



Horsforth Town Council

Full Council Minutes Wednesday 19 July 2017 at 7.15pm

Present: In Chair - Cllr R Hardcastle

Cllr M Boyes, Cllr D Collins, Cllr S Dowling, Cllr S Glover, Cllr R Jacques, Cllr P Mallott, Cllr D Prater, Cllr A Radford, Cllr N Tinsley and Cllr M Wharton

In attendance: J Sou – Acting Clerk; PCSO324 Jamie Wishart; 2 members of the public.

There was a minute's silence before the start of the meeting in memory of Cllr Ted Hanley.

HTC/17.18 – HTC/17.20 These minute numbers have been left blank intentionally.

HTC/17.21 To receive apologies for absence and to consider the reason for the absence

It was proposed by Cllr D Collins, seconded by Cllr P Mallott and **resolved that the apologies and reasons for absence from Cllrs C Cordingley, J Garvani, J Hardy, M Holmes, M Hughes, R O'Callaghan, J Pritlove, I Scott and V Wood-Robinson be accepted.**

HTC/17.22 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.

None declared.

HTC/17.23 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.

No questions or comments.

HTC/17.24 Minutes of the previous meeting

Council was asked to approve the minutes of the meeting held on Wednesday 24 May 2017.

Draft minutes had been circulated to all members and were in the agenda pack.

Signed Dated

It was proposed by Cllr D Collins, seconded by Cllr M Wharton and **resolved that the minutes of the meeting held on Wednesday 24 May 2017 are a true record.**

HTC/17.25 Horsforth Policing Update

Members **noted** a report from PCSO J Wishart on crime and traffic in Horsforth:

- Burglary dwelling/sheds 15
- Theft from motor vehicles 14
- No Entry on Park Drive-1 ticket issued for contravening the no entry
- Traffic management on Hawksworth Road between 16:30 and 16:50 on the 5th July, 3 vehicles found to be exceeding the speed limit

PCSO J Wishart then left the meeting.

HTC/17.26 To submit the minutes of Committee meetings as listed under for Council's approval:

- 17.26.1.** Planning and Licensing Committee 18 May 2017
It was proposed by Cllr D Collins, seconded by Cllr S Glover and **resolved that the minutes of the Planning and Licensing Committee held on 18 May 2017 are a true record.**
- 17.26.2.** Community and Environment Committee 22 June 2017
It was proposed by Cllr N Tinsley, seconded by Cllr D Collins and **resolved that the minutes of the Community Committee held on 22 June 2017 are a true record.**
- 17.26.3.** Planning, Licensing and Traffic Committee 15 June 2017
It was proposed by Cllr D Collins, seconded by Cllr D Prater and **resolved that the minutes of the Public Safety and Traffic Committee held on 15 June 2017 are a true record.**
- 17.26.4.** Finance and General Purposes Committee draft) 6 July 2017
It was proposed by Cllr M Wharton, seconded by Cllr D Collins and **resolved that the minutes of the Finance and General Purposes Committee held on 6 July 2017 are a true record.**
- 17.26.5.** Staffing/Employment Sub-Committee 30 May 2017
It was proposed by Cllr D Collins, seconded by Cllr M Wharton and **resolved that the minutes of Staffing/Employment Sub-Committee held on 30 May 2017 are a true record.**
- 17.26.6.** Staffing/Employment Sub-Committee 27 June 2017
It was proposed by Cllr D Collins, seconded by Cllr M Wharton and **resolved that the minutes of the Staffing/Employment Sub-Committee held on 27 June 2017 are a true record.**

Signed Dated

HTC/17.27 Accounts and List of Payments

Finance and General Purposes Committee (F&GP Committee) recommended that Council approve the accounts and list of payments to 8 June 2017 (in agenda pack).

It was proposed by Cllr D Collins, seconded by Cllr M Wharton and **resolved to approve the accounts and list of payments to 8 June 2017 (attached).**

HTC/17.28 Banking

17.28.1. Cheque signatories

To consider signatories to bank accounts and term deposits.

