



Horsforth Town Council

Mechanics Institute
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To Members of the Finance and General Purposes Committee:

You are summonsed to attend a meeting of the **Finance and General Purposes Committee** on Thursday 10 May 2018 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
Clerk
3 May 2018

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 Committee. 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 8 March 2018. **See agenda pack.**

5. End of Year Accounts

To consider recommending that Council approves the end of year accounts and list of payments to 31 March 2018. **To be provided.**

6. Audit Review

To consider and to make recommendations to Council.

7. Internal Control Check

To consider and to make recommendations to Council.

8. Annual Return for the Year Ended 31 March 2018

8.1. Annual Governance Statement 2017/18

8.1.1. To review and consider the effectiveness of the system of internal control

8.1.2. To consider recommending to Council that it approves the Annual Governance Statement 2017/18. **To be provided at the meeting.**

8.2. Accounting Statements 2017/18

8.2.1. To consider the Accounting Statements 2017/18

8.2.2. To consider recommending to Council that it approves the Accounting Statements 2017/18 and that they be dated and signed by the Chair presiding at the Council meeting.
To be provided at the meeting.

8.3. 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 4 June 2018 to Friday 13 July 2018 inclusive

Alternative period suggested by Responsible Financial Officer – Wednesday 6 June 2018 to Tuesday 17 July 2018 inclusive.

9. 2018-19 National Salary Award

To note. **See agenda pack.**

10. Financial Services Compensation Scheme

To note the protection limit of £85,000 per depositor per firm. To consider any action.

11. Community Infrastructure Levy

To note first payment received of £2,116.88 in respect of the following developments:

Land adjacent to 18 Outwood Walk, Horsforth, Leeds LS18 4JH

5 Quarry Cottages, Quarry Terrace, Horsforth, Leeds LS18 4AS

See agenda pack.

12. 3 & 5 The Green

12.1. To consider setting a budget for 3 & 5 The Green feasibility and acquisition costs for recommendations to Council

12.2. To consider payment of the following:

12.2.1. Consultation – additional printing: Kudu £572.60

12.2.2. Royal Mail – response service: £756.70

12.3. To consider any other action required

13. General Data Protection Regulations (GDPR)

To receive an update.

To consider recommending to Council the appointment of a GDPR Working Group.

14. To consider approving the following payments:

Locality membership 1 April 2018 – 31 March 2018	£500.00
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SLCC membership for J Sou 1 April 2018 – 31 March 2018	£185.00
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YLCA General Data Protection Regulation training for J Sou, P Fearon, Cllr R Hardcastle and Cllr M Hughes – 26 April 2018	£180.00
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**Note: J Sou and P Fearon attendance at this training was approved
by Staffing and Employment Committee on 27 March 2018**

15. Review of Office IT requirements

To receive an update and to consider the following:

15.1. To note advice received from Mrs F Hughes (**see agenda pack**)

15.2. To note change to Broadband provider and to approve the initial set-up costs paid for by P Fearon:

Migration from another ISP	45.83
First month's line rental	29.50
VAT	15.07
Total	90.40

15.3. To consider setting a budget for updating Office IT to include the following:

- Hardware – new desktop computers and additional laptop
- Back up – cloud or hard drive
- Cloud storage
- Software – Office 365 or other; Windows 10; PDF software

15.4. To delegate purchase of hardware, software and Cloud storage within the approved budget to the Clerk in consultation with the Chair and Vice-Chair of Council

16. Horsforth in Bloom

To consider watering of additional Horsforth in Bloom planters:

- Fairtrade sign planters x 5
- Proposed planters outside Horsforth Community Hub x2

See agenda pack.

17. Printing and copying charges

To consider internal recharges for bulk printing and copying for events and projects.

18. Horsforth logos and artwork

To consider commissioning a graphic designer to produce general artwork and logos for the Council to use in Council publications, banners, displays and other media.

19. Training Budget - delegations

19.1. To note the following recommendations of Staffing and Employment Committee to be made to the next meeting of full Council:

To recommend to Council that the Clerk be given delegated authority to approve staff training within the training budget, subject to the line manager and the Chairman of Staffing and Employment Committee being notified.

19.2. To consider recommending to full Council that the Chair and Vice-Chair of Council be given delegated authority to approve training requests from councillors within the training budget.

20. Website and Social Media

To consider the Town Council website and Facebook page.

To note the website statistics. **See agenda pack.**

21. Chain of Office

To receive any updates and consider any action.

22. Items for future agenda

23. Date of the next meeting

5 July 2018.

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