditure	1,320	
	Balance C/F 31.03.17		25,330
HORSFORTH MATTERS COMMUNITY DIRECTORY			
	Balance B/F 01.04.16	6,000	
	Expenditure	0	
	Balance C/F 31.03.17		6,000
ELECTION			
	Balance B/F 01.04.16	5,474	
	Expenditure	0	
	Balance C/F 31.03.17		5,474
DEFIBRILLATOR			
	Balance B/F 01.04.16	4,500	
	Expenditure	3,870	
	Balance C/F 31.03.17		630
TOTAL DESIGNATED FUNDS C/F			37,434
RESTRICTED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.04.16	2,476	
	Income (Restricted Fund)	0	
	Expenditure	2,476	
	Balance C/F 31.03.17		0
DEFIBRILLATOR			
	Income (Restricted)	1,300	
	Expenditure	1,300	
	Balance C/F 31.03.17		0
TOTAL DESIGNATED AND RESTRICTED FUNDS C/F			37,434

**Minute HTC/17.11.1
Annual Governance Statement 2016/17 (Section 1 of Annual Return)**

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

HORSFORTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		"Yes" means that this smaller authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓
	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.		

This annual governance statement is approved by this smaller authority on:

24/05/2017

and recorded as minute reference:

HTC/17.11.1

Signed by Chair at meeting where approval is given:

[Redacted Signature]

Clerk:

[Redacted Signature]

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

**Minute HTC/17.11.2
Accounting Statements 2016/17 (Section 2 of Annual Return)**

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

HORSFORTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	131,276	144,179	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	104,000	109,550	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	37,206	11,154	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	34,353	48,044	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	RE-STATE 93,950	109,698	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	RE-STATE 144,179	107,141	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	RE-STATE 136,859	104,023	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	RE-STATE 38,472	97,293	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No ✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date 10/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

24/05/2017

and recorded as minute reference:

HTC/17.11.2

Signed by Chair at meeting where approval is given:
