



Horsforth Town Council
Finance and General Purposes Committee Minutes
12 January 2017 at 7pm

Present:

In the Chair: Cllr J Garvani

Cllr D Collins, Cllr S Dowling, Cllr S Glover, Cllr T Hanley, Cllr R Hardcastle, Cllr M Holmes, Cllr M Hughes, Cllr J Pritlove, Cllr M Wharton, Cllr V Wood-Robinson

In attendance: J Sou - RFO & Administration Assistant, T Sutcliffe - Bookkeeper.

F&GP16.33 To accept apologies and the reason for absence

It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved to accept the apologies and reasons for absence from Cllrs I Scott and M Boyes.**

F&GP16.34 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.

The following pecuniary interests were declared:

Cllr D Collins - Item 13 as a member of Horsforth in Bloom.

F&GP16.35 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&GP16.36 Minutes of the previous meeting

No minutes were available due to the Clerk's absence on sick leave.

Signed Dated

F&GP16.37 Review of agenda items from the previous meeting of 10 November 2016

In view of the Clerk's absence and there being no recorded minutes from the meeting of 10 November 2016, the Committee was asked to review the following agenda items from that meeting:

16.37.1. Accounts and list of payments

To consider and approve the accounts and list of payments.

Accounts and list of payments to 31 October 2016 attached.

It was proposed by Cllr M Hughes, seconded by Cllr R Hardcastle and **resolved to approve the accounts and list of payments to 31 October 2016.**

16.37.2. Annual Return

To consider and note the completed annual return.

Attached.

Noted.

16.37.3. Number 3 and 5 The Green, Horsforth

To consider obtaining an independent valuation.

To consider obtaining an independent survey.

It was proposed by Cllr R Hardcastle, seconded by Cllr S Dowling and **resolved to approve up to £3000 for an independent valuation and survey.**

Cllr D Collins was authorised to commission the reports.

F&GP16.38 Accounts and List of Payments

To consider and approve the accounts and list of payments.

Accounts and list of payments to 10 January 2017 were provided.

It was proposed by Cllr M Hughes, seconded by Cllr D Collins and **resolved to approve the accounts and list of payments to 10 January 2017 as presented to the meeting (attached).**

F&GP16.39 Council Budget 2017-18

To consider the Budget figures for 2017-18.

2016-17 accounts to date were provided at the meeting.

Indicative tax base	2017-18 £7,077.6
	2016-17 £7,015.5
Local Council Tax Support Grant	2017-18 £5,308
	2016-17 £5,937

Past budget figures and precept requests and forecasted budgeted requirements for 2017-18 were provided at the meeting.

A precept options worksheet was provided electronically via the OHP.

The referendum principles are not to be extended to parish and town councils for 2017-18 (see attached YLCA email).

The Committee was asked to consider making its recommendations to Council for the 2017-18 Council Budget and the precept demand.

Signed Dated

Members discussed a number of items including the following:

- the various proposed budget headings and amounts
- the levels of designated and restricted funds
- the level of general reserves and whether this was appropriate. Cllr Hanley considered the level of general reserves to be unnecessarily high and that surpluses should be spent
- the impact of the precept on local council taxpayers
- potential future funding needs that may arise that were not included in the budget.

16.39.1. It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved to increase the following designated funds:**

- **Elections to £10,474**
- **Defibrillators to £1,000**

16.39.2. It was proposed by Cllr R Hardcastle, seconded by Cllr M Hughes and **resolved as follows:**

- **to recommend a budget of £129,872 to the Council;**
- **to recommend a precept of £109,950 to the Council.**

10 votes for, 1 against.

A copy of the recommended budget is attached.

Members thanked the Responsible Financial Officer and the bookkeeper, Tracy Sutcliffe, for their work in preparing the budget figures.

F&GP16.40 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.

No members of the public present.

