



**Horsforth Town Council**  
**Finance and General Purposes Committee Minutes**  
**6 July 2017 at 7pm**

**Present:**

**In the Chair:** Cllr R Hardcastle

Cllr M Holmes, Cllr M Wharton and Cllr V Wood-Robinson

In attendance: J Sou – Acting Clerk

**F&GP/17.1 To accept apologies and the reason for absence**

It was proposed by Cllr M Wharton, seconded by Cllr M Holmes and **resolved to accept the apologies and reasons for absence from Cllrs D Collins, S Dowling, J Garvani, M Hughes, J Pritlove and I Scott.**

**F&GP/17.2 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.

None declared.

**F&GP/17.3 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.

No members of the public present.

**F&GP/17.4 Minutes of the previous meeting**

To confirm and accept the minutes of the Finance and General Purposes Committee held on 11 May 2017.

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

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

It was proposed by Cllr M Holmes, seconded by Cllr V Wood-Robinson and **resolved to approve the minutes of the Finance and General Purposes Committee meeting held on 11 May 2017.**

**F&GP/17.5 Accounts and List of Payments**

**17.5.1.** To consider recommending that the Council approve the accounts and list of payments to 8 June 2017 (in agenda pack).

It was proposed by Cllr M Holmes, seconded by Cllr M Wharton and **resolved to recommend that the Council approve the accounts and list of payments to 8 June 2017 (attached).**

**17.5.2.** To consider reserves.  
This item to be carried forward to the next meeting.

**F&GP/17.6 Banking**

**17.6.3.** To consider signatories to bank accounts and term deposits. Cllrs M Hughes and J Garvani had both indicated they were prepared to relinquish the role of signatory to bank and deposit accounts.

Members considered that there should if possible be one member from each party as a signatory.

**Action:**

**To accept Cllr M Hughes' offer to relinquish being a signatory and to appoint Cllr R Hardcastle.**

**To confirm whether Cllr J Garvani wishes to remain as a signatory.**

**To refer further consideration of signatories to Council.**

**17.6.4.** To note issues with Unity Trust online banking.

Members **noted** the following:

- There had been issues with online payments where the person submitting the payment and one of the signatories authorising the payment were transposed in the transaction details. The problem had been ongoing since April.
- Unity Trust had agreed to refund bank charges for April to June 2017.
- Unity Trust had issued letters to confirm the correct transaction details and would continue to do so whilst the problem continued in order for the Council to be able to demonstrate compliance with its Financial Regulations.

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

**17.6.5.** To consider bank accounts held and cash deposit facilities. Cash had recently been found in the Council safe (minute F&GP/17.12 refers) which had been deposited into the Yorkshire Bank business current account as Unity Trust has no branches which can accept cash deposits.

Council had resolved to close the Yorkshire Bank business current account. However, if this account was closed it would mean the Council had no facility to make cash deposits. It was possible to make arrangements with another bank to accept Unity Trust deposits but there would be a charge for this.

It was proposed by Cllr M Wharton, seconded by Cllr M Holmes and **resolved to keep the Yorkshire Bank business current account open.**

**F&GP/17.7 Staffing Sub-Committee Terms of Reference.**

To consider (Terms of Reference available in the Councillor Handbook). Members **noted** that the Staffing/Employment Sub-Committee Terms of Reference required re-drafting.

It was proposed by Cllr M Wharton, seconded by Cllr V Wood-Robinson and **resolved to delegate authority to the Staffing/Employment Sub-Committee to act on behalf of the Council in relation to the management of staff and negotiating office working practices and procedures until updated Staffing/Employment Sub-Committee Terms of Reference have been approved.**

**Action: Council to be asked to ratify this decision.**

**F&GP/17.8 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.

No members of the public were present.

**F&GP/17.9 Staffing Sub-Committee**

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

**17.9.1.1** 30 May 2017

It was proposed by Cllr R Hardcastle, seconded by Cllr M Wharton and **resolved to accept the minutes of the Staffing/Employment Sub-Committee of 30 May 2017.**

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

**17.9.1.2 27 June 2017**

It was proposed by Cllr V Wood-Robinson, seconded by Cllr M Holmes and **resolved to accept the minutes of the Staffing/Employment Sub-Committee of 27 June 2017.**

**17.9.2.** To consider the following recommendations (details provided at the meeting):

**17.9.2.1 Staff roles and responsibilities**

It was proposed by Cllr M Wharton, seconded by Cllr M Holmes and **resolved to recommend to Council:**

- a. That, subject to a letter from Charlotte Dodd requesting the change to her role, Charlotte Dodd be appointed Deputy Clerk and Julie Sou be promoted to Town Clerk with effect from 1 August 2017.**
- b. That the draft job descriptions for the Town Clerk and Deputy Clerk be approved, subject to the amendment that the line manager for both members of staff is a member of the Council.**  
**Amended job descriptions as approved attached.**

**17.9.2.2 Policies and procedures**

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

Members considered a number of sample policies.

