



**Horsforth Town Council**  
**Finance and General Purposes Committee Minutes**  
**11 May 2017 at 7.30pm**

**Present:**

**In the Chair:** Cllr I Scott

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

In attendance: J Sou – Acting Clerk

**F&GP/16.62-70 These minute numbers have been left blank intentionally.**

**F&GP/16.71 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 S Dowling, J Garvani and M Wharton.**

**F&GP/16.72 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&GP/16.73 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&GP/16.74 Minutes of the previous meeting**

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

Signed ..... Dated .....

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

It was proposed by Cllr M Hughes, seconded by Cllr J Pritlove and **resolved to approve the minutes of the Finance and General Purposes Committee meeting held on 9 March 2017.**

#### **F&GP/16.75 Accounts and List of Payments**

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

Accounts and list of payments to 31 March 2017 were provided and are attached.

The balance in the accounts as at 31 March 2017 of £172,609 was noted and considered to be high. Discussion as to how and why this may have arisen.

It was proposed by Cllr M Hughes, seconded by Cllr R Hardcastle and **resolved to recommend that Council approve the accounts and list of payments to 31 March 2017.**

It was proposed by Cllr M Hughes, seconded by Cllr R Hardcastle and **resolved to recommend that Council consider the level of reserves.**

#### **F&GP/16.76 Internal Auditors Report**

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

The report dated 5 October 2016 had been circulated to members shortly after the Internal Auditor's visit in October 2016 but had not been formally approved at Committee or Council. Committee was now being asked to formally recommend to Council that it approves the report dated 5 October 2016. The Internal Auditor had recently made his final visit for 2016-17 but that report was not yet available.

It was proposed by Cllr R Hardcastle, seconded by Cllr M Hughes and **resolved to recommend that Council approve the Internal Auditor's report dated 5 October 2016.**

#### **F&GP/16.77 Audit Review**

To consider and to make recommendations to Council.

The Audit Review had not yet been carried out but was due to be done by Cllrs M Hughes and R Hardcastle on 11 May 2017.

This item to be considered at full Council on 24 May 2017.

Signed ..... Dated .....

**F&GP/16.78 Internal Control Check**

To consider and to make recommendations to Council.

Cllrs M Boyes and R O’Callaghan had carried out an internal control check on 10 May 2017. A copy was circulated to members and is attached to these minutes.

It was proposed by Cllr M Hughes, seconded by Cllr D Collins and **resolved to recommend that Council accepts the Internal Control Check of 10 May 2017.**

**F&GP/16.79 Annual Return for the Year Ended 31 March 2017**

**16.79.1. Annual Governance Statement 2016/17**

To be considered at full Council on 24 May 2017.

**16.79.2. Accounting Statements 2016/17**

To be considered at full Council on 24 May 2017.

**16.79.3. Setting the period for the exercise of public rights of inspection of the accounts**

To be considered at full Council on 24 May 2017.

**F&GP/16.80 Governance and Accountability for Local Councils**

Members **noted** the updated guidance from NALC from March 2017, previously circulated to members.

**F&GP/16.81 YLCA Membership**

To consider renewal of YLCA membership at £1,695.00.

It was proposed by Cllr M Hughes, seconded by Cllr R Hardcastle and **resolved to approve renewal of YLCA membership at £1,695.00.**

**F&GP/16.82 Society of Local Council Clerks (SLCC) and Association of Local Council Clerks (ALCC) Membership for J Sou, Acting Clerk**

It was proposed by Cllr D Collins, seconded by Cllr M Hughes **and resolved to approve payment of the following:**

**16.82.1.** the Acting Clerk’s membership of SLCC at £139.00

**16.82.2.** the Acting Clerk’s membership of ALCC at £10.00

**F&GP/16.83 Fink Hill Clock**

To note service visit by Smith of Derby on 29 March 2017.

**Noted.**

To consider payment of the maintenance fee of £212.00+VAT.

Signed ..... Dated .....