F&GP16.41 Recommendations from the Staffing Committee

To consider the following recommendations:

16.41.1. To approve up to £500 for occupational health assessments and reports.

It was proposed by Cllr D Collins, seconded by Cllr S Dowling and **resolved to approve expenditure up to £500 for occupational health assessments and reports.**

16.41.2. To appoint Julie Sou as acting clerk.

It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved to appoint Julie Sou as acting clerk with effect from 3 January 2017 on SCP30 of the NJC pay scales for local government staff.**

Signed Dated

F&GP16.42 Panic Button in Council Office

To consider installation of panic buttons in the Town Council office for £893.56.

Quote attached to agenda.

It was proposed by Cllr R Hardcastle, seconded by Cllr S Dowling and **resolved to accept the quote of £893.56 for installation of two panic buttons in the Town Council office,**

Note: the work to be carried out as soon as possible.

F&GP16.43 Website and Social Media

To consider the Town Council website and Facebook page.

Item deferred to a future meeting.

F&GP16.44 Key Personnel Insurance Cover

To consider extending cover for the absence of key personnel due to accident or assault sustained in or out of work.

Details and quote attached to agenda.

Zurich did not at present offer cover for absence of key personnel due to sickness.

It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved to extend insurance to include key personnel cover due to accident or assault sustained in or out of work for Charlotte Dodd and Julie Sou.**

F&GP16.45 Sponsorship application

Horsforth in Bloom - £500 retrospective application for 2015-16. Referred from Community Committee.

Application attached to agenda.

Cllr D Collins left the meeting during the discussion and vote.

It was proposed by Cllr M Wharton, seconded by Cllr M Hughes and **resolved to award sponsorship of £500 to Horsforth in Bloom for 2015-16.**

Cllr D Collins returned to the meeting.

F&GP16.46 Review of Policies, Procedures and Standing Orders.

To consider reviewing policies, procedures and standing orders.

To consider a recommendation from the Staffing Committee to appoint a Working Group to review Terms of Reference of committees and working groups.

It was proposed by Cllr M Hughes, seconded by Cllr D Collins and **resolved to recommend to Council that a working group be set up to review standing orders and terms of reference of committees and working groups.**

F&GP16.47 Councillor Training

Signed Dated

To consider a recommendation from the Staffing Committee that councillors serving on committees and working groups be required on an annual basis to attend YLCA training courses on how to be an effective councillor.

It was proposed by Cllr M Hughes, seconded by Cllr D Collins and **resolved that commencing 1 April 2017 councillors serving on committees and working groups be required on an annual basis to attend YLCA training on how to be an effective councillor.**

F&GP16.48 Items for future agenda

None.

F&GP16.49 Date of the next meeting

9 March 2017.

The meeting closed at 8.50pm.

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

Signed Dated

Minute 16.37.1
Accounts and list of payments to 31 October 2016

Horsforth Town Council			
Bank Reconciliation as at 31st October 2016			
Prepared by Tracy Sutcliffe (Bookkeeper) on 1 November 2016			
Balance per bank statements as at			
Current Account	Yorkshire Bank (per stmt 20.06.16)		13,849.00
	Unity Trust Bank (per print 31.10.16)		140,179.82
Term deposit accounts			
	00222908	Matures 24.02.17	15,476.92
	00000236	Matures 09.10.17	15,000.00
	00247211	Matures 23.02.17	36,416.00
			220,921.74
Add uncredited receipts			
			0.00
			0.00
Less unpresented cheques			
19.10.16	300078	St Margarets PC	67.00
03.05.16	300066	Horsforth Churches Together Grant	200.00
			267.00
Net Balances as at 31st October 2016			220,654.74
Cash book			
Opening balances as at 1st April 2016			151,858.97
Add cash book receipts			136,171.75
Less cash book payments			67,375.98
Closing cash book balance as at 31st October 2016			220,654.74
		Difference	0.00

