



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

To Members of the Finance and General Purposes Committee:

You are hereby summonsed to attend a meeting of the **Finance and General Purposes Committee** on Thursday 11 May 2017 at 7pm to be held at the Town Council Office, Mechanics Institute, Town Street, Horsforth for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou
Acting Clerk
5 May 2017

Agenda

1. To accept apologies and the reason for absence

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.

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 Council. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

4. Minutes of the previous meeting

To confirm and accept the minutes of the Finance and General Purposes Committee held on 9 March 2017. **Attached.**

5. End of Year Accounts

To consider recommending that the Council approve the end of year accounts and list of payments to 31 March 2017. **Attached.**

6. Internal Auditors Report

To consider recommending to Council that it approves the Internal Auditor's report dated 5 October 2016. **Attached.**

7. Audit Review

To consider and to make recommendations to Council.

8. Internal Control Check

To consider and to make recommendations to Council.

9. Annual Return for the Year Ended 31 March 2017

9.1. Annual Governance Statement 2016/17

To review and consider recommending to Council that it approves the Annual Governance Statement 2016/17. **To be provided at the meeting.**

9.2. Accounting Statements 2016/17

To review and consider recommending to Council that it approves the Accounting Statements 2016/17. **To be provided at the meeting.**

9.3. Setting the period for the exercise of public rights of inspection of the accounts

To consider recommending to Council setting the period for the exercise of public rights of inspection of the accounts.

Period suggested by 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.

10. Governance and Accountability for Local Councils

To note the updated guidance from NALC from March 2017. Previously circulated to members.

11. YLCA Membership

To consider renewal of YLCA membership at £ 1695.00.

12. Society of Local Council Clerks (SLCC) and Association of Local Council Clerks (ALCC) - Membership for J Sou, Acting Clerk

12.1. To consider payment of the Acting Clerk's membership of SLCC at £139.00

12.2. To consider payment of the Acting Clerk's membership of ALCC at £10.00.

13. Fink Hill Clock

To note service visit by Smith of Derby on 29 March 2017 and to consider payment of the maintenance fee of £212.00 + VAT.

14. Town Council Lease

14.1. To consider payment of Jordans Solicitors costs from May 2014 to date of £700 + VAT.

14.2. To consider seeking further advice from Jordans Solicitors regarding the lease.

15. Outer North West Parish and Town Council Forum

15.1. To consider nominating member(s) to attend the next meeting of the Outer North West Parish and Town Council Forum on Tuesday 23 May 2017.

15.2. To consider recommending to Council that it nominates member(s) to represent the Council at future meetings of the Outer North West Parish and Town Council Forum.

16. Date of the next meeting

Thursday 6 July 2017 at 7pm.

Distribution: Cllrs M Boyes, D Collins, S Dowling, J Garvani, S Glover, T Hanley, R Hardcastle, J Hardy, M Holmes, M Hughes, J Pritlove, I Scott, M Wharton, V Wood-Robinson

Item 4
Minutes of the previous meeting – 9 March 2017



Horsforth Town Council
Finance and General Purposes Committee Minutes
9 March 2017 at 7.30pm

Present:

In the Chair: Cllr I Scott

Cllr D Collins, Cllr S Dowling, Cllr S Glover, Cllr R Hardcastle, Cllr M Holmes, Cllr M Hughes, Cllr J Pritlove and Cllr M Wharton

In attendance: J Sou – Acting Clerk

F&GP16.50 These minute numbers have been left blank deliberately.

F&GP16.51 To accept apologies and the reason for absence

It was proposed by Cllr M Hughes, seconded by Cllr D Collins and **resolved to accept the apologies and reasons for absence from Cllrs M Boyes, J Garvani and V Wood-Robinson.**

F&GP16.52 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.

F&GP16.53 To consider questions and comments from members of the public at the Chairman's discretion

Members of the Public are reminded that this is their opportunity to speak to the Meeting on any topic relevant to the work of the Council. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

No members of the public present.

F&GP16.54 Minutes of the previous meeting

To confirm and accept the minutes of the Finance and General Purposes Committee held on 12 January 2017.

Item 4

Minutes of the previous meeting – 9 March 2017

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

It was proposed by Cllr R Hardcastle, seconded by Cllr S Dowling and **resolved to approve the minutes of the Finance and General Purposes Committee meeting held on 12 January 2017.**

F&GP16.55 Accounts and List of Payments

To consider recommending that the Council approve the accounts and list of payments to 2 March 2017.

Accounts and list of payments to 2 March 2017 were provided and are attached.

It was proposed by Cllr M Hughes, seconded by Cllr J Pritlove and **resolved to recommend that the Council approve the accounts and list of payments to 2 March 2017.**

F&GP16.56 Cold Calling Control Zones

To consider the appropriate budget head for payment of £195 approved by the Public Safety and Traffic Committee to West Yorkshire Police to implement a cold calling control zone (CCCZ) in Hall Park Avenue.

Members **noted** that the Public Safety and Traffic Committee budget included an element for cold calling control zones which had merged into the PCSO budget head and that payment of the £195 should be made from the Public Safety and Traffic Committee budget.

F&GP16.57 Term Deposits

Members considered re-investment options for two Yorkshire Bank term deposit accounts due to mature on 27 March 2017.

Report attached.