It was proposed by Cllr M Hughes, seconded by Cllr S Glover and **resolved to approve payment of the maintenance fee of £212.00 + VAT.**

**F&GP/16.84 Town Council Lease**

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

It was proposed by Cllr M Hughes, seconded by Cllr V Wood-Robinson and **resolved to approve payment of Jordans Solicitors costs of £700+VAT.**

- 16.84.2.** To consider seeking further advice from Jordans Solicitors regarding the lease.

The Acting Clerk gave further information regarding the term of the lease and advised that members may wish to consider seeking an extended term from Leeds City Council beyond the rent-free term of 11 years previously approved which expired in 2020. If the Town Council wished to remain in occupation on expiry of the rent-free period, new rent and terms would have to be negotiated under the Landlord and Tenant Act and continued occupation after 2020 may not be guaranteed unless agreement was reached now.

It was proposed by Cllr D Collins, seconded by Cllr I Scott and **resolved to approve the Acting Clerk seeking further advice from Jordans Solicitors regarding the lease.**

**F&GP/16.85 Outer North West Parish and Town Council Forum (“the Forum”)**

It was **noted** that Cllr D Collins attends these meetings but not as a representative of the Council.

- 16.85.1.** 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.

Cllrs M Hughes and S Glover volunteered to attend the Forum meeting on 23 May 2017.

- 16.85.2.** 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

Signed ..... Dated .....

Cllrs M Boyes, S Glover and M Hughes volunteered to attend future meetings of the Forum as representatives of the Council.

It was proposed by Cllr R Hardcastle, seconded by Cllr I Scott and **resolved to recommend to Council that Cllrs M Boyes, S Glover and M Hughes be appointed to represent the Council at future meetings of the Outer North West Parish and Town Council Forum.**

**F&GP/16.86 Date of the next meeting**

Thursday 6 July 2017 at 7pm.

**Noted.**

The meeting closed at 7.35pm.

*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*

Signed ..... Dated .....



**Minute F&GP16.75**  
**Accounts and list of payments – 31 March 2017**

<b>Horsforth Town Council</b>			
<b>Bank Reconciliation as at 31st March 2017</b>			
<b>Prepared by Tracy Sutcliffe (Bookkeeper) on 20th April 2017</b>			
<b>Balance per bank statements as at</b>			
<b>Current Account</b>	<b>Yorkshire Bank (per stmt 20.06.16)</b>	<b>13,849.00</b>	<b>Short term</b>
	<b>Unity Trust Bank (per print 31.03.17)</b>	<b>90,174.89</b>	<b>Short term</b>
<b>Term deposit accounts</b>			
050085835	<b>Matures 27.09.18</b>	<b>15,842.09</b>	<b>Long term</b>
00000236	<b>Matures 09.10.17</b>	<b>15,000.00</b>	<b>Long term</b>
050085806	<b>Matures 27.03.19</b>	<b>37,743.91</b>	<b>Long term</b>
		<b>172,609.89</b>	
<b>Add uncredited receipts</b>			
		0.00	
		<b>0.00</b>	
<b>Less unpresented cheques</b>			
		<b>0.00</b>	
<b>Net Balances as at 31st March 2017</b>		<b>172,609.89</b>	
<b>Cash book</b>			
<b>Opening balances as at 1st April 2016</b>		<b>151,858.97</b>	
Add cash book receipts		<b>138,464.83</b>	
Less cash book payments		<b>117,713.91</b>	
<b>Closing cash book balance as at 31st March 2017</b>		<b>172,609.89</b>	
		Difference	0.00
	<b>Short term</b>	<b>104,023.89</b>	
	<b>Long term</b>	<b>68,586.00</b>	
<b>TOTAL FUNDS</b>	<b>172,609.89</b>		

**Minute F&GP16.75**  
**Accounts and list of payments – 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													
	<b>Total Expenditure 2016-2017</b>							<b>102,673.69</b>											
	<b>Cash book payments</b>			<b>117,713.91</b>															
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													
	<b>Total Income 2016-2017</b>							<b>121,325.93</b>											
	<b>Cash book receipts</b>			<b>138,464.83</b>															
	<b>Cash book balances</b>		<b>172,609.89</b>	<b>104,023.89</b>	<b>68,586.00</b>														
	= presented																		



