



Horsforth Town Council
Finance and General Purposes Committee Minutes
18 January 2018 at 7pm

Present:

In the Chair: Cllr R Hardcastle

Cllr D Collins, Cllr S Dowling, Cllr J Garvani, Cllr M Holmes, Cllr M Hughes, Cllr J Pritlove, Cllr M Wharton and Cllr V Wood-Robinson

In attendance: J Sou – Clerk

F&GP/17.58 – F&GP/17.60 These minute numbers have been left blank intentionally.

F&GP/17.61 To accept apologies and the reason for absence

RESOLVED: To accept the apologies and reasons for absence from Cllr I Scott.

F&GP/17.62 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/17.63 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/17.64 Minutes of the previous meeting

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

Signed Dated.....

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

RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on 9 November 2017 are a true record.

F&GP/17.65 Accounts and List of Payments

To consider recommending that Council approves the accounts and list of payments to 9 January 2018.

Accounts and list of payments to 9 January 2018 were provided and are attached.

RESOLVED: To recommend that Council approves the accounts and list of payments to 9 January 2018.

F&GP/17.66 Public Bodies (Admission to Meetings) Act 1960

To consider passing a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public from the meeting during item 7 of the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED: Under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public from the meeting during item 7 of the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

F&GP/17.67 Assets of Community Value – Budget Allocation

To consider.

Members received papers and **noted** a report from Cllr D Collins in connection with an offer from Leeds City Council in relation to assets of community value, and the potential budget requirement and financial implications for 2018-19 and onwards if Council were to proceed with the offer.

RESOLVED: To recommend to Council to proceed with the offer from Leeds City Council.

F&GP/17.68 Council Budget 2018-19 and precept demand

To consider the Council budget and precept demand for 2018-19.

2017-18 accounts to date were provided at the meeting.

Signed Dated.....

	2017-18	2018-19
Indicative tax base	7077.60	7239.20
Local council tax support grant	5308.00	4958.00

Members **noted** that a provisional decision has been made by the Government to defer the setting of the referendum principles for town and parish councils for three years (details and supporting documentation in agenda pack).

Committee is asked to consider recommendations to Council for the 2018-19 Council budget and precept demand.

RESOLVED: To recommend to Council the following for 2018-19:

Budget	£116,550
Precept demand	£114,710

ACTION: Cllr D Collins to prepare budget papers for Council.

F&GP/17.69 External auditor appointment

To note the appointment by the Smaller Authorities Audit Appointments Limited (SAAA) of PKL Littlejohn LLP as the Council's external auditor for the five year period commencing 2017/18 and scale fees.

Notification from SAAA in agenda pack.

Noted.

F&GP/17.70 Unity Trust Bank – changes to mandate

To confirm changes to the Unity Trust bank mandate.

RESOLVED:

- 1. To remove Charlotte Dodd as a user of the Council's Unity Trust bank account;**
- 2. To confirm that all other signatories and users of the account and their authorisations are unchanged;**
- 3. To submit an amended mandate to Unity Trust reflecting the above changes;**
- 4. To confirm that Unity Trust is entitled to rely upon the amended mandate until it receives a later mandate amending it;**
- 5. To notify Unity Trust in writing of any changes to the Council as per the terms and conditions of the account.**

F&GP/17.71 Fink Hill Clock

To consider replacement of lights

To consider bringing forward the 2018 service visit to be carried out at the same time as the lighting upgrade

Signed Dated.....

Correspondence with quotes from Smith of Derby Clockmakers in agenda pack.

RESOLVED: To accept the quote from Smith of Derby of £606 + VAT to fit replacement LED lighting to the Fink Hill clock and to carry out the annual service at the same time, subject as follows:

- 1. Confirmation that the clock will be left watertight after the works**
- 2. Confirmation of the warranty period for the new LED lighting.**

ACTION: The Clerk

F&GP/17.72 Council ID and pin badges/Chain of Office

To receive an update.

ID badges

The Chairman had approved payment for Council ID badges from the Chairman's Allowance and 17 ID badges at a cost of £6.75 + VAT each had been ordered from Leeds City Council for the Clerk and for those members who had requested one.

Chain of Office

The Horsforth Urban District Council Chain of Office had been valued at £15,000.

There was a discussion regarding use of the existing Horsforth Urban District Council Chain of Office by the Council, or commissioning a new Chain of Office for the Council which would require a budget to be set. The Council's insurers had provided a quote to insure the existing Chain of Office, subject to agreement from Leeds City Council in writing that the Council would be responsible for insurance whilst in its possession.

RESOLVED: To write to Leeds City Council and Horsforth Museum stating the Council wished to take possession and responsibility for the Horsforth Urban District Council Chain of Office and would insure the Chain of Office if it was kept in the possession of the Council.