Cllr M Hughes had requested to be removed as a signatory and, further to a decision of F&GP Committee, was to be replaced by Cllr R Hardcastle.

Council was asked to consider any further changes to the signatories.

It was proposed by Cllr M Wharton, seconded by Cllr S Dowling and **resolved to endorse the changes to the signatories made by F&GP Committee.**

17.28.2. Yorkshire Bank current account – to receive an update.

Council had previously resolved to close the Yorkshire Bank current account and have only the Unity Trust bank account. However the Council had recently had need to deposit cash (minute F&GP/17.6.5 of 6 July 2017 refers). Unity Trust had no branches and no facilities to accept cash deposits except through branches of other banks for which a charge may be payable.

It was proposed by Cllr D Collins, seconded by Cllr M Wharton and **resolved to endorse the decision of Finance and General Purposes Committee to keep the Yorkshire Bank current account open.**

HTC/17.29 Staffing/Employment Sub-Committee

17.29.1. Staffing/Employment Sub-Committee Terms of Reference – to consider.

It was noted that the Staffing/Employment Sub-Committee Terms of Reference required revision.

It was proposed by Cllr D Collins, seconded by Cllr S Dowling and **resolved that Staffing/Employment Sub-Committee review its terms of reference and that the revised terms of reference be brought back before full Council for consideration.**

17.29.2. F&GP Committee asked Council to ratify the following decision:

To delegate authority to the Staffing/Employment Sub-Committee to act on behalf of the Council in relation to the management of staff and negotiating office working practices and procedures until updated Staffing/Employment Sub-Committee Terms of Reference have been approved.

It was proposed by Cllr S Dowling, seconded by Cllr M Wharton and **resolved to ratify the decision of Finance and General Purposes**

Signed Dated

Committee to delegate authority to the Staffing/Employment Sub-Committee to act on behalf of the Council in relation to the management of staff and the negotiating of office working practices and procedures until updated Staffing/Employment Sub-Committee Terms of Reference have been approved.

HTC/17.30 Public Bodies (Admission to Meetings) Act 1960

Council was asked that in view of the confidential nature of the business about to be transacted at agenda items 11 and 12 to temporarily exclude the press and public and that they are asked to withdraw from the meeting.

It was **resolved to exclude the press and public from the meeting during items 11 and 12 of the agenda.**

Members of the public withdrew from the meeting.

HTC/17.31 Staffing

F&GP Committee minute F&GP/17.9.2.1 of 6 July 2017 refers.

Members **noted** an update from Cllr D Collins.

F&GP Committee had made a number of recommendations listed in the agenda at item 11 for full Council to consider in respect of the roles and responsibilities of the Clerk and Acting Clerk. These could not now proceed. Cllr D Collins requested that Council look for independent advice on employment matters.

It was proposed by Cllr D Collins, seconded by Cllr P Mallott and **resolved that the Council seeks professional advice on employment matters from Yorkshire Local Councils Association and their specialist external advisors.**

HTC/17.32 Assets of Community Value

To receive a report from the Assets of Community Value Working Group (ACVWG) and to consider recommendations and action.

Members **noted** a report from Cllr D Collins in relation to the preservation of community buildings in the town.

It was **noted** that attendance at the Council meeting was low and that more members may be interested in the report.

It was proposed by Cllr D Collins, seconded by Cllr S Dowling and **resolved that an extraordinary meeting of the Council be held to consider the recommendations from the Assets of Community Value Working Group.**

The proposed date and venue of the extraordinary meeting was 24 August 2017 at 7pm at the Council office – date and venue to be confirmed.

Signed Dated

Members of the public returned to the meeting.

HTC/17.33 Office hours

F&GP Committee minute F&GP/17.9.2.4 of 6 July 2017 refers.

To note change to office opening hours: Tuesday to Thursday 9.30am to 12.30pm.

Noted.

HTC/17.34 Councillor Vacancies and By-elections: 3 August 2017

To receive an update.

Members **noted** the timetable for the Brownberrie and Woodside Ward election, the statements of persons nominated and the estimated costs.

