



**Horsforth Town Council**  
**Finance and General Purposes Committee Minutes**  
**9 November 2017 at 7pm**

**Present:**

**In the Chair:** Cllr I Scott

Cllr S Dowling, Cllr J Garvani, Cllr M Holmes, Cllr M Wharton and Cllr V Wood-Robinson

In attendance: J Sou – Acting Clerk

**F&GP/17.36-40 These minute numbers have been left blank intentionally.**

**F&GP/17.41 To accept apologies and the reason for absence**

**RESOLVED** to accept the apologies and reasons for absence from Cllrs R Hardcastle, M Hughes and J Pritlove.

**F&GP/17.42 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/17.43 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/17.44 Minutes of the previous meeting**

To confirm and accept the minutes of the Finance and General Purposes Committee held on 14 September 2017.

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

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

**RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting held on 14 September 2017.

**F&GP/17.45 Accounts and List of Payments**

**17.45.1.** To consider recommending that the Council approve the accounts and list of payments to 7 November 2017.

Accounts and list of payments to 7 November 2017 were provided and are attached to these minutes.

**RESOLVED** to recommend that Council approves the accounts and list of payments to 7 November 2017.

**17.45.2. Reserves**

Members noted the level of reserves shown in the Accounts.

**F&GP/17.46 Internal Audit**

Members **noted** the report of the internal auditor dated 7 November 2017 (copy of report in agenda pack).

**F&GP/17.47 Badges of office/ID badges for members and Chain of Office**

**17.47.1.** To consider providing badges of office and/or ID badges for members.

The result of enquiries made by Cllr D Collins with Leeds City Council (LCC) was reported. ID badges with the Horsforth Town Council logo and a photograph could be provided at a cost of £6.75 plus VAT each.

It was agreed that further enquiries be made with LCC to establish whether the cost included the lanyard and holder and to seek quotes for similar badges from alternative suppliers. **ACTION:** the Acting Clerk.

It was further agreed to seek quotes for the supply of badges of office for members. **ACTION:** the Acting Clerk.

**17.47.2.** To receive an update on the Horsforth Urban District Council Chain of Office and to agree any action.

No further update was available. It was reported that Cllr D Collins was continuing to press LCC for information.

**F&GP/17.48 Website and domain name [www.horsforthtowncouncil.co.uk](http://www.horsforthtowncouncil.co.uk)**

To receive an update and to agree any action.

The website [www.horsforthtowncouncil.co.uk](http://www.horsforthtowncouncil.co.uk) was no longer active but the domain name was still registered to another party and was not available to purchase.

It was **agreed** to monitor the website and review the position in six months.

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

**F&GP/17.49 Website and social media**

To consider the Town Council website and Facebook page and to agree any action.

The Acting Clerk now had administrator access to the Facebook page.

Members discussed the information to be posted on the Facebook page and it was **agreed** that the following types of information should be posted:

- Council and Committee meeting dates
- Council events
- Local information that may be of interest to residents, e.g. road closures

**F&GP/17.50 Document management and PDF software for the Council office**

To receive an update.

Members received a report from Cllr J Garvani and the Acting Clerk on a visit to the office by representatives from Ben Johnson Limited to discuss PDF software ECopyPro and document management software.

A free 45-day trial of the PDF software was available. Ben Johnson Limited had provided a quote for supply and installation of the PDF software but further clarity regarding the quote was needed. **ACTION:** Acting Clerk to clarify the quote and to trial the PDF software.

It was not felt appropriate to pursue the document management software further at the present time.

**F&GP/17.51 Application for Wellbeing grant**

To consider applying for a Wellbeing grant from Outer North West Community Committee for Christmas Lights Switch-On 2017.

Members were requested by Cllr M Hughes to approve the Council making an application to the LCC Outer North West Community Committee Wellbeing Fund for a grant of £2194 for the Christmas Lights Switch-On 2017. Only one such grant per financial year per organisation was permitted.

**RESOLVED** to approve the Council making an application to the LCC Outer North West Community Committee Wellbeing Fund for a grant of £2194 for the Christmas Lights Switch-On 2017.

**F&GP/17.52 Precept**

To note LCC proposed precept and council tax timetable for 2018/19. Papers provided in agenda pack. **Noted.**

**F&GP/17.53 Police Community Support Officers (PCSO) – pedal bicycles**

Request for assistance to fund replacement pedal bicycles for PCSOs. To consider. Details provided in agenda pack.

