



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 14 September 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
7 September 2017

Agenda

1. To consider 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 6 July 2017. **See agenda pack.**

5. Accounts and Reserves

5.1. To consider recommending that the Council approve the accounts and list of payments to 15 August 2017. **See agenda pack.**

5.2. To consider reserves

6. Yorkshire Bank current account and term deposits

6.1. To consider appointing the Responsible Financial Officer (“the RFO”) as the main contact with Yorkshire Bank for all Council accounts and deposits held with Yorkshire Bank and to authorise Yorkshire Bank to communicate with and disclose information to the RFO in relation to such accounts and deposits by any means whatsoever

6.2. To consider re-investment options for maturing Yorkshire Bank term deposit account.

Details to be provided at meeting.

7. Complaints and Grievance Sub-Committee

To consider terms of reference and membership.

Current terms of reference and membership details in agenda pack.

8. Community & Environment Committee

To consider recommendations from Community & Environment Committee.

Details to be provided at the meeting.

9. The Good Councillor’s Guide to Finance and Transparency

Electronic copy available online from YLCA website.

To approve purchase of 10 copies from YLCA @£15.65 including postage and packing.

10. Badges of office and Horsforth Urban District Council chain of office

To receive an update

11. Use of domain name www.horsforthtowncouncil.co.uk

To receive an update

12. Website and Social Media

To consider the Town Council website and Facebook page

13. Document management software for the Council office

To consider purchase

Details to be provided at meeting

14. Items for future agenda

15. Date of the next meeting

9 November 2017.

*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*