HTC/17.35 Review of Terms of Reference, Policies and Procedures

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

F&GP Committee recommended that the Working Group prioritise review of the Staffing/Employment Sub-Committee Terms of Reference.

There was no update from the Working Group.

Note: Staffing/Employment Sub-Committee is to re-draft its own terms of reference for consideration by Council (minute HTC/17.29.1 above refers).

HTC/17.36 Association of Local Council Clerks

To approve payment of £10 for Charlotte Dodd's membership of the Association of Local Council Clerks.

It was proposed by Cllr D Collins, seconded by Cllr R Jacques and **resolved to approve payment of £10 for Charlotte Dodd's membership of the Association of Local Council Clerks.**

HTC/17.37 Annual Event 2018

Community & Environment Committee asked Council to consider the Annual Event 2018.

It was **resolved that the Annual Event 2018 should be to commemorate the ending of World War 1 and Armistice Day.**

The following members volunteered for the Working Group:

Cllrs S Dowling, N Tinsley, D Prater, M Wharton, S Glover, R Jacques, D Collins and R Hardcastle.

HTC/17.38 Young People's Champion

Community & Environment Committee asked Council to consider the appointment of a Young People's Champion.

Signed Dated

Cllr S Dowling could not commit to be Young People's Champion due to time pressures but volunteered to oversee matters until a formal appointment was made.

HTC/17.39 Good Citizen 2017

To receive an update regarding the Good Citizen Award 2017 to Mr John Hall.

The Acting Clerk reported that Mr John Hall was unable to attend evening meetings to receive his Good Citizen 2017 award but he had attended at the office where his award had been given to him. A photograph of Mr Hall and an acknowledgement would be included in Horsforth Matters.

Noted.

HTC/17.40 Badges for Council members

F&GP Committee recommended that Council consider the provision of badges of office for members.

Action:

Cllr D Collins to make enquiries with Leeds City Council regarding identity badges for councillors.

Cllr D Collins to liaise with Horsforth Museum regarding the Horsforth Urban District Council Chain of Office – its value, insurance and loan arrangements with Leeds City Council.

HTC/17.41 Council Surgery 27 September 2017

Two councillors are requested to provide their names for attendance at the Council Surgery from 6.45pm to 7.15pm on the 27 September 2017.

Cllrs S Dowling and P Mallott volunteered.

HTC/17.42 Items for future agenda

HTC/17.43 Date of next meeting

The next meeting of the Council is on 27 September 2017.

Members are also asked to note the extraordinary meeting of the Council proposed for 24 August 2017 – to be confirmed.

The meeting closed at 8.50pm

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/17.27
Accounts and list of payments to 8 June 2017

Horsforth Town Council					
Bank Reconciliation as at 8th June 2017					
Prepared by Tracy Sutcliffe (Bookkeeper) on 8 June 2017					
Balance per bank statements as at					
Current Account	Yorkshire Bank (per stmt 01.07.16)			13,849.00	Short term
	Unity Trust Bank (per print 07.06.17)			191,942.92	Short term
Term deposit accounts					
	050085835	Matures 27.09.18		15,842.09	Long term
	00000236	Matures 09.10.17		15,000.00	Long term
	050085806	Matures 27.03.19		37,743.91	Long term
				274,377.92	
Add uncredited receipts					
			0.00		
				0.00	
Less unrepresented cheques					
30.05.17	300104	Horsforth Historical Society - room hire	20.00		
30.05.17	300105	Auto Productions	1,500.00		
			0.00		
			0.00		
				1,520.00	
Net Balances as at 8 June 2017				272,857.92	
Cash book					
Opening balances as at 1 April 2017				172,609.89	
Add cash book receipts				115,258.00	
Less cash book payments				15,009.97	
Closing cash book balance as at 8 June 2017				272,857.92	

Minute HTC/17.27
Accounts and list of payments to 8 June 2017

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Accounts and list of payments to 8 June 2017