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

The following points were noted:

- The Council did not receive any additional PCSO support
- A previous offer some years ago by the Council to fund bicycles for PCSOs had been declined
- Members were supportive of PCSOs and their work
- More information was needed regarding responsibility for insurance and repairs

**ACTION:** Acting Clerk to request more information regarding responsibility for insurance, maintenance and repairs of the bicycles

**F&GP/17.54 YLCA membership subscription fees 2018/19.**

Details in agenda pack. Members **noted** that there would be an increase for 2018/19 although the exact amount was not yet known.

**F&GP/17.55 CILCA Training**

An invoice for £250 from Yorkshire and the Humber Regional Training Partnership for CILCA training/mentoring fees for the Acting Clerk had been received. This would cover all training/mentoring of the Acting Clerk until CILCA was achieved.

**RESOLVED** to approve payment of the £250 CILCA training/mentoring fee to Yorkshire & the Humber Regional Training Partnership.

**F&GP/17.56 Items for future agenda**

Precept and budget  
Badges of office and ID badges for members  
Town Council Chain of Office  
Software for office  
PCSO pedal bicycles  
[www.horsforthtowncouncil.co.uk](http://www.horsforthtowncouncil.co.uk) domain name – review in six months

**F&GP/17.57 Date of the next meeting**

11 January 2018. **Noted.**

The meeting closed at 7.38pm.

*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/17.45**  
**Accounts to 7 November 2017: Bank reconciliation**

<b>Horsforth Town Council</b>					
<b>Bank Reconciliation as at 7th November 2017</b>					At next y/end
<b>Prepared by Tracy Sutcliffe (Bookkeeper) on 7th November 2017</b>					S / L term
<b>Balance per bank statements as at</b>					
<b>Current Account</b>		<b>Yorkshire Bank (per stmt 09.06.16)</b>		<b>14,124.00</b>	<b>Short term</b>
		<b>Unity Trust Bank (per print 01.08.17)</b>		<b>146,127.93</b>	<b>Short term</b>
<b>Term deposit accounts</b>					
	050085835	<b>Matures 27.09.18</b>		<b>15,842.09</b>	<b>Short term</b>
	00000236	<b>Matures 09.10.18</b>		<b>15,495.21</b>	<b>Short term</b>
	050085806	<b>Matures 27.03.19</b>		<b>37,743.91</b>	<b>Short term</b>
				<b>229,333.14</b>	
<b>Add uncredited receipts</b>					
			0.00		
				<b>0.00</b>	
<b>Less unpresented cheques</b>					
11.07.17	300119	Royal British Legion - Poppy wreath	18.50		
03.11.17	300123	Traidcraft plc	22.10		
03.11.17	300124	Royal British Legion - Poppy wreath	42.50		
			0.00		
				<b>83.10</b>	
<b>Net Balances as at 7th November 2017</b>				<b>229,250.04</b>	
<b>Cash book</b>					
<b>Opening balances as at 1 April 2017</b>				<b>172,609.89</b>	
Add cash book receipts				<b>124,991.26</b>	
Less cash book payments				<b>68,351.11</b>	
<b>Closing cash book balance as at 7th November 2017</b>				<b>229,250.04</b>	