Minute 16.37.1

Accounts and list of payments to 31 October 2016

Horsforth Town Council							
Annual Budget and Expenditure 2016-2017							
Updated 31.10.16							
		Annual Budget		Income & Expenditure		Budget Remaining	
		£	£	As At 31 October 2016		As At 31 October 2016	
		£	£	£	£	£	£
INCOME							
	Precept	104,000		109,550		-5,550	
	LCTS Grant	0		5,937		-5,937	
	Bank interest Received	0		73		0	
TOTAL INCOME			104,000		115,560		-11,487
EXPENDITURE							
Public Safety							
	PCSO's	32,000		8,160		23,840	
			32,000		8,160		23,840
Community							
	Grants	4,000		524		3,476	
	Sponsorship	3,000		0		3,000	
	Award Scheme	150		0		150	
	Civic Service	200		0		200	
	Horsforth Matters	3,500		0		3,500	
	Horsforth List	2,000		0		2,000	
	Networking	300		0		300	
	Christmas Lights Switch On	1,500		0		1,500	
	Band Concerts	1,000		900		100	
	Event	2,000		1,641		360	
			17,650		3,065		14,586
Planning			250		0		250
Environment							
	Christmas Motifs	12,000		0		12,000	
	New Christmas Tree Lights	1,140		0		1,140	
	Christmas Tree	720		0		720	
	Sundry Items	825		0		825	
	Installation & Water	6,300		6,689		-389	
	Garden	1,200		505		695	
	Ginnels & Paths	2,675		0		2,675	
	LCC Grant Received	0		-2,150		2,150	
			24,860		5,044		17,666
Salaries			44,500		24,439		20,061
Office							
	Office Equipment	700		285		415	
	Stationery	1,000		357		643	
	Postage	250		8		242	
	Telephone	520		306		214	
	Adverts	300		0		300	
	Subscriptions	2,000		2,037		-37	
	Audit & Accounts	2,200		1,525		675	
	Miscellaneous & Quality Council	200		354		-154	
	Chairman's Allowance	300		0		300	
	Room Hire	550		201		349	
	Website	250		471		-221	
			8,270		5,544		2,726
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		511		589	
	Roll Of Honour	200		0		200	
			5,700		1,557		4,143
Staff Training			1,000		651		349
Election			5,000		0		5,000
TOTAL EXPENDITURE			139,230		48,460		90,771
SURPLUS OF INCOME OVER EXPENDITURE			-35,230		67,101		-102,258

Minute 16.37.1
Accounts and list of payments to 31 October 2016

Horsforth Town Council			
Annual Budget and Expenditure 2016-2017			
Designated & Restricted Funds			
Horsforth Town Council			
		As At 31 October 2016	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.04.16	26,650	
	Expenditure	0	
	Balance C/F 31.10.16		26,650
HORSFORTH MATTERS COMMUNITY DIRECTORY			
	Balance B/F 01.04.16	6,000	
	Expenditure	0	
	Balance C/F 31.10.16		6,000
ELECTION			
	Balance B/F 01.04.16	5,474	
	Expenditure	0	
	Balance C/F 31.10.16		5,474
DEFIBRILLATOR			
	Balance B/F 01.04.16	4,500	
	Income (Restricted)	1,300	
	Expenditure	3,835	
	Balance C/F 31.10.16		1,965
TOTAL DESIGNATED FUNDS C/F			40,089
RESTRICTED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.04.16	2,476	
	Income (Restricted Fund)	0	
	Expenditure	95	
	Balance C/F 31.10.16		2,381
TOTAL DESIGNATED AND RESTRICTED FUNDS C/F			42,470