It was **agreed to recommend to Council that policies and procedures in relation to staff, training and employment matters and working practices be referred back to Staffing/Employment Sub-Committee for drafting and consideration.**

**17.9.2.3 Home working considerations**

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

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

It was proposed by Cllr M Wharton, seconded by Cllr M Holmes and **resolved that a second laptop be purchased.**

It was **agreed** to refer the other home working considerations back to Staffing/Employment Sub-Committee to progress and report to a future meeting.

#### **17.9.2.4 Office opening hours**

It was proposed by Cllr V Wood-Robinson, seconded by Cllr M Wharton and **resolved that the office opening hours are: Tuesday to Thursday 9:30am to 12:30pm.**

#### **17.9.2.5 Christmas and New Year office closure**

It was proposed by Cllr M Wharton, seconded by Cllr M Holmes and **resolved to approve the Christmas and New Year office closure dates for 2017/18 to 2022/23. Details attached.**

#### **F&GP/17.10 Horsforth Town Council Chain of Office**

To consider valuation, holding and insurance arrangements.

**Note: the Chain of Office is actually that of the former Horsforth Urban District Council and not Horsforth Town Council.**

Cllr R Hardcastle reported the outcome of enquiries. The Horsforth Urban District Council Chain of Office was on loan to Horsforth Museum from Leeds City Council (LCC) for display at the museum. It would appear there was no authority for the Chain of Office to be released by the museum for use by the Council.

Cllr R Hardcastle would therefore be returning the Chain of Office to Horsforth Museum for safekeeping. The museum had asked if the Council could ask LCC if there was a valuation for the Chain of Office.

Discussion as to an alternative Chain of Office or badges of office for the Chair/members to wear on appropriate occasions.

It was **agreed to recommend to Council that it consider the provision of badges of office for members.**

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

**F&GP/17.11 Insurance**

Current insurance policy with Zurich, expiring 31 August 2017.

To consider insurance quotes.

Details and quotes from Zurich and Came & Co provided in agenda pack. Two other insurance companies had been requested to provide quotes but had been unable to do so.

It was proposed by Cllr V Wood-Robinson, seconded by Cllr M Holmes and **resolved to enter into a 5 year agreement for insurance with Zurich at the premium of £955.73 for the first year 2017-18.**

**F&GP/17.12 Christmas Lights Sponsorship 2015**

To note cash and cheques found in Office safe.

The Acting Clerk reported £275 cash and cheques for £170 relating to Christmas Lights 2015-16 sponsorship had recently been found at the back of the office safe. The cash had been deposited in the Yorkshire Bank business current account and the cheques returned to the drawers with a letter of explanation and apology.

**Noted.**

**F&GP/17.13 Locality Membership**

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

Membership fee £500.

It was proposed by Cllr M Wharton, seconded by Cllr V Wood-Robinson and **resolved to renew Locality membership for 1 April 2017 to 31 March 2018.**

**F&GP/17.14 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.

Details in agenda pack.

It was proposed by Cllr M Holmes, seconded by Cllr M Wharton and **resolved to approve attendance at the SLCC Regional Training Seminar on Wednesday 16 August 2017 by C Dodd and J Sou.**

**F&GP/17.15 Use of Horsforth Town Council in domain name**

To consider use of the domain name [www.horsforthtowncouncil.co.uk](http://www.horsforthtowncouncil.co.uk) by an unconnected organisation. Details were provided in the agenda pack.

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

Members **noted** use of the domain name [www.horsforthtowncouncil.co.uk](http://www.horsforthtowncouncil.co.uk) by a website advertising personal injury lawyer services in the USA.

LCC had given details of an organisation Nominet that offered a domain name dispute resolution service and free mediation service. If mediation failed, a fee would apply to appoint an independent adjudicator to make a decision.