**Minute F&GP/17.45**  
**Accounts to 7 November 2017: Payments and Receipts**

Horsforth Town Council																		
Cash Book																		
Year ended 31 March 2018																		
Period 16.08.17 to 07.11.17																		
Bank Payments																		
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Creditors 2017	Planning Lic & Traffic	CCCZ / Other	Comm & Environ't	Assets of Comm Val	Election	Salaries	Office	Buildings	Staff Training	Designated Funds	SECTION 137 EXPENDITURE
16.08.17	Brought 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	0.00
18.08.17	SLCC - Training seminar 2017	On line	63	153.60		25.60										128.00		
18.08.17	Julie Sou - SUND EXPS	On line	64	12.75		0.99								2.08	Postage			
18.08.17	Julie Sou - SUND EXPS	On line	65	36.58										9.68	Refreshments			
18.08.17	Julie Sou - SUND EXPS	On line	65	36.58										32.89	Postage			
18.08.17	Julie Sou - SUND EXPS	On line	65	36.58										3.69	Refreshments			
18.08.17	Horsforth In Bloom - QJE - July 2017	On line	66	60.00						60.00								
23.08.18	Talk Talk - Internet	DD	67	22.31										22.31				
24.08.18	YLCA - Guide to Finance & Transparency	On line	68	15.65												15.65		
25.08.18	BT Group - office phone	DD	69	100.00		16.67								83.33				
25.08.17	C Dodd - Net pay August 2017	On line	70	939.54									939.54					
25.08.17	Julie Sou - net pay August 2017	On line	71	1,466.05									1,466.05					
29.08.17	West Yorkshire Pension Fund - August 2017	On line	72	664.28									664.28					
31.08.17	XBM Limited - Photocopies	DD	73	44.71		7.45								37.26				
01.09.17	Zurich Insurance - policy to 31.08.18	On line	74	955.73											955.73			
07.09.17	Horsforth In Bloom - QJE - August 2017	On line	75	60.00						60.00								
07.09.17	Tracy Sutcliffe - Bookkeeping & payroll	On line	76	157.50										157.50				
14.09.17	Royal Mail - Postage	On line	77	114.00		19.00								95.00	Postage			
14.09.17	PKF Littlejohn LLP - Audit fee 2017	On line	78	480.00		80.00								400.00				
17.08.17	Traidcraft plc - Biscuits - Meeting expenses	300120	79	25.50											25.50			
18.09.17	Refill Horsforth - Grant	On line	80	300.00						300.00								
22.09.17	Talk Talk - Internet	DD	81	22.31										22.31				
25.09.17	Julie Sou - SUND EXPS	On line	82	45.55		1.98								9.92	Water jug - mtg exps			
														3.50	Kitchen roll	30.15	Mileage SLCC Training 04.09.17	
17.08.17	Dawn Collins - SUND EXPS - Mileage to YLCA 04.08.17	300121	83	31.50													31.50	
26.09.17	West Yorkshire Pension Fund - September 2017	On line	84	691.34									691.34					
26.09.17	C Dodd - September 2017	On line	85	939.74									939.74					
26.09.17	Julie Sou - September 2017	On line	86	1,611.54									1,611.54					
26.09.17	HMRC - PAYE & NIC - qtr to 5th October	On line	87	2,125.62									2,125.62					
28.09.17	Leeds City Council - Summer band - sponsorship for 3 concerts 2017	On line	88	960.00						960.00								
29.09.17	XBM Limited	DD	89	94.11		15.68								78.43				
30.09.17	Service charge - Unity bank charges	DD		25.95										25.95				
15.09.17	Friends Of Hunger Hill Woods - grant	300122	90	300.00						300.00								
11.10.17	Horsforth In Bloom - QJG - September 2017 & plants	On line	101	136.00						136.00								
26.10.17	C Dodd - October 2017	On line	102	555.68									555.68					
26.10.17	J Sou - October 2017	On line	103	1,550.61									1,550.61					
26.10.17	LCC - Election expenses	On line	104	3,479.22								3,479.22						
26.10.17	LCC - Election expenses	On line	105	6,307.39								6,307.39						
23.10.17	BNP Paribas - Copier lease to 21.01.18	DD	106	236.40		39.40									197.00			
24.10.17	Talk Talk - Internet	DD	107	22.31										22.31				
03.11.17	Traidcraft plc - Biscuits	300123	92	22.10										22.10				
03.11.17	Royal British Legion - wreaths	300124	93	42.50						42.50								
31.10.17	XBM Limited	DD	94	40.54		6.76								33.78				
03.11.17	C Dodd - final payment	On line	95	6,000.00									6,000.00					
03.11.17	Neil Coombes Solicitors	On line	96	300.00		50.00								250.00				
03.11.17	Kingdom Coffee	On line	97	56.53		0.60								55.93				
03.11.17	West Yorkshire Pension Fund - October 2017	On line	98	529.76									529.76					
03.11.17	YPO - Office stationery	On line	99	70.80		11.80								59.00				
03.11.17	YPO - Extension lead	On line	100	15.58		2.60								12.98				
	<b>Carried Forward</b>			<b>68,351.11</b>	<b>0.00</b>	<b>2,291.43</b>	<b>2,150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,624.42</b>	<b>1,500.00</b>	<b>9,786.61</b>	<b>34,543.04</b>	<b>6,939.11</b>	<b>1,678.73</b>	<b>205.30</b>	<b>1,632.47</b>	
	Check total			68,351.11		68,351.11												
	<b>Total Expenditure 2017-2018 (for budget page)</b>																	
	<b>Cash book payments</b>			<b>68,351.11</b>														



