



Horsforth Town Council

Full Council Minutes Wednesday 27 September 2017 at 7.15pm

Present: In Chair - Cllr R Hardcastle

Cllr C Calvert, Cllr D Collins, Cllr C Cordingley, Cllr S Dowling, Cllr S Glover, Cllr J Hardy, Cllr M Holmes, Cllr M Hughes, Cllr M Leech, Cllr P Mallott, Cllr J Pritlove, Cllr I Scott, Cllr M Wharton and Cllr V Wood-Robinson

In attendance: J Sou – Acting Clerk, PCSO J Wishart

HTC/17.59 – HTC/17.60 These minute numbers have been left blank intentionally.

HTC/17.61 To receive apologies for absence and to consider the reason for the absence

RESOLVED that the apologies and reasons for absence from Cllrs M Boyes, J Garvani, D Prater, A Radford and N Tinsley be accepted.

HTC/17.62 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/17.63 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.

HTC/17.64 Minutes of the previous meeting

Council was asked to approve the minutes of the following meetings

- Council meeting of 19 July 2017
- Extraordinary Council meeting of 24 August 2017

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

Signed Dated

RESOLVED that the minutes of the meetings held on 19 July 2017 and 24 August 2017 are a true record.

HTC/17.65 Horsforth Policing Update

To receive and consider reports from West Yorkshire Police.

Members **noted** a crime update report from PCSO J Wishart.

Report attached.

The following matters were raised by members:

- Funding for Eurolocks. PCSO J Wishart last week had been informed by the Crime Reduction Officer that there was no more funding available. Cllr D Collins advised that the Outer North West Community Committee had met on Monday and that there were funds available for Horsforth for this type of purpose. Cllr I Scott also advised that in the past applications had been made to the Town Council for funding for Eurolock projects.
- Police Community Support Officers. There were at present three PCSOs allocated to Horsforth.
- Speed indicator device for Low Lane. This had been considered by the Planning, Licensing and Traffic Committee and had been deferred until the Council's other financial considerations were resolved.

Thanks were given to PCSO J Wishart who then left the meeting.

HTC/17.66 To submit the minutes of Committee meetings as listed under for Council's approval:

17.66.1. Planning, Licensing and Traffic Committee 13 July 2017
RESOLVED that the minutes of the Planning, Licensing and Traffic Committee held on 12 July 2017 are a true record.

17.66.2. Planning, Licensing and Traffic Committee 17 August 2017
RESOLVED that the minutes of the Planning, Licensing and Traffic Committee held on 17 August 2017 are a true record.

17.66.3. Staffing and Employment Sub-Committee 24 August 2017
RESOLVED that the minutes of the Staffing and Employment Sub-Committee held on 24 August 2017 are a true record.

17.66.4. Community and Environment Committee 7 September 2017
RESOLVED that the minutes of the Community and Environment Committee held on 7 September 2017 are a true record subject to the following amendments to Minute no. C&E/17.49:

Bullet point 5, second sentence.

Signed Dated

To substitute the word “resident” for “manager of the café” so that the sentence reads: “The resident has contacted Cllr V Wood-Robinson for advice”.

Bullet point 5, third sentence.

To substitute the word “resident” for “manager” so that the sentence reads: “Cllr V Wood-Robinson is going to a meeting next week about Dementia Friendly cafes which will help in following up the resident’s enquiry”.

17.66.5. Finance and General Purposes Committee 14 September 2017
RESOLVED that the minutes of the Finance and General Purposes Committee held on 14 September 2017 are a true record.

HTC/17.67 Accounts and List of Payments to 15 August 2017

The Finance and General Purposes Committee has recommended that Council approve the accounts and list of payments to 15 August 2017.

RESOLVED to approve the accounts and list of payments to 15 August 2017 (attached).

HTC/17.68 Annual Return 2016/17

To note the outcome of the external audit.