Horsforth Town Council																		
Cash Book																		
Year ended 31 March 2018																		
Period 01.04.17 to 08.06.17																		
Bank Payments																		
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	SECTION 137 EXPENDITURE
22.04.17	Talk Talk - Internet	DD	1	22.31										22.31				
24.04.17	BNP Paribas Leasing - office equipment lease	DD	2	188.40		31.40									157.00			
26.04.17	EXPENSES - Julie Sou - refreshments & meeting exps	On line	3	21.00		1.56								19.44				
26.04.17	Julie Sou - net pay	On line	4	1,213.64									1,213.64					
26.04.17	C Dodd - net pay	On line	5	1,605.88									1,605.88					
27.04.17	WYPF	On line	6	637.92									637.92					
28.04.17	XBM Limited - Photocopies	On line	7	60.48		10.08								50.40				
16.05.17	SLCC - JS - ALSA membership	On line	8	10.00										10.00				
16.05.17	SLCC - JS - SLCC full membership	On line	9	139.00										139.00				
16.05.17	Horsforth In Bloom - QJE Garden maintence	On line	10	74.80						74.80								
16.05.17	YPO - Office stationery	On line	11	95.36		15.89								79.47				
16.05.17	EXPENSES - Julie Sou - see below	On line	12	122.35														
16.05.17	Certificate Frame - Comm award scheme					5.39				26.96								
16.05.17	TX Maxx - Water Jug					1.16								5.83				
16.05.17	Hobbycraft - Paper					0.34								1.71				
16.05.17	Office Outlet - office stationery					13.49								67.47				
16.05.17	Smith Of Derby - Jubilee clock maintenance	On line	13	254.40		42.40									212.00			
16.05.17	Jordans - Legals re Lease of office at Horsforth Library	On line	14	846.00		140.00								706.00				
24.05.17	Talk Talk	DD		22.31										22.31				
25.05.17	BT Group - Office phone	DD	15	108.50		18.08								90.42				
31.05.17	XBM Limited - Photocopies	DD	16	80.62		13.44								67.18				
27.04.17	Traidcraft plc - Biscuits for meeting	300095	17	18.70										18.70				
18.05.17	YLCA - Membership 2017-2018	300096	18	1,695.00										1,695.00				
24.05.17	Yorkshire Internal Audit Services - final audit 2016-2017	300097	19	300.00										300.00				
24.05.17	T Sutcliffe - Bookkeeping	300098	20	375.00										375.00				
24.05.17	Moor's Surveyors (Valuation & inspection 3-5 The Green)	300099	21	1,800.00		300.00					1,500.00							
24.05.17	Julie Sou - net pay	300100	22	1,554.46									1,554.46					
24.05.17	Charlotte Dodd - net pay	300101	23	1,477.77									1,477.77					
24.05.17	WYPF	300102	24	695.96									695.96					
24.05.17	EXPENSES - Julie Sou - see below	300103	25	70.11														
	Costco - 2 x telephones					8.00								39.99				
	Costco - antivirus					2.99								14.99				
	Costco & Sainsburys - milk & water													4.14				
30.05.17	Horsforth Historical Society - room hire	300104	26	20.00						20.00	Comm Event - Dementia Awareness							
30.05.17	Pluto Productions - Play - comm event	300105	27	1,500.00						1,500.00								
	Carried Forward			15,009.97	0.00	604.22	0.00	0.00	0.00	1,621.76	1,500.00	0.00	7,185.63	3,729.36	369.00	0.00	0.00	0.00
	Check total			15,009.97		15,009.97												
	Total Expenditure 2017-2018 (for budget page)																	
	Cash book payments			15,009.97														

Minute HTC/17.27
Accounts and list of payments to 8 June 2017

Period 01.04.17 to 08.06.17																	
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	
				£	£	£	£	£	£	£	£	£	£	£	£	£	£
01.04.17	Balances brought forward			104,023.89	68,586.00			172,609.89									
03.04.17	LCC - precept			109,950.00				109,950.00									
03.04.17	LCC - LCTS - grant			5,308.00				5,308.00									
	Carried Forward			219,281.89	68,586.00	0.00	0.00	287,867.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Check total			287,867.89				287,867.89									
	Total Income 2017-2018 (for budget page)							115,258.00									
	Cash book receipts			115,258.00													
	Cash book balances		272,857.92	204,271.92	68,586.00												
	= presented																
	Total Income 2017-2018 (for budget page)	115,258.00															
	Total Expenditure 2017-2018 (for budget page)	14,405.75															
	Agreed to Budget	100,852.25															