It was **agreed to pursue the free mediation service available with Nominet.**

**F&GP/17.16 By-Elections 3 August 2017**

To note estimated costs of £8,455.54 (**attached**).

It was noted that the costs may be higher than shown in the estimate as some costs may have been shared 3-way in 2015 and not 2-way as shown on the attached estimate.

**Noted.**

**F&GP/17.17 Items for future agenda**

Accounts and Reserves

Staffing/Employment Sub-Committee Terms of Reference

Update from Staffing/Employment Sub-Committee

Badges of office

[www.horsforthtowncouncil.co.uk](http://www.horsforthtowncouncil.co.uk) domain name

**F&GP/17.18 Date of the next meeting**

14 September 2017.

The meeting closed at 9:25pm

*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*

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





**Minute F&GP/17.5.1**  
**Accounts and list of payments to 8 June 2017**

<b>Horsforth Town Council</b>					
<b>Bank Reconciliation as at 8th June 2017</b>					
<b>Prepared by Tracy Sutcliffe (Bookkeeper) on 8 June 2017</b>					
<b>Balance per bank statements as at</b>					
<b>Current Account</b>		<b>Yorkshire Bank (per stmt 01.07.16)</b>		<b>13,849.00</b>	<b>Short term</b>
		<b>Unity Trust Bank (per print 07.06.17)</b>		<b>191,942.92</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>274,377.92</b>	
<b>Add uncredited receipts</b>					
			0.00		
				<b>0.00</b>	
<b>Less unpresented cheques</b>					
30.05.17	300104	Horsforth Historical Society - room hire	20.00		
30.05.17	300105	Auto Productions	1,500.00		
			0.00		
			0.00		
				<b>1,520.00</b>	
<b>Net Balances as at 8 June 2017</b>				<b>272,857.92</b>	
<b>Cash book</b>					
<b>Opening balances as at 1 April 2017</b>				<b>172,609.89</b>	
<b>Add cash book receipts</b>				<b>115,258.00</b>	
<b>Less cash book payments</b>				<b>15,009.97</b>	
<b>Closing cash book balance as at 8 June 2017</b>				<b>272,857.92</b>	

**Minute F&GP/17.5.1**  
**Accounts and list of payments to 8 June 2017**

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**Minute F&GP/17.5.1**  
**Accounts and list of payments to 8 June 2017**

Horsforth Town Council																		
Cash Book																		
Year ended 31 March 2018																		
Period 01.04.17 to 08.06.17																		
Bank Payments																		
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Creditors 2017	Planning Lic & Traffic	CCCZ / Other	Comm & Environ'mt	Assets of Comm Val	Election	Salaries	Office	Buildings	Staff Training	Designated Funds	SECTION 137 EXPENDITURE
				£	£	£	£	£	£	£	£	£	£	£	£	£	£	
22.04.17	Talk Talk - Internet	DD	1	22.31										22.31				
24.04.17	BNP Paribas Leasing - office equipment lease	DD	2	188.40		31.40									157.00			
26.04.17	EXPENSES - Julie Sou - refreshments & meeting exps	On line	3	21.00		1.56								19.44				
