



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 6 July 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
30 June 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 11 May 2017. **See agenda pack.**

5. Accounts and List of Payment

5.1. To consider recommending that Council approve the accounts and list of payments to 8 June 2017. **See agenda pack.**

5.2. To consider reserves

6. Banking

6.1. To consider signatories to bank accounts and term deposits.

6.2. To note issues with Unity Trust online banking. **See agenda pack.**

6.3. To consider bank accounts held and cash deposit facilities.

7. Staffing Sub-Committee Terms of Reference

To consider. Terms of Reference are available in the Councillor Handbook.

8. Public Bodies (Admission to Meetings) Act 1960

The Committee is asked that in view of the confidential nature of the business about to be transacted at agenda item 9 to temporarily exclude the press and public and that they are asked to withdraw from the meeting.

9. Staffing Sub-Committee

9.1. To approve the following minutes of the Staffing Sub-Committee:

9.1.1. 30 May 2017

9.1.2. 27 June 2017

9.2. To consider the following recommendations:

9.2.1. Staff roles and responsibilities

9.2.2. Policies and procedures

- Absence policy, including Special Leave
- Training policy
- Flexi hours policy

9.2.3. Home working considerations

- Responsibilities for office equipment out-of-office
- IT security
- Laptop provision
- Insurance
- Review of staff home office facilities

9.2.4. Office opening hours

9.2.5. Christmas and New Year office closure

Details to be provided.

10. Horsforth Town Council Chain of Office

To consider valuation, holding and insurance arrangements.

11. Insurance

Current insurance policy with Zurich, expiring 31 August 2017.

To consider insurance quotes.

Details to be provided.

12. Christmas Lights Sponsorship 2015

To note cash and cheques found in Office safe.

13. Locality Membership

To consider Locality membership for the period 1 April 2017 to 31 March 2018.

Membership fee £500.

14. SLCC Regional Training Seminar 2017

To consider attendance at the SLCC Regional Training Seminar 2017 at Tankersley Manor, Barnsley, on Wednesday 16 August 2017 by C Dodd and J Sou.
£69+VAT per delegate if booked before 19 July 2017.
Cost for two delegates: £138+VAT.

15. Use of Horsforth Town Council in domain name

To consider use of the domain name www.horsforthtowncouncil.co.uk by an unconnected organisation.

16. By-Elections 3 August 2017

To note estimated costs.
See agenda pack.

17. Items for future agenda

18. Date of the next meeting

To be advised.

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