RESOLVED to note the external auditor’s report and certificate in respect of the Annual Return 2016/17 (copy attached).

HTC/17.69 Data Protection

To note and consider reform of data protection legislation and introduction of the General Data Protection Regulations (GDPR).

To consider action required by Council.

Advice from Yorkshire Local Councils Association (YLCA) and NALC Legal Briefing L04-17 was provided to members in the agenda pack.

This item to be deferred to the next meeting of the Council.

Action: Acting Clerk to obtain draft Data Protection Policy from YLCA.

HTC/17.70 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.

No members of the public were present.

Signed Dated

HTC/17.71 Staffing and Employment Committee

Clerk's return to work - to receive and consider an update.

Cllr D Collins provided an update to members and information on the cost to the Council while the Clerk remained on sick leave.

1. **RESOLVED** that Staffing and Employment Committee is authorised to continue to negotiate on behalf of the Council to reach a conclusion with regards to the Clerk's employment with the Council.

Members received information with regards to the Acting Clerk's working hours and her overtime and leave entitlement during the Clerk's absence. A previously approved change to staff roles and hours had not happened due to supervening events.

2. **RESOLVED** that the Acting Clerk's contractual hours be increased to 28 per week with effect from 1 October 2017.

HTC/17.72 Assets of Community Value

To receive and consider an update.

Members received an update from Cllr D Collins.

- A meeting had been arranged with Ward Cllr Debra Coupar and a team from Leeds City Council (LCC) regarding 3 and 5 The Green. Cllrs D Collins, R Hardcastle and the Acting Clerk would be attending the meeting.
- The Green Steering Group had been formalised and would hold its first meeting either before or after the meeting with LCC.
- The Assets of Community Value Working Group had not met recently.

HTC/17.73 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. No update was available.

HTC/17.74 Committee Memberships

To consider the appointment of Cllrs C Calvert and M Leech to committees and working groups.

The Chair welcomed Cllrs C Calvert and M Leech to their first ordinary full Council meeting.

RESOLVED to approve the following committee appointments:

Signed Dated

- Cllr C Calvert – Planning, Licensing and Traffic Committee; Community and Environment Committee
- Cllr M Leech – Planning, Licensing and Traffic Committee; Community and Environment Committee

Cllr C Calvert also expressed his wish to join the Dementia Friendly Working Group.

HTC/17.75 Annual Event 2018

To receive an update and to consider any action.

Cllr M Hughes reported on a meeting with Mr James Bovington of Horsforth School and discussions to see if the Annual Event 2018 could be linked with any of the school's plans. Two possibilities were outlined, (1) an event on 30 June 2018 to take place in Hall Park as this was also Armed Forces Day, or (2) an event on Armistice Day 11 November 2018 which would involve Horsforth School students marching along Stanhope Drive and finishing at Horsforth Hall park where a beacon could be lit.

Members noted the following:

- an event on 30 June 2018 would clash with Horsforth Gala Day
- The beacon lighting was expensive and the preference was for an event in mid-summer rather than the autumn

Action: The Annual Event Working Group to discuss further.

HTC/17.76 Young People's Champion

To consider the appointment of a Young People's Champion.

There were no volunteers.

HTC/17.77 Chain of Office and Badges for Council members

To receive an update and to consider any action.

Cllr D Collins and Horsforth Museum had both been in contact with LCC Asset Team – the Asset Team was to enquire with LCC Financial Team to see if the Horsforth Urban District Council Chain of Office had a valuation and was insured.

No action had been taken as yet regarding badges of office for Council members.

Cllr Collins was asked to enquire whether the Chain of Office would be available for loan to the Council for events.

HTC/17.78 Horsforth School - invitation to Ceremony of Remembrance for the 89

Monday 9 October 2017 at 7:45pm

To note (invitations previously circulated to members).

Noted. A number of members had confirmed they would be attending.