26.04.17	Julie Sou - net pay	On line	4	1,213.64									1,213.64					
26.04.17	C Dodd - net pay	On line	5	1,605.88									1,605.88					
27.04.17	WYPF	On line	6	637.92									637.92					
28.04.17	XBM Limited - Photocopies	On line	7	60.48		10.08								50.40				
16.05.17	SLCC - JS - ALSS membership	On line	8	10.00										10.00				
16.05.17	SLCC - JS - SLCC full membership	On line	9	139.00										139.00				
16.05.17	Horsforth In Bloom - QJE Garden maintence	On line	10	74.80						74.80								
16.05.17	YPO - Office stationery	On line	11	95.36		15.89								79.47				
16.05.17	<b>EXPENSES - Julie Sou - see below</b>	On line	12	122.35														
16.05.17	Certificate Frame - Comm award scheme					5.39				26.96								
16.05.17	TX Maxx - Water Jug					1.16								5.83				
16.05.17	Hobbycraft - Paper					0.34								1.71				
16.05.17	Office Outlet - office stationery					13.49								67.47				
16.05.17	Smith Of Derby - Jubilee clock maintenance	On line	13	254.40		42.40									212.00			
16.05.17	Jordans - Legals re Lease of office at Horsforth Library	On line	14	846.00		140.00								706.00				
24.05.17	Talk Talk	DD		22.31										22.31				
25.05.17	BT Group - Office phone	DD	15	108.50		18.08								90.42				
31.05.17	XBM Limited - Photocopies	DD	16	80.62		13.44								67.18				
27.04.17	Traidcraft plc - Biscuits for meeting	300095	17	18.70										18.70				
18.05.17	YLCA - Membership 2017-2018	300096	18	1,695.00										1,695.00				
24.05.17	Yorkshire Internal Audit Services - final audit 2016-2017	300097	19	300.00										300.00				
24.05.17	T Sutcliffe - Bookkeeping	300098	20	375.00										375.00				
24.05.17	Moor's Surveyors (Valuation & inspection 3-5 The Green)	300099	21	1,800.00		300.00					1,500.00							
24.05.17	Julie Sou - net pay	300100	22	1,554.46									1,554.46					
24.05.17	Charlotte Dodd - net pay	300101	23	1,477.77									1,477.77					
24.05.17	WYPF	300102	24	695.96									695.96					
24.05.17	<b>EXPENSES - Julie Sou - see below</b>	300103	25	70.11														
	Costco - 2 x telephones					8.00								39.99				
	Costco - antivirus					2.99								14.99				
	Costco & Sainsburys - milk & water													4.14				
30.05.17	Horsforth Historical Society - room hire	300104	26	20.00						20.00								
30.05.17	Pluto Productions - Play - comm event	300105	27	1,500.00						1,500.00								
	<b>Carried Forward</b>			<b>15,009.97</b>	<b>0.00</b>	<b>604.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,621.76</b>	<b>1,500.00</b>	<b>0.00</b>	<b>7,185.63</b>	<b>3,729.36</b>	<b>369.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Check total			15,009.97		15,009.97												
	<b>Total Expenditure 2017-2018 (for budget page)</b>									<b>14,405.75</b>								
	<b>Cash book payments</b>			<b>15,009.97</b>														