It was proposed by Cllr I Scott, seconded by Cllr R Hardcastle and **resolved on maturity to re-invest the balances plus interest at maturity as follows:**

Account no. 00247211 (current balance £37,740.60) – 2 year term business term deposit with Yorkshire Bank

Account no. 00824053 (current balance £15,840.74) – 18 month term business term deposit with Yorkshire Bank

F&GP16.58 YLCA branch meeting

Cllrs S Glover and M Hughes had attended the YLCA branch meeting at the Horsforth Town Council office on 21 February 2017.

Cllr M Hughes reported on the following from the YLCA meeting:

- A presentation from a Leeds City Council officer on the policy of having 20mph zones around schools.

Item 4

Minutes of the previous meeting – 9 March 2017

- Tesco Bags of Help grant scheme using money collected from plastic bag charges. Three awards per month available for community projects awarded according to online votes. Grants from £1000 to £4000.

F&GP16.59 Website and Social Media

To consider the Town Council website and Facebook page.

Members **noted** that updating the website and social media had been discussed with the Clerk as potential projects for her to undertake when she returned to work.

F&GP16.60 Items for future agenda

None.

F&GP16.61 Date of the next meeting

To be advised.

The meeting closed at 7.47pm.

Distribution: Cllrs M Boyes, D Collins, S Dowling, J Garvani, S Glover, T Hanley, R Hardcastle, J Hardy, M Holmes, M Hughes, J Pritlove, I Scott, M Wharton, V Wood-Robinson

Item 5
End of Year Accounts - to 31 March 2017

Horsforth Town Council
Bank Reconciliation as at 31st March 2017
Prepared by Tracy Sutcliffe (Bookkeeper) on 20th April 2017

Balance per bank statements as at			
Current Account		Yorkshire Bank (per stmt 20.06.16)	13,849.00
		Unity Trust Bank (per print 31.03.17)	90,174.89
 Term deposit accounts			
	050085835	Matures 27.09.18	15,842.09
	00000236	Matures 09.10.17	15,000.00
	050085806	Matures 27.03.19	37,743.91
			172,609.89
 Add uncredited receipts			
			0.00
			0.00
 Less unrepresented cheques			
			0.00
			0.00
 Net Balances as at 31st March 2017			172,609.89
 Cash book			
Opening balances as at 1st April 2016			151,858.97
 Add cash book receipts			138,464.83
 Less cash book payments			117,713.91
 Closing cash book balance as at 31st March 2017			172,609.89

Item 5 End of Year Accounts - 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 & webs
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							121,325.93											
	Cash book receipts			138,464.83															
	Cash book balances		172,609.89	104,023.89	68,586.00														
	= presented																		

Item 5 End of Year Accounts - 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	
		£	£	£	£	£	£
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		845		-325	
	Adverts	300		0		300	
	Subscriptions	2,000		2,037		-37	
	Audit & Accounts	2,200		1,788		412	
	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

Item 5
End of Year Accounts - 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

Item 6
Internal Auditor's Report – 5 October 2016

YORKSHIRE INTERNAL AUDIT SERVICES
26 STOCKWELL ROAD,
KNARESBOROUGH,
NORTH YORKSHIRE. HG5 OJZ
TELEPHONE 01423 797817

Mz C Dodd,
Clerk to Horsforth Town Council,
Mechanics Institute and Library,
Town Street,
Horsforth,
Leeds.
LS18 5BL

5th October 2016

Dear Mz Dodd,,

To the Chairman and Members of Horsforth Town Council
Internal Audit of Accounts for the Financial Year ending
31 March 2017, first visit.

I am pleased to inform you that the internal audit is complete. Various matters arising, including my previous reports were discussed with the Town Clerk and no matters came to my attention giving cause for concern.

Cash Book /Bank Reconciliation

The cash book / bank reconciliation statement to the 30th September 2016 was checked and agreed in the sum of £232,987.

Separation of duties:- Staff duties are organised with regard to this important internal control and found to be satisfactory.

Internal controls:- I carried out appropriate tests and checks on the accounts and internal controls all in accordance with our Yorkshire Internal Audit Services Internal Audit Plan and confirm that they were found to be satisfactory.

Yours sincerely,

K C Stephenson.

PARTNERS :- K C Stephenson Tel:- 0113 2585610
 R F Entwistle Tel:- 01423 797817
 Email – yias2002@gmail.com

Item 15.1

Outer North West Parish and Town Council Forum Meeting – 23 May 2017

From: Burnham, Geraldine [<mailto:Gerry.Burnham@leeds.gov.uk>]

Sent: 19 April 2017 13:13

To: Arthington P C; Bramhopecarlton@hotmail.com; Charlotte Dodd; John Ryan (poolparishcouncil@gmail.com); Rawdon Parish Council; community@otleytowncouncil.gov.uk

Subject: Invitation to Outer North West Parish and Town Council Forum

Dear Colleague

Thank you for your response regarding the Parish and Town Council Forum. It would appear that there is representation from the majority of councils on the 23rd May therefore we will go with this date. The theme of the meeting will be Environmental issues and the main focus will be on tackling dog fouling.

The meeting will take place on:

**Tuesday 23rd May 2017,
5.00pm
Yeadon Town Hall – Airedale Room**

It would be helpful if you can confirm who will be attending.

Kind regards

Gerry

Gerry Burnham, Area Officer, Communities Team WNW, Leeds City Council, Tel: 0113 33 67870

Mob: 07712 214956

The Brownlee Stone Centre, Town Street, Horsforth, LS18 5BL



“Bringing people together to make a difference for local people and their communities”

[Our Annual Report](#)

[FACEBOOK](#)

[TWITTER](#)

[Outer North West Community Committee](#)

[@ YourCommunity](#)