Minute HTC/17.27
Accounts and list of payments to 8 June 2017

Horsforth Town Council							
Annual Budget and Expenditure 2017-2018							
Updated 08.06.16							
		Income & Expenditure				Budget Remaining	
		Annual Budget		As At 8 June 2017		As At 8 June 2017	
		£	£	£	£	£	£
INCOME							
	Precept	109,950		109,950		0	
	Council Tax Support Grant	5,308		5,308		0	
	Bank interest Received	0		0		0	
	TOTAL INCOME		115,258		115,258		0
EXPENDITURE							
Community & Environment							
	Grants	4,000		0		4,000	
	Sponsorship	3,000		0		3,000	
	Award Scheme	150		27		123	
	Civic Service	200		0		200	
	Horsforth Matters	3,500		0		3,500	
	Horsforth List	1,000		0		1,000	
	Networking	0		0		0	
	Band Concerts	1,000		0		1,000	
	Event	1,500		1,294		206	
	Defibrillator Maintenance	300		0		300	
	Christmas Motifs (and tree lights)	15,000		0		15,000	
	Christmas Lights Switch On	2,000		0		2,000	
	New Christmas Tree Lights	0		0		0	
	Christmas Tree	900		0		900	
	Sundry Items	1,000		0		1,000	
	Summer Baskets Installation & Water	4,535		0		4,535	
	Garden	1,025		75		950	
	Ginnels & Paths	2,500		0		2,500	
			41,610		1,396		40,214
	Planning, Licensing & Traffic		1,500		0		1,500
	Cold Calling Control Zone / Other		500		0		500
	Salaries		47,062		7,186		39,876
	Office						
	Office Equipment	1,500		40		1,460	
	Stationery	1,000		287		713	
	Postage	250		0		250	
	Telephone	600		134		466	
	Adverts	300		0		300	
	Subscriptions	2,600		1,844		756	
	Audit & Accounts	2,500		390		2,110	
	Miscellaneous & Quality Council	700		0		700	
	Bank Charges	100		0		100	
	Chairman's Allowance	300		0		300	
	Room Hire & Meeting Expenses	550		43		507	
	Legal & Professional Fees	2,000		706		1,294	
	Advertising & Website	500		564		-64	
			12,900		4,008		8,892
	Buildings						
	Rent & Rates	2,100		0		2,100	
	Utilities	700		0		700	
	Insurance	1,200		0		1,200	
	Clock	500		212		288	
	Office Equipment (Lease)	1,100		157		943	
	Roll Of Honour	200		0		200	
			5,800		369		5,431
	Staff Training		2,500		0		2,500
	Election		8,000		0		8,000
	Assets of Community Value		10,000		1,500		8,500
	TOTAL EXPENDITURE		129,872		14,459		115,413
	SURPLUS OF INCOME OVER EXPENDITURE		-14,614		100,799		-115,413

Minute HTC/17.27
Accounts and list of payments to 8 June 2017

Horsforth Town Council				
Annual Budget and Expenditure 2016-2017				
Designated Funds				
Horsforth Town Council				
			As At 8 June 2017	
			£	£
DESIGNATED FUNDS				
NEIGHBOURHOOD PLAN				
	Balance B/F 01.04.17		25,330	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	Balance C/F 08.06.17			25,330
HORSFORTH MATTERS COMMUNITY DIRECTORY				
	Balance B/F 01.04.17		6,000	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	Balance C/F 08.06.17			6,000
ELECTION				
	Balance B/F 01.04.17		10,474	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	Balance C/F 08.06.17			10,474
DEFIBRILLATOR				
	Balance B/F 01.04.17		630	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	Balance C/F 08.06.17			630
TOTAL DESIGNATED FUNDS C/F				42,434