**Minute F&GP/17.5.1**  
**Accounts and list of payments to 8 June 2017**

Period 01.04.17 to 08.06.17																		
Bank Receipts																		
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat £	Debtors 2017 £	Other £	Public Safety £	Community £	Planning £	Environment £	Salaries £	Office £	Buildings £	Staff Training £	£	
01.04.17	Balances brought forward			104,023.89	68,586.00			172,609.89										
03.04.17	LCC - precept			109,950.00				109,950.00										
03.04.17	LCC - LCTS - grant			5,308.00				5,308.00										
	Carried Forward			219,281.89	68,586.00	0.00	0.00	287,867.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Check total			287,867.89		287,867.89												
	<b>Total Income 2017-2018 (for budget page)</b>							115,258.00										
	Cash book receipts			115,258.00														
	Cash book balances		272,857.92	204,271.92	68,586.00													
	= presented																	
	<b>Total Income 2017-2018 (for budget page)</b>			115,258.00														
	<b>Total Expenditure 2017-2018 (for budget page)</b>			14,405.75														
	<b>Agreed to Budget</b>			100,852.25														

**Minute F&GP/17.5.1**  
**Accounts and list of payments to 8 June 2017**

Horsforth Town Council							
Annual Budget and Expenditure 2017-2018							
Updated 08.06.16							
		Income & Expenditure				Budget Remaining	
		Annual Budget		As At 8 June 2017		As At 8 June 2017	
		£	£	£	£	£	£
<b>INCOME</b>							
	Precept	109,950		109,950		0	
	Council Tax Support Grant	5,308		5,308		0	
	Bank interest Received	0		0		0	
	<b>TOTAL INCOME</b>		<b>115,258</b>		<b>115,258</b>		<b>0</b>
<b>EXPENDITURE</b>							
<b>Community &amp; Environment</b>							
	Grants	4,000		0		4,000	
	Sponsorship	3,000		0		3,000	
	Award Scheme	150		27		123	
	Civic Service	200		0		200	
	Horsforth Matters	3,500		0		3,500	
	Horsforth List	1,000		0		1,000	
	Networking	0		0		0	
	Band Concerts	1,000		0		1,000	
	Event	1,500		1,294		206	
	Defibrillator Maintenance	300		0		300	
	Christmas Motifs (and tree lights)	15,000		0		15,000	
	Christmas Lights Switch On	2,000		0		2,000	
	New Christmas Tree Lights	0		0		0	
	Christmas Tree	900		0		900	
	Sundry Items	1,000		0		1,000	
	Summer Baskets Installation & Water	4,535		0		4,535	
	Garden	1,025		75		950	
	Ginnels & Paths	2,500		0		2,500	
			<b>41,610</b>		<b>1,396</b>		<b>40,214</b>
	<b>Planning, Licensing &amp; Traffic</b>		<b>1,500</b>		<b>0</b>		<b>1,500</b>
	<b>Cold Calling Control Zone / Other</b>		<b>500</b>		<b>0</b>		<b>500</b>
	<b>Salaries</b>		<b>47,062</b>		<b>7,186</b>		<b>39,876</b>
	<b>Office</b>						
	Office Equipment	1,500		40		1,460	
	Stationery	1,000		287		713	
	Postage	250		0		250	
	Telephone	600		134		466	
	Adverts	300		0		300	
	Subscriptions	2,600		1,844		756	
	Audit & Accounts	2,500		390		2,110	
	Miscellaneous & Quality Council	700		0		700	
	Bank Charges	100		0		100	
	Chairman's Allowance	300		0		300	
	Room Hire & Meeting Expenses	550		43		507	
	Legal & Professional Fees	2,000		706		1,294	
	Advertising & Website	500		564		-64	
			<b>12,900</b>		<b>4,008</b>		<b>8,892</b>
	<b>Buildings</b>						
	Rent & Rates	2,100		0		2,100	
	Utilities	700		0		700	
	Insurance	1,200		0		1,200	
	Clock	500		212		288	
	Office Equipment (Lease)	1,100		157		943	
	Roll Of Honour	200		0		200	
			<b>5,800</b>		<b>369</b>		<b>5,431</b>
	<b>Staff Training</b>		<b>2,500</b>		<b>0</b>		<b>2,500</b>
	<b>Election</b>		<b>8,000</b>		<b>0</b>		<b>8,000</b>
	<b>Assets of Community Value</b>		<b>10,000</b>		<b>1,500</b>		<b>8,500</b>
	<b>TOTAL EXPENDITURE</b>		<b>129,872</b>		<b>14,459</b>		<b>115,413</b>
	<b>SURPLUS OF INCOME OVER EXPENDITURE</b>		<b>-14,614</b>		<b>100,799</b>		<b>-115,413</b>

**Minute F&GP/17.5.1**  
**Accounts and list of payments to 8 June 2017**

<b>Horsforth Town Council</b>				
<b>Annual Budget and Expenditure 2016-2017</b>				
<b>Designated Funds</b>				
<b>Horsforth Town Council</b>				
			<b>As At 8 June 2017</b>	
			<b>£</b>	<b>£</b>
<b>DESIGNATED FUNDS</b>				
<b>NEIGHBOURHOOD PLAN</b>				
	<b>Balance B/F 01.04.17</b>		<b>25,330</b>	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	<b>Balance C/F 08.06.17</b>			<b>25,330</b>
<b>HORSFORTH MATTERS COMMUNITY DIRECTORY</b>				
	<b>Balance B/F 01.04.17</b>		<b>6,000</b>	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	<b>Balance C/F 08.06.17</b>			<b>6,000</b>
<b>ELECTION</b>				
	<b>Balance B/F 01.04.17</b>		<b>10,474</b>	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	<b>Balance C/F 08.06.17</b>			<b>10,474</b>
<b>DEFIBRILLATOR</b>				
	<b>Balance B/F 01.04.17</b>		<b>630</b>	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	<b>Balance C/F 08.06.17</b>			<b>630</b>
<b>TOTAL DESIGNATED FUNDS C/F</b>				<b>42,434</b>

**Minute F&GP/17.9.2.1b  
Job descriptions as approved**



<p><b>Horsforth Town Council</b> <b>Town Clerk and Responsible Financial Officer</b> <b>Job Description</b></p>
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**JOB TITLE:** TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

