



Horsforth Town Council
Finance and General Purposes Committee Minutes
14 September 2017 at 7pm

Present:

In the Chair: Cllr R Hardcastle

Cllr S Dowling, Cllr J Garvani, Cllr M Holmes, Cllr M Hughes, Cllr J Pritlove, Cllr I Scott, Cllr M Wharton, Cllr V Wood-Robinson

In attendance: J Sou – Acting Clerk, Cllr C Calvert

F&GP/17.19 – 17.20 These minute numbers have been left blank intentionally.

F&GP/17.21 To accept apologies and the reason for absence

There were no apologies.

F&GP/17.22 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/17.23 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/17.24 Minutes of the previous meeting

To confirm and accept the minutes of the Finance and General Purposes Committee held on 6 July 2017.

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

Signed Dated.....

It was proposed by Cllr M Wharton, seconded by Cllr M Holmes and **resolved to approve the minutes of the Finance and General Purposes Committee meeting held on 6 July 2017.**

F&GP/17.25 Accounts and List of Payments

- 17.25.1.** To consider recommending that the Council approve the accounts and list of payments to 15 August 2017.
Accounts and list of payments to 15 August 2017 were provided.
Accounts attached.

It was proposed by Cllr M Hughes, seconded by Cllr J Pritlove and **resolved to recommend that Council approve the accounts and list of payments to 15 August 2017.**

- 17.25.2.** To consider reserves.
This item was deferred to the next meeting of the Committee.

F&GP/17.26 Yorkshire Bank current account and term deposits.

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

It was proposed by Cllr M Hughes, seconded by Cllr I Scott and **resolved to appoint the RFO as the main contact with Yorkshire Bank for all Council accounts and deposits held with Yorkshire Bank and to authorise Yorkshire Bank to communicate with and disclose information to the RFO in relation to such accounts and deposits by any means whatsoever.**

- 17.26.2.** To consider re-investment options for maturing Yorkshire Bank term deposit account account number 00000236.
A report was provided at the meeting. **Report attached.**

It was proposed by Cllr I Scott, seconded by Cllr J Garvani and **resolved to re-invest the balance of account number 00000236 plus interest at maturity into a one-year business term deposit account with Yorkshire Bank.**

Signed Dated.....

F&GP/17.27 Complaints and Grievance Sub-Committee

To consider terms of reference and membership.

Current terms of reference and membership details in agenda pack.

It was proposed by Cllr M Hughes, seconded by Cllr M Wharton and **resolved to amend the Complaints and Grievance Sub-Committee Terms of Reference to provide that members of the sub-committee could be drawn from all members of Council.**

F&GP/17.28 Community & Environment Committee

To consider recommendations from Community & Environment Committee.

Members considered recommendations from Community & Environment Committee in relation to the following:

17.28.1. Remembrance Service and Armistice Day

To consider allocating a budget for the Remembrance Service and Armistice Day.

Members received information regarding estimated costs of hire of a PA system, in-house printing of approximately 200 service sheets and refreshments.

It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved to allocate a budget of £350 for the Remembrance Service and Armistice Day.**

17.28.2. Jubilee Garden Maintenance

The existing Jubilee Garden maintenance contract with Horsforth in Bloom expires in December 2017.

Recommendation from Community and Environment Committee:
To waive the requirement in the Financial Regulations requiring three quotes/estimates to be obtained and to appoint Horsforth in Bloom to maintain Jubilee Garden on a continuing basis.

The reasons for the recommendation were that:

- (1) Horsforth in Bloom is a volunteer community organisation that the Council supports;
- (2) Horsforth in Bloom is doing a good job in maintaining Jubilee Garden.

It was proposed by Cllr M Wharton, seconded by Cllr M Hughes and **resolved to waive the Financial Regulations requiring three**

Signed Dated.....

quotes/estimates to be obtained and to appoint Horsforth in Bloom to maintain Jubilee Garden on a continuing basis.

F&GP/17.29 The Good Councillor's Guide to Finance and Transparency

Electronic copy available online from YLCA website. **Noted.**

It was proposed by Cllr M Hughes, seconded by Cllr V Wood-Robinson and **resolved to approve purchase of 10 copies of the Good Councillor's Guide to Finance and Transparency from YLCA @£15.65 for ten copies including postage and packing.**

F&GP/17.30 Badges of office and Horsforth Urban District Council chain of office

No update received.

F&GP/17.31 Use of domain name www.horsforthtowncouncil.co.uk

Members received a report that the Acting Clerk had opened an account with Nominet UK to begin the process of disputing the registration and use of the domain name horsforthtowncouncil.co.uk.