Minute 16.37.1

Accounts and list of payments to 31 October 2016

Horsforth Town Council																			
Cash Book																			
Year ended 31 March 2017																			
Period from 07.09.16 to 31.10.16																			
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	SECTION 137 EXPENDITURE	
				£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
06.09.16	Balances Brought Forward			55,020.33		0.00	2,651.00	9,825.67	0.00	8,160.00	2,165.15	0.00	7,113.63	17,062.49	3,880.97	314.00	11.02	3,836.40	0.00
12.09.16	YLCA - Finance training - JS	On line	85	45.00														45.00	
14.09.16	Locality - membership - 01.09.16 to 31.03.17	On line	86	291.67			48.61							243.06					
14.09.16	Locality - Training - annual convention	On line	87	528.00			88.00												440.00
13.09.16	Julie Sou - EXPENSES - travel to training & storage box	On line	88	29.00			0.33							1.67					27.00
14.09.16	Royal Mail - NP - response service licence	On line	89	112.80			18.80		94.00										
14.09.16	Zurich Insurance 01.09.16 to 31.08.16	On line	90	1,045.74												1,045.74			
22.09.16	Talk Talk	DD	91	20.31											20.31				
26.09.16	SLCC - LCA - 10th Edition	On line	92	76.60											76.60				
26.09.16	Julie Sou - net pay	On line	93	895.27									895.27						
26.09.16	Charlotte Dodd - net pay	On line	94	1,547.18									1,547.18						
30.09.16	XBM Limited - photocopies	DD	95	37.98		6.33													31.65
30.09.16	Service charge	DD		24.15											24.15				24.15
19.10.16	SLCC - Regional Roadshow 2016	On line	96	153.60		25.60													128.00
19.10.16	YPO - office stationery	On line	97	36.07		6.01									30.06				
19.10.16	YPO - Office equipment	On line	98	41.78		6.96									34.82				
19.10.16	Chris Young - Gardening	On line	99	80.25								80.25							
19.10.16	Tracy Sutcliffe - bkkpg etc to 21 Sept 2016	On line	100	195.00											195.00				
19.10.16	PKF Littlejohn LLP - Annual review 31.03.16	On line	101	480.00		80.00									400.00				
19.10.16	West Yorkshire Pension Fund - Sept pension contributions	On line	102	682.53									682.53						
19.10.16	Leeds City Council - Contib to brass band concerts	On line	103	900.00						900.00									
19.10.16	HMRC - PAYE & NIC	On line	104	1,837.01									1,837.01						
24.10.16	BNP Paribas Leasing Ltd - 22.10.16 to 21.01.17	DD	105	236.40		39.40										197.00			
24.10.16	Talk Talk	DD	106	20.31											20.31				
26.10.16	SLCC - C Dodd - membership fees 30.09.15 to 29.09.16	On line	107	187.00											187.00				
26.10.16	Yorkshire Internal Audit - 1st internal audit visit 2016/17	On line	108	300.00											300.00				
26.10.16	Charlotte Dodd - net pay	On line	109	1,547.18									1,547.18						
26.10.16	YPO - roll step - office equip	On line	110	38.40		6.40									32.00				
27.10.16	Julie Sou - net pay	On line	111	867.36									867.36						
31.10.16	XBM Limited - photocopies	DD	112	32.06		5.35									26.71				
19.10.16	St Margarets PC - Room hire 14.09.16	300078	113	67.00											67.00				
	Carried Forward			67,375.98		0.00	2,982.79	9,825.67	94.00	8,160.00	3,065.15	0.00	7,193.88	24,439.02	5,571.31	1,556.74	651.02	3,836.40	
	Check total			67,375.98			67,375.98												
	Total Expenditure 2016-2017								54,567.52										
	Cash book payments			67,375.98															
Period from 07.09.16 to 31.10.16																			
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		
				£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
06.09.16	Balances brought forward			221,115.23	66,892.92	0.00	17,138.90	268,645.97	0.00	0.00	0.00	2,150.00	0.00	73.28	0.00	0.00	0.00	0.00	
14.09.16	Alto card refunds			4.57										4.57					
14.09.16	Alto card refunds			18.00										18.00					
	Carried Forward			221,137.80	66,892.92	0.00	17,138.90	268,645.97	0.00	0.00	0.00	2,150.00	0.00	95.85	0.00	0.00	0.00	0.00	
	Check total			288,030.72			288,030.72												
	Total Income 2016-2017							119,032.85											
	Cash book receipts			136,171.75															
	Cash book balances		220,654.74	153,761.82	66,892.92														
	= presented																		

Minute 16.37.2 Annual Return

Section 2 – Accounting statements 2015/16 for


Enter name of
similar authority here:

HORSFORTH TOWN COUNCIL

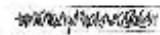
	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	106,529	131,276	Total balances and reserves at the beginning of the year as revealed in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Loans	104,000	104,000	Total amount of precept or (for IFRs) various levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	23,954	37,206	Total income or receipts as revealed in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	41,291	34,353	Total expenditure of payments made in and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employees), pension contributions and employment expenses.
5. (-) Loan intersubcapital repayments	0	0	Total expenditure of payments of capital and financial made during the year of the similar authority's borrowing (if any).
6. (+) All other payments	61,908	78,950	Total expenditure or payments as revealed in the cashbook (see staff costs (line 4) and loan intersubcapital repayments (line 5)).
7. (=) Balances carried forward	131,276	159,179	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	123,484	151,859	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	23,472	23,472	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the similar authority as at 31 March.
10. Total borrowings	0	0	The outstanding capital balances as at 31 March of all loans on third parties (including IWWs).
11. (For Local Councils Only) Disclosure rate to third funds (including charitable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Council acts as sole trustee or fund is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any third fund resources.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fully the financial position of the similar authority and its income and expenditure, or properly accrued receipts and payments, as the case may be.

Signed by Responsible Financial Officer

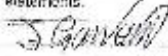

Date 23/06/2016

I confirm that these accounting statements were approved by this similar authority on this date:

 23/06/2016

and received as a minute reference:

HTC/16-36
Signed by Chair of the meeting approving these accounting statements.


Date 23 JUNE 2016

Minute 16.37.2 Annual Return

Section 3 – External auditor certificate and report 2015/16 Certificate

We 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 2016 in respect of:

Example of
smaller authority here:

HORSFORTH TOWN COUNCIL

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 2016; 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.

External auditor report (ACWY0043)

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 matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

We note that the Council has included a long-term investment of £15,000 in Box 5. This deposit, which matures on 9/10/2017, should have been included in Box 6 expenditure in the year in which it was made and then been shown as part of the Box 9 figure in line with proper practice, as specified in the Practitioners' Guide. The correct figures for Boxes 8 and 9 for the current year are £135,839 and £38,472 respectively. Please ensure that these amendments are made in the prior year comparatives on next year's Annual Return, as well as the appropriate adjustments to the Box 1 or Box 5 figure (depending on the date of the initial investment), and the Box 7 figure.

External auditor signature: P. G. Widdowson LLP

External auditor name: P. G. Widdowson LLP

Date: 25/9/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AEN/03. The AGN is available from the NAO website (www.nao.org.uk).

Minute 16.38
Accounts and list of payments to 10 January 2017

Horsforth Town Council				
Bank Reconciliation as at 10th January 2017				
Prepared by Tracy Sutcliffe (Bookkeeper) on 10th January 2017				
Balance per bank statements as at				
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	00000236	Matures 09.10.17		15,000.00
	00247211	Matures 23.02.17		36,416.00
				199,915.33
Add uncredited receipts				
			0.00	
				0.00
Less unpresented cheques				
07.12.16	300084	P Mallott	24.20	
15.12.16	300087	LCC - Horsforth Childrens Centre	150.00	
15.12.16	300089	Horsforth In Bloom	500.00	
04.01.17	300090	P&CC West Yorkshire	5,698.00	
				6,372.20
Net Balances as at 10th January 2017				193,543.13
Cash book				
Opening balances as at 1st April 2016				151,858.97
Add cash book receipts				136,171.75
Less cash book payments				94,487.59
Closing cash book balance as at 10th January 2017				193,543.13