**REPORTING TO:** DESIGNATED LINE MANAGER/CHAIR OF COUNCIL

<b>OVERALL RESPONSIBILITIES:</b>	<p>The Town Clerk ("the Clerk") will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on the formation of overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions. The Clerk will be accountable to the Council for the effective management of resources and will report to the Council as and when required.</p> <p>The Responsible Financial Officer ("RFO") is responsible for maintaining the financial records of the Council and the careful administration of its finances.</p>
<b>SPECIFIC RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1) To ensure that statutory and other provisions governing or affecting the running of the Council are observed.</li> <li>2) <b>As RFO:</b> <ol style="list-style-type: none"> <li>a) <b>To manage the finances of the Council including the preparation of the annual budgets, the monitoring and balancing of the Council's accounts, the maintenance of all records including those for audit, VAT and income tax purposes, the processing and issuing of invoices, the receipt of payments due to the Council, the payment of wages and statutory deduction schemes and the implementation of systems of internal financial control; or, if not appointed as RFO, to monitor the performance of a designated RFO;</b></li> <li>b) <b>To receive and report in respect of goods and services to be paid for by the Council and to ensure such accounts are met in accordance with the policies of the Council.</b></li> </ol> </li> <li>3) To ensure the Council's obligations for risk assessment and health and safety regulations are properly met.</li> <li>4) To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend all such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer.</li> <li>5) To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.</li> <li>6) <b>To maintain such records and systems as are necessary for the effective</b></li> </ol>

**Minute F&GP/17.9.2.1b**  
**Job descriptions as approved**

	<p><b>administration of the affairs of the Council.</b></p> <p>7) To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.</p> <p>8) To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.</p> <p>9) To supervise if required by the Council any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.</p> <p>10) To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.</p> <p>11) To act as the representative of the Council as required.</p> <p>12) To issue notices and prepare agendas and minutes for the Annual Town Meeting: to attend the assemblies of the Annual Town Meeting and to implement the decisions made at the assemblies that are agreed by the Council.</p> <p>13) To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.</p> <p>14) To oversee the co-ordination and management of the Council's public and civic events.</p> <p>15) To oversee the preparation of newsletters, events calendars, posters and advertisements pertaining to Council business.</p> <p>16) To oversee the administration of the Council's website and Facebook page.</p> <p>17) To attend training courses or seminars on the work and role of the Clerk and Council as required by the Council.</p> <p>18) To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.</p> <p>19) To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: membership of the professional body The Society of Local Council Clerks is suggested.</p> <p>20) To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.</p>
<p><b>VARIATION CLAUSE:</b></p>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of the Council to periodically examine Job Descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Council in consultation with the post-holder.</p>
<p><b>FLEXIBILITY CLAUSE:</b></p>	<p>Other duties and responsibilities expressed and implied, which arise from the nature and character of the post within the Council mentioned above. Some evening working may be required.</p>



**Minute F&GP/17.9.2.1b**  
**Job descriptions as approved**



**Horsforth Town Council**  
**Deputy Town Clerk**  
**Job Description**

**JOB TITLE:** DEPUTY TOWN CLERK

**REPORTING TO:** TOWN CLERK

<b>OVERALL RESPONSIBILITIES:</b>	<p>The Deputy Town Clerk to the Council will be an Officer of the Council and in the absence of the Town Clerk (Proper Officer) is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Deputy Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Deputy Clerk is expected to advise the Council on, and assist the Clerk in, the formation of overall policies to be followed in respect of the Authority's activities and to assist in the production of all the information required for making effective decisions. The person appointed will be accountable to the Clerk for the effective management of resources and will report to them as and when required.</p> <p>The Deputy Clerk will support the Responsible Financial Officer (RFO) and assist in maintaining the financial records of the Council and the careful administration of its finances, as directed by the RFO.</p>
<b>SPECIFIC RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1) To ensure that statutory and other provisions governing or affecting the running of the Council are observed.</li> <li>2) <b>To support the RFO:</b> <ol style="list-style-type: none"> <li>a) <b>in the monitoring and balancing of the Council's accounts, the preparation of records for audit purposes and VAT as directed, the processing and issuing of invoices, the receipt of payments due to the Council, the payment of wages and statutory deduction schemes, the implementation of systems of internal financial control; and</b></li> <li>b) <b>in the receiving and reporting in respect of goods and services to be paid for by the Council and in ensuring such accounts are met in accordance with the policies of the Council.</b></li> </ol> </li> <li>3) To support the Clerk in ensuring that the Council's obligations for Risk Assessment and Health and Safety Regulations are properly met.</li> <li>4) To prepare as required, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend as required such meetings and prepare minutes for approval.</li> <li>5) To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.</li> <li>6) <b>To assist the Clerk in maintaining such records and systems as are necessary for the effective administration of the affairs of the Council.</b></li> </ol>