It was **noted** that the registration of the domain name expires on 14 October 2017.

It was **agreed** to take no further action at this time and to review the position following the expiry of the registration on 14 October 2017.

F&GP/17.32 Website and Social Media

Members received a report that the Acting Clerk was now able to provide basic updates to the Council website. Agendas and minutes could now be posted to the website.

It was **noted** that the Council did not have administrator access to the Facebook page at the present time.

F&GP/17.33 Document management software for the Council office

Members received a report regarding two software packages: eCopy PDF Pro and Invu Document Management. Details of the two packages were provided to members.

It was proposed by Cllr J Pritlove, seconded by Cllr M Hughes and **resolved to investigate the software packages further.**

F&GP/17.34 Items for future agenda

Domain name – horsforthtowncouncil.co.uk

Signed Dated.....

F&GP/17.35 Date of the next meeting

9 November 2017.

The meeting closed at 7.40pm.

*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/17.25
Accounts and list of payments – 15 August 2017

Horsforth Town Council					
Bank Reconciliation as at 15th August 2017					
Prepared by Tracy Sutcliffe (Bookkeeper) on 15th August 2017					
Balance per bank statements as at					
Current Account	Yorkshire Bank (per stmt 19.06.17)			14,124.00	Short term
	Unity Trust Bank (per print 07.06.17)			177,922.61	Short term
Term deposit accounts					
	050085835	Matures 27.09.18		15,842.09	Long term
	00000236	Matures 09.10.17		15,000.00	Long term
	050085806	Matures 27.03.19		37,743.91	Long term
				260,632.61	
Add uncredited receipts					
			0.00		
				0.00	
Less unpresented cheques					
30.05.17	300104	Horsforth Historical Society - room hire	20.00		
27.06.17	300112	J Pritlove - Expenses	18.00		
11.07.17	300119	Royal British Legion - Poppy wreath	18.50		
			0.00		
				56.50	
Net Balances as at 15 August 2017				260,576.11	
Cash book					
Opening balances as at 1 April 2017				172,609.89	
Add cash book receipts				124,496.05	
Less cash book payments				36,529.83	
Closing cash book balance as at 15 August 2017				260,576.11	

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Minute F&GP/17.25
Accounts and list of payments – 15 August 2017