Signed Dated

HTC/17.79 Council Surgery 22 November 2017

Two councillors were requested to provide their names for attendance at the Council Surgery from 6.45pm to 7.15pm on the 22 November 2017.

Cllrs M Hughes and P Mallott volunteered for the Council Surgery on 22 November 2017.

HTC/17.80 Items for future agenda

Data protection

Assets of community value

Annual Event 2018

Chain of office and badges for Council members

HTC/17.81 Date of next meeting

The next meeting of the Council is on Wednesday 22 November 2017 at 7.15pm.

Noted.

The meeting closed at 8pm

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

Signed Dated

Horsforth Crime update 27th August-27th September 2017

Burglary 13

These have been a mixture of snapping the lock barrel and the use of force to gain entry.

1 use of a brick to smash the patio door window

Theft From Motor Vehicle 10.

There has been no particular hotspot for ASB

Speed checks conducted on 25TH September

Hawksworth Road, New Road Side and Outwood Lane no offences.

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Minute HTC/17.67
Accounts and list of payments to 15 August 2017

Horsforth Town Council					
Bank Reconciliation as at 15th August 2017					
Prepared by Tracy Sutcliffe (Bookkeeper) on 15th August 2017					
Balance per bank statements as at					
Current Account		Yorkshire Bank (per stmt 19.06.17)		14,124.00	Short term
		Unity Trust Bank (per print 07.06.17)		177,922.61	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
				260,632.61	
Add uncredited receipts					
			0.00		
				0.00	
Less unrepresented cheques					
30.05.17	300104	Horsforth Historical Society - room hire	20.00		
27.06.17	300112	J Pritlove - Expenses	18.00		
11.07.17	300119	Royal British Legion - Poppy wreath	18.50		
			0.00		
				56.50	
Net Balances as at 15 August 2017				260,576.11	
Cash book					
Opening balances as at 1 April 2017				172,609.89	
Add cash book receipts				124,496.05	
Less cash book payments				36,529.83	
Closing cash book balance as at 15 August 2017				260,576.11	