**Minute F&GP16.75**  
**Accounts and list of payments – 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	
		£	£	£	£	£	£
<b>INCOME</b>							
	Precept	104,000		109,550		0	
	LCTS Grant	0		5,937		0	
	Bank interest Received	0		1,767		0	
	<b>TOTAL INCOME</b>		<b>104,000</b>		<b>117,254</b>		<b>0</b>
<b>EXPENDITURE</b>							
<b>Public Safety</b>							
	PCSO's	31,805		13,663		18,142	
	CCCZ	195		195			
			<b>32,000</b>		<b>13,858</b>		<b>18,142</b>
<b>Community</b>							
	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	
			<b>17,650</b>		<b>6,719</b>		<b>10,932</b>
	<b>Planning</b>		<b>250</b>		<b>0</b>		<b>250</b>
<b>Environment</b>							
	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	
			<b>24,860</b>		<b>12,314</b>		<b>10,396</b>
	<b>Salaries</b>		<b>44,500</b>		<b>48,044</b>		<b>-3,544</b>
<b>Office</b>							
	Office Equipment	700		320		380	
	Stationery	1,000		646		354	
	Postage	250		8		242	
	Telephone	520		582		-62	
	Adverts	300		0		300	
	Subscriptions	2,000		2,037		-37	
	Audit & Accounts	2,200		2,051		149	
	Miscellaneous & Quality Council	200		690		-490	
	Chairman's Allowance	300		0		300	
	Room Hire	550		402		148	
	Website	250		471		-221	
			<b>8,270</b>		<b>7,207</b>		<b>1,063</b>
<b>Buildings</b>							
	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	
			<b>5,700</b>		<b>1,714</b>		<b>3,986</b>
	<b>Staff Training</b>		<b>1,000</b>		<b>741</b>		<b>259</b>
	<b>Election</b>		<b>5,000</b>		<b>0</b>		<b>5,000</b>
	<b>TOTAL EXPENDITURE</b>		<b>139,230</b>		<b>90,597</b>		<b>48,634</b>
	<b>SURPLUS OF INCOME OVER EXPENDITURE</b>		<b>-35,230</b>		<b>26,658</b>		<b>-48,634</b>

**Minute F&GP16.75**  
**Accounts and list of payments – 31 March 2017**

Horsforth Town Council			
Annual Budget and Expenditure 2016-2017			
Designated & Restricted Funds			
Horsforth Town Council			
		<b>As At 31.03.17</b>	
		<b>£</b>	<b>£</b>
<b>DESIGNATED FUNDS</b>			
<b>NEIGHBOURHOOD PLAN</b>			
	Balance B/F 01.04.16	26,650	
	Expenditure	1,320	
	<b>Balance C/F 31.03.17</b>		<b>25,330</b>
<b>HORSFORTH MATTERS COMMUNITY DIRECTORY</b>			
	Balance B/F 01.04.16	6,000	
	Expenditure	0	
	<b>Balance C/F 31.03.17</b>		<b>6,000</b>
<b>ELECTION</b>			
	Balance B/F 01.04.16	5,474	
	Expenditure	0	
	<b>Balance C/F 31.03.17</b>		<b>5,474</b>
<b>DEFIBRILLATOR</b>			
	Balance B/F 01.04.16	4,500	
	Expenditure	3,870	
	<b>Balance C/F 31.03.17</b>		<b>630</b>
<b>TOTAL DESIGNATED FUNDS C/F</b>			<b>37,434</b>
<b>RESTRICTED FUNDS</b>			
<b>NEIGHBOURHOOD PLAN</b>			
	Balance B/F 01.04.16	2,476	
	Income (Restricted Fund)	0	
	Expenditure	2,476	
	<b>Balance C/F 31.03.17</b>		<b>0</b>
<b>DEFIBRILLATOR</b>			
	Income (Restricted)	1,300	
	Expenditure	1,300	
	<b>Balance C/F 31.03.17</b>		<b>0</b>
<b>TOTAL DESIGNATED AND RESTRICTED FUNDS C/F</b>			<b>37,434</b>

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

5<sup>th</sup> 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 30<sup>th</sup> 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  
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