Minute 16.38

Accounts and list of payments to 10 January 2017

Horsforth Town Council								
Annual Budget and Expenditure 2016-2017								
Updated 10.01.17								
			Annual Budget		Income & Expenditure		Budget Remaining	
			As At 10 January 2017		As At 10 January 2017		As At 10 January 2017	
			£	£	£	£	£	£
INCOME								
	Precept		104,000		109,550			-5,550
	LCTS Grant		0		5,937			-5,937
	Bank interest Received		0		73			0
	TOTAL INCOME			104,000		115,560		-11,487
EXPENDITURE								
Public Safety								
	PCSO's		32,000		13,858			18,142
				32,000		13,858		18,142
Community								
	Grants		4,000		974			3,026
	Sponsorship		3,000		500			2,500
	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		1,518			-18
	Band Concerts		1,000		900			100
	Event		2,000		1,654			347
				17,650		5,589		12,062
	Planning			250		0		250
Environment								
	Christmas Motifs		12,000		4,290			7,710
	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		505			695
	Ginnels & Paths		2,675		0			2,675
	LCC Grant Received		0		-2,150			2,150
				24,860		11,024		11,686
	Salaries			44,500		33,551		10,949
Office								
	Office Equipment		700		285			415
	Stationery		1,000		507			493
	Postage		250		8			242
	Telephone		520		431			89
	Adverts		300		0			300
	Subscriptions		2,000		2,037			-37
	Audit & Accounts		2,200		1,668			532
	Miscellaneous & Quality Council		200		465			-265
	Chairman's Allowance		300		0			300
	Room Hire		550		268			282
	Website		250		471			-221
				8,270		6,140		2,130
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		511			589
	Roll Of Honour		200		0			200
				5,700		1,557		4,143
	Staff Training			1,000		741		259
	Election			5,000		0		5,000
	TOTAL EXPENDITURE			139,230		72,460		66,771
	SURPLUS OF INCOME OVER EXPENDITURE			-35,230		43,101		-78,258

Minute 16.38
Accounts and list of payments to 10 January 2017

Horsforth Town Council			
Annual Budget and Expenditure 2016-2017			
Designated & Restricted Funds			
Horsforth Town Council			
		As At 10 January 2017	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.04.16	26,650	
	Expenditure	0	
	Balance C/F 10.01.17		26,650
HORSFORTH MATTERS COMMUNITY DIRECTORY			
	Balance B/F 01.04.16	6,000	
	Expenditure	0	
	Balance C/F 10.01.17		6,000
ELECTION			
	Balance B/F 01.04.16	5,474	
	Expenditure	0	
	Balance C/F 10.01.17		5,474
DEFIBRILLATOR			
	Balance B/F 01.04.16	4,500	
	Income (Restricted)	1,300	
	Expenditure	5,170	
	Balance C/F 10.01.17		630
TOTAL DESIGNATED FUNDS C/F			38,754
RESTRICTED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.04.16	2,476	
	Income (Restricted Fund)	0	
	Expenditure	95	
	Balance C/F 10.01.17		2,381
TOTAL DESIGNATED AND RESTRICTED FUNDS C/F			41,135