Minute HTC/17.67
Accounts and list of payments to 15 August 2017

Horsforth Town Council																		
Cash Book																		
Year ended 31 March 2018																		
Period 09.06.17 to 15.08.17																		
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
09.06.17	Brought Forward			15,009.97	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	
15.06.17	Aire Valley Tree Services - Clear footpaths etc	300106	28	2,580.00		430.00	2,150.00											
15.06.17	Leeds Trinity University - refreshments - AGM & Awar	300107	29	89.09		14.85								74.24				
15.06.17	i-Transport LLP - Carpark Survey - Nplan	300108	30	1,956.00		326.00											1,630.00	N Plan
15.06.17	Horsforth In Bloom - QJG Maintenance May	300109	31	75.00						75.00								
15.06.17	Information Commission - Data protection fee	300110	32	35.00										35.00				
22.06.17	Royal British Legion - Grant	300111	33	154.80						154.80	Grant							
22.06.17	Talk Talk	DD	34	22.31										22.31				
23.06.17	Enlightened IT - Reset WiFi	On line	35	50.00										50.00				
26.06.17	Charlotte Dodd - net pay	On line	36	1,503.38									1,503.38					
26.06.17	Julie Sou - net pay	On line	37	1,631.15									1,631.15					
27.06.17	J Pritlove - Expenses - Sandwiches for performance ev	300112	38	18.00						18.00	Event							
27.06.17	West Yorkshire Pension Fund - ERS Contributions	300113	39	573.23									573.23					
27.06.17	T Sutcliffe- Bookkeeping	300114	40	262.50										262.50				
27.06.17	Yorkshire Greenspace Alliance - grant	300115	41	300.00						300.00	Grant							
30.06.17	XBM Limited	DD	42	62.98		10.49								52.49				
07.07.17	West Yorkshire Pension Fund - EES Contributions	300116	39	191.72									191.72					
11.07.17	St Margarets Church - Room hire May	300117	43	67.00										67.00				
11.07.17	St Margarets Church - Room hire July	300118	44	67.00										67.00				
11.07.17	Royal British Legion - Poppy wreath	300119	45	18.50						18.50	Maint							
20.07.17	Locality - 2017/18 Membership fee	On line	46	500.00		83.33								416.67				
20.07.17	Royal Mail - Response Service - Nplan	On line	47	2.96		0.49											2.47	N Plan
20.07.17	Suburban Magazine - Print & distribute leaflets	On line	48	1,670.40		278.40				1,392.00	H Mattters							
20.07.17	Leeds City Council - Summer baskets	On line	49	2,236.63		372.77				1,863.86	Summer baskets							
20.07.17	HMRC - TAX & NIC	On line	50	3,202.37									3,202.37					
24.07.17	BNP Paribas Leasing copier lease to 21.10.17	DD	51	188.40		31.40									157.00			
24.07.17	Talk Talk	DD	52	22.31										22.31				
26.07.17	West Yorkshire Pension Fund - EES & ERS Contribution	On line	53	668.64									668.64					
26.07.17	CCL Computers - new laptop	On line	54	651.96		108.66								543.30				
26.07.17	Enlightened IT Support - set up new laptop	On line	55	50.00										50.00				
26.07.17	YPO - office stationery	On line	56	9.72		3.18								15.91				
26.07.17	YPO - office stationery	On line	57	19.09		1.62								8.10				
26.07.17	Charlotte Dodd - Expenses - ALCC Membership	On line	58	10.00										10.00				
26.07.17	Julie Sou - net pay	On line	59	1,463.21									1,463.21					
26.07.17	Charlotte Dodd - net pay	On line	60	1,049.55									1,049.55					
26.07.17	Horsforth In Bloom - QJG Maint - June	On line	61	60.00						60.00								
31.07.17	XBM Limited	On line	62	56.96		9.49								47.47				
27.06.17	Plantscape Adjustment for vat					-262.00				262.00								
	Carried Forward			36,529.83	0.00	2,012.90	2,150.00	0.00	0.00	5,765.92	1,500.00	0.00	17,468.88	5,473.66	526.00	0.00	1,632.47	
	Check total			36,529.83		36,529.83												
	Total Expenditure 2017-2018 (for budget page)																	
	Cash book payments			36,529.83														

Minute HTC/17.67
Accounts and list of payments to 15 August 2017

Period 09.06.17 to 15.08.17																	
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	Events
				£	£	£	£	£	£	£	£	£	£	£	£	£	£
01.04.17	Balances brought 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
09.06.17	Christmas Lights Sponsorship			275.00													275.00
09.06.17	LCC - Path Grant			215.00								215.00					
12.06.17	LCC - Path Grant			1,935.00								1,935.00					
27.06.17	Plantscape part refund for Christmas lights			1,572.00								1,572.00					
07.07.17	HMRC - Vat refund			5,191.05			5,191.05										
01.08.17	Christmas Lights Sponsorship			50.00													50.00
	Carried Forward			228,519.94	68,586.00	5,191.05	0.00	287,867.89	0.00	0.00	0.00	3,722.00	0.00	0.00	0.00	0.00	325.00
	Check total			297,105.94				297,105.94									
	Total Income 2017-2018 (for budget page)							119,305.00									
	Cash book receipts			124,496.05													
	Cash book balances (agrees to bank rec)		260,576.11	191,990.11	68,586.00												
	= presented																
	Total Income 2017-2018 (for budget page)		119,305.00														
	Total Expenditure 2017-2018 (for budget page)		34,516.93														
	Agreed to Budget		84,788.07														