**Minute F&GP/17.45**  
**Accounts to 7 November 2017: Budget**

Horsforth Town Council							
Annual Budget and Expenditure 2017-2018							
Updated 07.11.17							
		Annual Budget	Income & Expenditure		Budget Remaining		
			As At 7th November 2017	As At 7th November 2017	As At 7th November 2017	As At 7th November 2017	
		£	£	£	£	£	£
<b>INCOME</b>							
	Precept	109,950		109,950		0	
	Council Tax Support Grant	5,308		5,308		0	
	Bank interest Received	0		495		0	
	<b>TOTAL INCOME</b>		<b>115,258</b>		<b>115,753</b>		<b>0</b>
<b>EXPENDITURE</b>							
	<b>Community &amp; Environment</b>						
	Grants	4,000		1,055		2,945	
	Sponsorship	3,000		0		3,000	
	Award Scheme	150		27		123	
	Civic Service	200		0		200	
	Remembrance Service	350		43		307	
	Horsforth Matters	3,500		1,392		2,108	
	Horsforth List	1,000		0		1,000	
	Networking	0		0		0	
	Band Concerts	1,000		960		40	
	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		466		559	
	Ginnels & Paths	2,500		-2,150		4,650	
			<b>41,960</b>		<b>3,352</b>		<b>38,608</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>34,543</b>		<b>12,519</b>
	<b>Office</b>						
	Office Equipment	1,500		646		854	
	Stationery	1,000		619		381	
	Postage	250		130		120	
	Telephone	600		327		273	
	Adverts	300		0		300	
	Subscriptions	2,600		2,271		329	
	Audit & Accounts	2,500		1,211		1,289	
	Miscellaneous & Quality Council	700		85		615	
	Bank Charges	100		26		74	
	Chairman's Allowance	300		0		300	
	Room Hire & Meeting Expenses	550		383		167	
	Legal & Professional Fees	2,000		956		1,044	
	Advertising & Website	500		564		-64	
			<b>12,900</b>		<b>7,218</b>		<b>5,682</b>
	<b>Buildings</b>						
	Rent & Rates	2,100		0		2,100	
	Utilities	700		0		700	
	Insurance	1,200		956		244	
	Clock	500		212		288	
	Office Equipment (Lease)	1,100		511		589	
	Roll Of Honour	200		0		200	
			<b>5,800</b>		<b>1,679</b>		<b>4,121</b>
	<b>Staff Training</b>		<b>2,500</b>		<b>205</b>		<b>2,295</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>130,222</b>		<b>48,497</b>		<b>81,725</b>
	<b>SURPLUS OF INCOME OVER EXPENDITURE</b>		<b>-14,964</b>		<b>67,256</b>		<b>-81,725</b>



**Minute F&GP/17.45**  
**Accounts to 7 November 2017: Budget**

Horsforth Town Council			
Annual Budget and Expenditure 2016-2017			
Designated Funds			
Horsforth Town Council			
		As At 7th November 2017	
		£	£
<b>DESIGNATED FUNDS</b>			
<b>NEIGHBOURHOOD PLAN</b>			
	<b>Balance B/F 01.04.17</b>	25,330	
	Income	0	
	Expenditure	-1,633	
	Transfer of funds	0	
	<b>Balance C/F 07.11.17</b>		23,697
<b>HORSFORTH MATTERS COMMUNITY DIRECTORY</b>			
	<b>Balance B/F 01.04.17</b>	6,000	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	<b>Balance C/F 07.11.17</b>		6,000
<b>ELECTION</b>			
	<b>Balance B/F 01.04.17</b>	10,474	
	Income	0	
	Expenditure	-9,787	
	Transfer of funds	0	
	<b>Balance C/F 07.11.17</b>		687
<b>DEFIBRILLATOR</b>			
	<b>Balance B/F 01.04.17</b>	630	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	<b>Balance C/F 07.11.17</b>		630
<b>TOTAL DESIGNATED FUNDS C/F</b>			<b>31,014</b>
<b>RECONCILIATION TO CASH BOOK</b>			
<b>CHECK TOTAL</b>			
	General income less expenditure		67,256
	Designated Income		0
	Designated expenditure		-11,420
	<b>CASH BOOK TOTAL</b>		<b>55,836</b>
	<b>CASH BOOK TOTAL 2017-18</b>		<b>53,739</b>
	<b>(CB Receipts less payments - per cash book)</b>		
	<b>Difference</b>		<b>2,097</b>
<b>Adjustments for accruals &amp; prepayments 31.03.17</b>			
	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	
	<b>TOTAL ADJUSTMENTS</b>	<b>2,097</b>	