Minute 16.38

Accounts and list of payments to 10 January 2017

Year ended 31 March 2017																		
Period from 01.11.16 to 10.01.17																		
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	SECTION 137 EXPENDITURE
				£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
01.11.16	Balances Brought Forward			67,375.98	0.00	2,982.79	9,825.67	94.00	8,160.00	3,065.15	0.00	7,193.88	24,439.02	5,571.31	1,556.74	651.02	3,836.40	0.00
01.11.16	West Yorkshire Pension Fund	On line	114	671.77									671.77					
15.11.16	Traidcraft plc - Biscuits for mtgs & coins for Christmas	300079	115	78.05						43.00				35.05				
21.11.16	C Dodd - SUND EXPS - taxi, train & mileage for training 09.11.16	On line	116	32.40												32.40		
21.11.16	J Sou - SUND EXPS - Travel for training & conference, eye test & milk	On line	117	75.78										18.48		57.30		
21.11.16	Suburban Printing - Christmas leaflets	On line	118	94.80		15.80				79.00								
21.11.16	Tracy Sutcliffe - Bookkeeping & payroll	On line	119	142.50										142.50				
22.11.16	Royal British Legion - Ceremonial wreath	300080	120	42.50						42.50								
23.11.16	Talk Talk	DD		22.31										22.31				
24.11.16	BT - office phone	DD	121	96.56		16.09								80.47				
25.11.16	West Yorkshire Pension Fund	On line	122	700.70									700.70					
25.11.16	Julie Sou - net pay	On line	123	942.19									942.19					
25.11.16	Charlotte Dodd - Net pay	On line	124	1,546.98									1,546.98					
30.11.16	XBM Limited - photocopies	On line	125	48.32		8.05								40.27				
01.12.16	Aire Valley Tree Services Limited - christmas trees	On line	126	888.00		148.00						740.00						
07.12.16	St Margarets Church - room hire	300081	127	67.00										67.00				
07.12.16	Traidcraft plc - Biscuits for office & Christmas lights switch on	300082	128	67.45						43.00						24.45		
07.12.16	P Mallott - Expenses - Gala & new lock - office	300084	129	24.20		1.83				13.20						9.17		
15.12.16	Horsforth Leeds City Band	300085	130	100.00						100.00								
15.12.16	Plantscape - Christmas tree motifs & lights	300086	131	6,288.00		1,048.00						5,240.00						
15.12.16	LCC - Horsforth Children's Centre - grant	300087	132	150.00						150.00								
15.12.16	Cragg Hill & Woodside Residents Group - grant	300088	133	300.00						300.00								
15.12.16	Horsforth In Bloom - sponsorship	300089	134	500.00						500.00								
15.12.16	Yorkshire Purchasing Organisation	On line	135	34.80		5.80								29.00				
15.12.16	Stemm Print & Signs Limited - Christmas lights switch on	On line	137	135.60		22.60				113.00								
15.12.16	3d Productions - Staging Christmas lights switch on	On line	136	1,368.00		228.00				1,140.00								
15.12.16	Cardiac Science Holdings UK Limited	On line	138	1,602.00		267.00											1,335.00	
22.12.16	Talk Talk	DD	139	22.31										22.31				
23.12.16	C Dodd - net pay	On line	140	1,546.98									1,546.98					
23.12.16	Julie Sou - net pay	On line	141	1,023.84									1,023.84					
30.12.16	XBM Limited - photocopies	DD	143	97.21		16.20								81.01				
31.12.16	Bank charges	DD		23.70										23.70				
04.01.17	P&CC West Yorkshire - final payment	300090	144	5,698.00					5,698.00									
06.01.17	HMRC - PAYE & NIC	On line	145	1,947.35									1,947.35					
06.01.17	West Yorkshire Pension Fund	On line	142	732.31									732.31					
	Carried Forward			94,487.59	0.00	4,760.16	9,825.67	94.00	13,858.00	5,588.85	0.00	13,173.88	33,551.14	6,167.03	1,556.74	740.72	5,171.40	
	Check total			94,487.59		94,487.59												
	Total Expenditure 2016-2017							79,901.76										
	Cash book payments			94,487.59														
Period from 01.11.16 to 10.01.17																		
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	
				£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
01.11.16	Balances brought forward			221,137.80	66,892.92	0.00	17,138.90	268,645.97	0.00	0.00	0.00	2,150.00	0.00	95.85	0.00	0.00	0.00	0.00
	Carried Forward			221,137.80	66,892.92	0.00	17,138.90	268,645.97	0.00	0.00	0.00	2,150.00	0.00	95.85	0.00	0.00	0.00	0.00
	Check total			288,030.72		288,030.72												
	Total Income 2016-2017							119,032.85										
	Cash book receipts			136,171.75														
	Cash book balances = presented		193,543.13	126,650.21	66,892.92													