**Minute F&GP/17.9.2.1b**  
**Job descriptions as approved**

	<p>7) To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.</p> <p>8) To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.</p> <p>9) To support the Clerk in monitoring the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.</p> <p>10) To act as the representative of the Council as required.</p> <p>11) To support the Clerk to issue notices and prepare agendas and minutes for the Annual Town Meeting: to attend the assemblies of the Annual Town Meeting and to implement the decisions made at the assemblies that are agreed by the Council.</p> <p>12) To prepare, in consultation with the Chairman and the Clerk, press releases about the activities of, or decisions of, the Council.</p> <p>13) To co-ordinate and manage the Council's public and civic events.</p> <p>14) To prepare newsletters, events calendars, posters and advertisements pertaining to Council business.</p> <p>15) To administer the Council's website and Facebook page.</p> <p>16) To attend training courses or seminars on the work and role of the Clerk and Council as required by the Council.</p> <p>17) To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Deputy Clerk to the Council.</p> <p>18) To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: membership of the professional body The Society of Local Council Clerks is suggested.</p> <p>19) To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.</p>
<b>VARIATION CLAUSE:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of the Council to periodically examine Job Descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Council in consultation with the post-holder.</p>
<b>FLEXIBILITY CLAUSE:</b>	<p>Other duties and responsibilities expressed and implied, which arise from the nature and character of the post within the Council mentioned above. Some evening working may be required.</p>

## Minute F&GP/17.9.2.5 Christmas and New Year – office closure

Christmas 2017; Christmas on a Monday			Christmas 2018; Christmas on a Tuesday			Christmas 2019; Christmas on a Wednesday		
Wednesday	20/12/2017		Wednesday	19/12/2018		Wednesday	18/12/2019	
Thursday	21/12/2017	1	Thursday	20/12/2018		Thursday	19/12/2019	
Friday	22/12/2017	2	Friday	21/12/2018	1	Friday	20/12/2019	
Saturday	23/12/2017		Saturday	22/12/2018		Saturday	21/12/2019	
Sunday	24/12/2017		Sunday	23/12/2018		Sunday	22/12/2019	
Monday	25/12/2017	Christmas Day	Monday	24/12/2018	2	Monday	23/12/2019	1
Tuesday	26/12/2017	Boxing Day	Tuesday	25/12/2018	Christmas Day	Tuesday	24/12/2019	2
Wednesday	27/12/2017	3	Wednesday	26/12/2018	Boxing Day	Wednesday	25/12/2019	Christmas Day
Thursday	28/12/2017	4	Thursday	27/12/2018	3	Thursday	26/12/2019	Boxing Day
Friday	29/12/2017	5	Friday	28/12/2018	4	Friday	27/12/2019	3
Saturday	30/12/2017		Saturday	29/12/2018		Saturday	28/12/2019	
Sunday	31/12/2017		Sunday	30/12/2018		Sunday	29/12/2019	
Monday	01/01/2018	New Years Day	Monday	31/12/2018	5	Monday	30/12/2019	4
Tuesday	02/01/2018		Tuesday	01/01/2019	New Years Day	Tuesday	31/12/2019	5
Wednesday	03/01/2018		Wednesday	02/01/2019		Wednesday	01/01/2020	New Years Day
Thursday	04/01/2018		Thursday	03/01/2019		Thursday	02/01/2020	
Friday	05/01/2018		Friday	04/01/2019		Friday	03/01/2020	
Saturday	06/01/2018		Saturday	05/01/2019		Saturday	04/01/2020	
Sunday	07/01/2018		Sunday	06/01/2019		Sunday	05/01/2020	
Monday	08/01/2018		Monday	07/01/2019		Monday	06/01/2020	
Tuesday	09/01/2018		Tuesday	08/01/2019		Tuesday	07/01/2020	

Christmas 2020: Christmas on a Friday		
Wednesday	16/12/2020	
Thursday	17/12/2020	
Friday	18/12/2020	
Saturday	19/12/2020	
Sunday	20/12/2020	
Monday	21/12/2020	
Tuesday	22/12/2020	
Wednesday	23/12/2020	1
Thursday	24/12/2020	2
Friday	25/12/2020	Christmas Day
Saturday	26/12/2020	
Sunday	27/12/2020	
Monday	28/12/2020	Boxing Day
Tuesday	29/12/2020	3
Wednesday	30/12/2020	4
Thursday	31/12/2020	5
Friday	01/01/2021	New Years Day
Saturday	02/01/2021	
Sunday	03/01/2021	
Monday	04/01/2021	
Tuesday	05/01/2021	