Minute HTC/17.67
Accounts and list of payments to 15 August 2017

Horsforth Town Council							
Annual Budget and Expenditure 2017-2018							
Updated 15.08.17							
		Income & Expenditure				Budget Remaining	
		Annual Budget		As At 15 August 2017		As At 15 August 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		455			3,545
	Sponsorship	3,000		0			3,000
	Award Scheme	150		27			123
	Civic Service	200		0			200
	Horsforth Matters	3,500		1,392			2,108
	Horsforth List	1,000		0			1,000
	Networking	0		0			0
	Band Concerts	1,000		0			1,000
	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		0			2,000
	New Christmas Tree Lights	0		0			0
	Christmas Tree	900		0			900
	Sundry Items	1,000		19			982
	Summer Baskets Installation & Water	4,535		1,864			2,671
	Garden	1,025		210			815
	Ginnels & Paths	2,500		-2,150			4,650
			41,610		1,493		40,117
Planning, Licensing & Traffic			1,500		0		1,500
Cold Calling Control Zone / Other			500		0		500
Salaries			47,062		17,469		29,593
Office							
	Office Equipment	1,500		633			867
	Stationery	1,000		411			589
	Postage	250		0			250
	Telephone	600		178			422
	Adverts	300		0			300
	Subscriptions	2,600		2,271			329
	Audit & Accounts	2,500		653			1,847
	Miscellaneous & Quality Council	700		85			615
	Bank Charges	100		0			100
	Chairman's Allowance	300		0			300
	Room Hire & Meeting Expenses	550		251			299
	Legal & Professional Fees	2,000		706			1,294
	Advertising & Website	500		564			-64
			12,900		5,752		7,148
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		314			786
	Roll Of Honour	200		0			200
			5,800		526		5,274
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		26,740		103,132
SURPLUS OF INCOME OVER EXPENDITURE			-14,614		88,518		-103,132

Minute HTC/17.67
Accounts and list of payments to 15 August 2017

Horsforth Town Council			
Annual Budget and Expenditure 2016-2017			
Designated Funds			
Horsforth Town Council			
		As At 15 August 2017	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.04.17	25,330	
	Income	0	
	Expenditure	-1,633	
	Transfer of funds	0	
	Balance C/F 08.06.17		23,697
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			40,801
RECONCILIATION TO CASH BOOK			
CHECK TOTAL			
	General income less expenditure		88,518
	Designated Income		0
	Designated expenditure		-1,633
	CASH BOOK TOTAL		86,885
CASH BOOK TOTAL 2017-18			84,788
(CB Receipts less payments - per cash book)			
Difference			2,097
Adjustments for accruals & prepayments 31.03.17			
	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	
	TOTAL ADJUSTMENTS	2,097	

**Minute HTC/17.68
Annual Return 2016/17**

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

Signed by Chair at meeting where approval is given:

[Signature]

and recorded as minute reference:

HTC/17.11.1 REFERENCE

Clerk: [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/17.68
Annual Return 2016/17**

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:

[Signature]

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:

[Signature]

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

HORSFORTH TOWN COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report (WY0043)

~~(Except for the matters reported below)~~ on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

Paul Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

1-9-17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

**Minute HTC/17.68
Annual Return 2016/17**



**Horsforth Town Council
NOTICE OF CONCLUSION OF AUDIT
Annual Return for the year ended 31 March 2017**

**Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
The Accounts and Audit Regulations 2015 (SI 2015/234)**

1. The audit of accounts for Horsforth Town Council for the year ended 31 March 2017 has been completed and the accounts have been published.
2. The Annual Return is available for inspection by any local government elector of the area of Horsforth Town Council on application to:

Julie Sou – Acting Clerk & Responsible Financial Officer
Horsforth Town Council, Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL
Tel: 0113 258 0988
Email: admin@horsforthtowncouncil.gov.uk

on Tuesday - Thursday, 9:30am to 12:30pm

3. Copies will be provided to any person on payment of £0.60 for each copy of the Annual Return.

Announcement made by: Julie Sou, Acting Clerk, Horsforth Town Council

Date of announcement: 12 September 2017