Minute 16.39 Recommended budget 2017-18

Horsforth Town Council											
Annual Budget and Expenditure 2016-2017 and Recommended Budget 2017/18											
Updated 12.01.17											
	Final Accounts		Annual Budget		Income & Expenditure		Income & Expenditure		Recommended Budget		
	2015-2016		2016-2017		As At 10 January 2017		Projected to 31 Mar 2017		2017-2018		
	£	£	£	£	£	£	£	£	£	£	
INCOME											
Precept	104,000		104,000		109,550		109,550			0	
Council Tax Support Grant	6,524		0		5,937		5,937			0	
Other Grants	29,861		0		2,150		2,150			0	
Bank interest Received	321		0		73		73			0	
Other income	500		0		0		0			0	
TOTAL INCOME		141,206		104,000		117,710		117,710		0	
EXPENDITURE											
Public Safety											
PCSO's	18,782		32,000		13,858		13,858			0	
CCCZ/Other	0		0		0		195			500	
		18,782		32,000		13,858		14,053		500	
Community											
Grants	2,750		4,000		974		4,000			4,000	
Sponsorship	150		3,000		500		3,000			3,000	
Award Scheme	3		150		0		100			150	
Civic Service	49		200		43		43			200	
Horsforth Matters	1,070		3,500		0		0			3,500	
Horsforth List	0		2,000		0		0			1,000	
Networking	0		300		0		0			0	
Christmas Lights Switch On	0		1,500		1,518		1,785			2,000	
Band Concerts	900		1,000		900		900			1,000	
Event	1,413		2,000		1,654		1,594			1,500	
Defibrillator Maintenance	0		0		0		0			300	
		6,335		17,650		5,589		11,422		16,650	
Environment											
Christmas Motifs (and tree lights)	12,725		12,000		4,290		5,870			15,000	
New Christmas Tree Lights	0		1,140		950		950			0	
Christmas Tree	600		720		740		740			900	
Sundry Items	0		825		0		0			1,000	
Summer Baskets Installation & Water	4,715		6,300		6,689		6,689			4,535	
Garden	1,059		1,200		505		665			1,025	
Ginnels & Paths	2,165		2,675		0		2,165			2,500	
		21,264		24,860		13,174		17,079		24,960	
Total Community & Environment		27,599		42,510		18,763		28,501		41,610	
Planning, Licensing & Traffic		0		250		0		0		1,500	
Salaries		34,353		44,500		33,551		47,975		47,062	
Office											
Office Equipment	128		700		285		385			1,500	
Stationery	886		1,000		507		757			1,000	
Postage	160		250		8		8			250	
Telephone	601		520		431		578			600	
Adverts	315		300		0		0			300	
Subscriptions	1,809		2,000		2,037		2,037			2,600	
Audit & Accounts	2,462		2,200		1,668		2,563			2,500	
Miscellaneous & Quality Council	1,059		200		465		543			700	
Bank Charges	0		0		0		0			100	
Chairman's Allowance	0		300		0		0			300	
Room Hire and Meeting Expenses	469		550		268		402			550	
Legal & Professional Fees	0		0		0		0			2,000	
Advertising & Website	660		250		471		471			500	
		8,549		8,270		6,140		7,744		12,900	
Buildings											
Rent & Rates	0		2,100		0		0			2,100	
Utilities	0		700		0		0			700	
Insurance	970		1,100		1,046		1,079			1,200	
Clock	206		500		0		0			500	
Office Equipment Furniture / Lease	1,426		1,100		511		668			1,100	
Roll Of Honour	0		200		0		0			200	
		2,602		5,700		1,557		1,747		5,800	
Staff & Councillor Training		1,467		1,000		741		795		2,500	
Election		14,526		5,000		0		0		8,000	
Neighbourhood Plan		5,425		0		0		0		0	
Assets of Community Value		0		0		0		0		10,000	
TOTAL EXPENDITURE		113,303		139,230		74,610		100,815		129,872	
SURPLUS OF INCOME OVER EXPENDITURE		27,903		-35,230		43,101		16,895		-129,872	

Minute 16.39
Recommended budget 2017-18

RECOMMENDED BUDGET 2017-18		129,872	
Income 2017-18			
Council tax support grant		5,308	
Other possible grants			
	LCC - footpaths	2,150	
Budget History		Precept History	
2011-12	138,850	102,000	
2012-13	129,219	104,000	
2013-14	134,410	114,000	
2014-15	131,270	104,000	
2015-16	133,240	104,000	
2016-17	139,230	109,950	