Horsforth Town Council																		
Cash Book																		
Year ended 31 March 2018																		
Period 09.06.17 to 15.08.17																		
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
09.06.17	Brought Forward			15,009.97	0.00	604.22	0.00	0.00	0.00	1,621.76	1,500.00	0.00	7,185.63	3,729.36	369.00	0.00	0.00	
15.06.17	Aire Valley Tree Services - Clear footpaths etc	300106	28	2,580.00		430.00	2,150.00											
15.06.17	Leeds Trinity University - refreshments - AGM & Award	300107	29	89.09		14.85								74.24				
15.06.17	i-Transport LLP - Carpark Survey - Nplan	300108	30	1,956.00		326.00											1,630.00	N Plan
15.06.17	Horsforth In Bloom - QJG Maintenance May	300109	31	75.00					75.00									
15.06.17	Information Commission - Data protection fee	300110	32	35.00										35.00				
22.06.17	Royal British Legion - Grant	300111	33	154.80					154.80	Grant								
22.06.17	Talk Talk	DD	34	22.31										22.31				
23.06.17	Enlightened IT - Reset WiFi	On line	35	50.00										50.00				
26.06.17	Charlotte Dodd - net pay	On line	36	1,503.38									1,503.38					
26.06.17	Julie Sou - net pay	On line	37	1,631.15									1,631.15					
27.06.17	J Pritlove - Expenses - Sandwiches for performance ev	300112	38	18.00					18.00	Event								
27.06.17	West Yorkshire Pension Fund - ERS Contributions	300113	39	573.23									573.23					
27.06.17	T Sutcliffe- Bookkeeping	300114	40	262.50										262.50				
27.06.17	Yorkshire Greenspace Alliance - grant	300115	41	300.00					300.00	Grant								
30.06.17	XBM Limited	DD	42	62.98		10.49								52.49				
07.07.17	West Yorkshire Pension Fund - EES Contributions	300116	39	191.72									191.72					
11.07.17	St Margarets Church - Room hire May	300117	43	67.00										67.00				
11.07.17	St Margarets Church - Room hire July	300118	44	67.00										67.00				
11.07.17	Royal British Legion - Poppy wreath	300119	45	18.50					18.50	Maint								
20.07.17	Locality - 2017/18 Membership fee	On line	46	500.00		83.33								416.67				
20.07.17	Royal Mail - Response Service - Nplan	On line	47	2.96		0.49											2.47	N Plan
20.07.17	Suburban Magazine - Print & distribute leaflets	On line	48	1,670.40		278.40				1,392.00	H Mattters							
20.07.17	Leeds City Council - Summer baskets	On line	49	2,236.63		372.77				1,863.86	Summer baskets							
20.07.17	HMRC - TAX & NIC	On line	50	3,202.37									3,202.37					
24.07.17	BNP Paribas Leasing copier lease to 21.10.17	DD	51	188.40		31.40									157.00			
24.07.17	Talk Talk	DD	52	22.31										22.31				
26.07.17	West Yorkshire Pension Fund - EES & ERS Contribution	On line	53	668.64									668.64					
26.07.17	CCL Computers - new laptop	On line	54	651.96		108.66								543.30				
26.07.17	Enlightened IT Support - set up new laptop	On line	55	50.00										50.00				
26.07.17	YPO - office stationery	On line	56	9.72		3.18								15.91				
26.07.17	YPO - office stationery	On line	57	19.09		1.62								8.10				
26.07.17	Charlotte Dodd - Expenses - ALCC Membership	On line	58	10.00										10.00				
26.07.17	Julie Sou - net pay	On line	59	1,463.21									1,463.21					
26.07.17	Charlotte Dodd - net pay	On line	60	1,049.55									1,049.55					
26.07.17	Horsforth In Bloom - QJG Maint - June	On line	61	60.00					60.00									
31.07.17	XBM Limited	On line	62	56.96		9.49								47.47				
27.06.17	Plantscape Adjustment for vat					-262.00	ADJUST FOR VAT Re REFUND		262.00									
	Carried Forward			36,529.83	0.00	2,012.90	2,150.00	0.00	0.00	5,765.92	1,500.00	0.00	17,468.88	5,473.66	526.00	0.00	1,632.47	
	Check total			36,529.83		36,529.83												
	Total Expenditure 2017-2018 (for budget page)							34,516.93										
	Cash book payments			36,529.83														

Minute F&GP/17.25
Accounts and list of payments – 15 August 2017

Period 09.06.17 to 15.08.17																	
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	Events
				£	£	£	£	£	£	£	£	£	£	£	£	£	£
01.04.17	Balances brought 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
09.06.17	Christmas Lights Sponsorship			275.00													275.00
09.06.17	LCC - Path Grant			215.00								215.00					
12.06.17	LCC - Path Grant			1,935.00								1,935.00					
27.06.17	Plantscape part refund for Christmas lights			1,572.00								1,572.00					
07.07.17	HMRC - Vat refund			5,191.05			5,191.05										
01.08.17	Christmas Lights Sponsorship			50.00													50.00
	Carried Forward			228,519.94	68,586.00	5,191.05	0.00	287,867.89	0.00	0.00	0.00	3,722.00	0.00	0.00	0.00	0.00	325.00
	Check total			297,105.94				297,105.94									
	Total Income 2017-2018 (for budget page)							119,305.00									
	Cash book receipts			124,496.05													
	Cash book balances (agrees to bank rec)		260,576.11	191,990.11	68,586.00												
	= presented																
	Total Income 2017-2018 (for budget page)			119,305.00													
	Total Expenditure 2017-2018 (for budget page)			34,516.93													
	Agreed to Budget			84,788.07													