Christmas 2021; Christmas on a Saturday			Christmas 2022; Christmas on a Sunday		
Wednesday	22/12/2021		Wednesday	21/12/2022	
Thursday	23/12/2021	1	Thursday	22/12/2022	1
Friday	24/12/2021	2	Friday	23/12/2022	2
Saturday	25/12/2021		Saturday	24/12/2022	
Sunday	26/12/2021		Sunday	25/12/2022	
Monday	27/12/2021	Christmas Day	Monday	26/12/2022	Christmas Day
Tuesday	28/12/2021	Boxing Day	Tuesday	27/12/2022	Boxing Day
Wednesday	29/12/2021	3	Wednesday	28/12/2022	3
Thursday	30/12/2021	4	Thursday	29/12/2022	4
Friday	31/12/2021	5	Friday	30/12/2022	5
Saturday	01/01/2022		Saturday	31/12/2022	
Sunday	02/01/2022		Sunday	01/01/2023	
Monday	03/01/2022	New Years Day	Monday	02/01/2023	New Years Day
Tuesday	04/01/2022		Tuesday	03/01/2023	
Wednesday	05/01/2022		Wednesday	04/01/2023	
Thursday	06/01/2022		Thursday	05/01/2023	
Friday	07/01/2022		Friday	06/01/2023	
Saturday	08/01/2022		Saturday	07/01/2023	
Sunday	09/01/2022		Sunday	08/01/2023	
Monday	10/01/2022		Monday	09/01/2023	
Tuesday	11/01/2022		Tuesday	10/01/2023	

Christmas 2025: Christmas on a Thursday		
Wednesday	17/12/2025	
Thursday	18/12/2025	
Friday	19/12/2025	
Saturday	20/12/2025	
Sunday	21/12/2025	
Monday	22/12/2025	
Tuesday	23/12/2025	1
Wednesday	24/12/2025	2
Thursday	25/12/2025	Christmas Day
Friday	26/12/2025	Boxing Day
Saturday	27/12/2025	
Sunday	28/12/2025	
Monday	29/12/2025	3
Tuesday	30/12/2025	4
Wednesday	31/12/2025	5
Thursday	01/01/2026	New Years Day
Friday	02/01/2026	
Saturday	03/01/2026	
Sunday	04/01/2026	
Monday	05/01/2026	
Tuesday	06/01/2026	



**Minute F&GP/17.16**  
**By-elections – estimated costs**

**2017 By-Elections: Woodside & Brownberrie Wards - Estimated Costs**

	<b>Woodside Ward 7 May 2015 election costs</b>	<b>Woodside Ward Estimated costs 2017 by- election</b>	<b>Brownberrie Ward 7 May 2015 election costs</b>	<b>Brownberrie Ward Estimated costs 2017 by- election</b>	
<b>Goods supplied or services rendered:</b>					
Polling station accommodation	78.33	156.66	100.00	200.00	*
Polling station staff	236.00	472.00	472.00	944.00	*
Transportation costs	70.28	140.56	76.09	152.18	*
Stationery	19.41	38.82	21.01	42.02	*
Postal vote staff	24.61	49.22	22.12	44.24	*
Postal vote accommodation	66.17	132.34	59.49	118.98	*
Count accommodation	100.90	201.80	109.24	218.48	*
Printing of postal votes	374.22	374.22	336.42	336.42	
Printing of grass skirts for count	95.76	95.76	103.67	103.67	
Printing of ballot papers	259.92	259.92	281.39	281.39	
Printing of CNLs	27.36	27.36	29.62	29.62	
Printing of large format ballot papers	10.71	10.71	12.14	12.14	
Verification staff	63.24	126.48	68.47	136.94	*
Count staff	200.00	400.00	200.00	400.00	*
	<b>1,626.91</b>	<b>2,485.85</b>	<b>1,891.66</b>	<b>3,020.08</b>	
<b>2017 by-election estimated costs:</b>					
Woodside Ward	2,485.85				
Brownberrie Ward	3,020.08				
Other Costs:					
Printing costs of poll cards	1,375.00				
Postage costs of poll cards	1,574.61				
<b>Total</b>	<b>8,455.54</b>				

**\* Estimated costs doubled for 2017 by-elections . In 2015, the Town Council elections were held on the same day as the Local Government elections and these costs were shared.**