Minute F&GP/17.25
Accounts and list of payments – 15 August 2017

Horsforth Town Council							
Annual Budget and Expenditure 2017-2018							
Updated 15.08.17							
		Income & Expenditure				Budget Remaining	
		Annual Budget	As At 15 August 2017		As At 15 August 2017		
		£	£	£	£	£	£
INCOME							
	Precept	109,950		109,950			0
	Council Tax Support Grant	5,308		5,308			0
	Bank interest Received	0		0			0
	TOTAL INCOME		115,258		115,258		0
EXPENDITURE							
Community & Environment							
	Grants	4,000		455			3,545
	Sponsorship	3,000		0			3,000
	Award Scheme	150		27			123
	Civic Service	200		0			200
	Horsforth Matters	3,500		1,392			2,108
	Horsforth List	1,000		0			1,000
	Networking	0		0			0
	Band Concerts	1,000		0			1,000
	Event	1,500		1,312			188
	Defibrillator Maintenance	300		0			300
	Christmas Motifs (and tree lights)	15,000		-1,635			16,635
	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		19			982
	Summer Baskets Installation & Water	4,535		1,864			2,671
	Garden	1,025		210			815
	Ginnels & Paths	2,500		-2,150			4,650
			41,610		1,493		40,117
	Planning, Licensing & Traffic		1,500		0		1,500
	Cold Calling Control Zone / Other		500		0		500
	Salaries		47,062		17,469		29,593
	Office						
	Office Equipment	1,500		633			867
	Stationery	1,000		411			589
	Postage	250		0			250
	Telephone	600		178			422
	Adverts	300		0			300
	Subscriptions	2,600		2,271			329
	Audit & Accounts	2,500		653			1,847
	Miscellaneous & Quality Council	700		85			615
	Bank Charges	100		0			100
	Chairman's Allowance	300		0			300
	Room Hire & Meeting Expenses	550		251			299
	Legal & Professional Fees	2,000		706			1,294
	Advertising & Website	500		564			-64
			12,900		5,752		7,148
	Buildings						
	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		314			786
	Roll Of Honour	200		0			200
			5,800		526		5,274
	Staff Training		2,500		0		2,500
	Election		8,000		0		8,000
	Assets of Community Value		10,000		1,500		8,500
	TOTAL EXPENDITURE		129,872		26,740		103,132
	SURPLUS OF INCOME OVER EXPENDITURE		-14,614		88,518		-103,132

Minute F&GP/17.25
Accounts and list of payments – 15 August 2017

Horsforth Town Council		
Annual Budget and Expenditure 2016-2017		
Designated Funds		
Horsforth Town Council		
As At 15 August 2017		
	£	£
DESIGNATED FUNDS		
NEIGHBOURHOOD PLAN		
Balance B/F 01.04.17	25,330	
Income	0	
Expenditure	-1,633	
Transfer of funds	0	
Balance C/F 08.06.17		23,697
HORSFORTH MATTERS COMMUNITY DIRECTORY		
Balance B/F 01.04.17	6,000	
Income	0	
Expenditure	0	
Transfer of funds	0	
Balance C/F 08.06.17		6,000
ELECTION		
Balance B/F 01.04.17	10,474	
Income	0	
Expenditure	0	
Transfer of funds	0	
Balance C/F 08.06.17		10,474
DEFIBRILLATOR		
Balance B/F 01.04.17	630	
Income	0	
Expenditure	0	
Transfer of funds	0	
Balance C/F 08.06.17		630
TOTAL DESIGNATED FUNDS C/F		40,801
RECONCILIATION TO CASH BOOK		
CHECK TOTAL		
General income less expenditure		88,518
Designated Income		0
Designated expenditure		-1,633
CASH BOOK TOTAL		86,885
CASH BOOK TOTAL 2017-18		84,788
(CB Receipts less payments - per cash book)		
Difference		2,097
Adjustments for accruals & prepayments 31.03.17		
Grant re event - play rec'd in 2017	600	
T Sutcliffe - accounts work accrued 2017	285	
Event - tickets printed 2017	-50	
Event - Alzheimers Society	-45	
V Wood - Exps - Alz Event	-279	
Vision ICT	-564	
Paths	2,150	
TOTAL ADJUSTMENTS	2,097	

Minute F&GP/17.26
Yorkshire Bank Term Deposit – reinvestment options

Report to Finance and General Purposes Committee
14 September 2017

Yorkshire Bank Term Deposit Account No. 00000236

Term: 2 years

Maturity date: 9 October 2017

Initial deposit: £15,000.00

Balance at maturity: not yet known

A small amount of interest will be added at maturity (interest rate: 1.60% gross/1.60% AER).

The Committee is asked to consider investment options on maturity of the account:

- The amount(s) to be invested
- Investment term(s)
- Which account(s)

Details of various options are summarised in the table below:

	Fixed Interest Rates Gross/AER					
	3 months	6 months	9 months	1 year	18 months	2 years
Yorkshire Bank Business Term Deposit	0.10/0.10 (30 days and 4 month terms also available at this rate)	1.00/1.00		1.20/1.20	1.30/1.30	1.50/1.50
Lloyds Bank Fixed Term Deposit	0.22/0.22	0.36/0.36	0.44/0.44	0.65/0.65		
Nationwide Business Saver Fixed Rate Account		0.55/0.55		0.75/0.75		
United Trust Business 1 Year Bond				1.45/1.45		1.70/1.70

J Sou
RFO & Acting Clerk
14 September 2017