ACTION: The Clerk

F&GP/17.73 PCSO Bicycles

To receive an update.

The Clerk had requested information on insurance and maintenance of any bicycles supplied by the Council and was awaiting a response.

Defer to a future meeting when a response has been received.

Signed Dated.....

F&GP/17.74 Website/Social Media

To receive an update.

Statistics had been requested and not yet supplied.

Defer to a future meeting when the information is available.

F&GP/17.75 Bookcase for office

To consider purchase of a bookcase/shelving unit for the Council office.

RESOLVED: To authorise the purchase of a bookcase/shelving unit for the Council office.

F&GP/17.76 Items for future agenda

Assets of Community Value.

F&GP/17.77 Date of the next meeting

8 March 2018.

The meeting closed at 9pm.

*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/17.65
Accounts and list of payments – 9 January 2018

Horsforth Town Council					
Bank Reconciliation as at 9th January 2018					At next y/end
Prepared by Tracy Sutcliffe (Bookkeeper) on 9th January 2018					S / L term
Balance per bank statements as at					
Current Account		Yorkshire Bank (per stmt 09.06.16)		14,124.00	Short term
		Unity Trust Bank (per print 08.01.18)		124,115.07	Short term
Term deposit accounts					
	050085835	Matures 27.09.18		15,842.09	Short term
	00000236	Matures 09.10.18		15,495.21	Short term
	050085806	Matures 27.03.19		37,743.91	Short term
				207,320.28	
Add uncredited receipts					
			0.00		
				0.00	
Less unpresented cheques					
11.07.17	300119	Royal British Legion - Poppy wreath	18.50		
			0.00		
			0.00		
			0.00		
				18.50	
Net Balances as at 9th January 2018				207,301.78	
Cash book					
Opening balances as at 1 April 2017				172,609.89	
Add cash book receipts				124,991.26	
Less cash book payments				90,299.37	
Closing cash book balance as at 9th January 2018				207,301.78	

Minute F&GP/17.65
Accounts and list of payments – 9 January 2018

Horsforth Town Council
Cash Book
Year ended 31 March 2018

Period 08.11.17 to 09.01.18

Bank Payments		Cheque	Invoice	Current	Deposit	Vat	Creditors	Planning	CCCZ /	Comm &	Assets of	Election	Salaries	Office	Buildings	Staff	Designated	SECTION
Date	Details	Number	Ref	Account	Account		2017	Lic & Traffic	Other	Environ'mt	Comm Val					Training	Funds	137
																		EXPENDITURE
08.11.17	Brought Forward			68,351.11	0.00	2,291.43	2,150.00	0.00	0.00	7,624.42	1,500.00	9,786.61	34,543.04	6,939.11	1,678.73	205.30	1,632.47	0.00
22.11.17	Tracy Sutcliffe - Bookkeeping to 10.11.17	On line	108	195.00										195.00				
22.11.17	Yorkshire & Humber Regional Training Partnership	On line	109	250.00												250.00		
22.11.17	Lupton Fawcett - Employment Law advice	On line	110	900.00		150.00								750.00				
22.11.17	St Margarets Church - room hire Sept & Nov 2017	300125	125	134.00										134.00				
22.11.17	Traidcraft plc - Biscuits	300126	126	18.30										18.30				
23.11.17	Martin Hughes - Expenses - Chocolate for Santa	300127	129	259.74		36.96				184.78								
	- Solopress Printing - flyer (Lights switch on)									38.00								
23.11.17	Talk Talk - Office Broadband	DD	111	22.31										22.31				
24.11.17	Julie Sou - net pay	On line	112	1,616.99									1,616.99					
27.11.17	BT - Office phone	DD	113	101.99		16.99								84.94				
28.11.17	West Yorkshire Pension Contributions	On line	114	418.27									418.27					
30.11.17	XBM Ltd - Photocopies	DD	115	86.20		14.37								71.83				
30.11.17	3D Productions - Remembrance Service costs	On line	116	324.00		54.00				270.00								
30.11.17	Directions Planning Consultancy - NP Costs	On line	117	352.50													293.75	
30.11.17	Aire Valley Tree Service Ltd - Christmas trees 2017	On line	118	1,380.00		230.00				1,150.00								
30.11.17	Directions Planning Consultancy - NP Costs	On line	119	2,309.08		384.84											1,924.23	
30.11.17	Aire Valley tree Services - Rights Of Way	On line	120	2,580.00		430.00				2,150.00								
30.11.17	LCC - Summer baskets	On line	121	6,725.81		1,120.97				5,604.84								
06.12.17	Horsforth In Bloom - QJG Oct 2017	On line	122	60.00						60.00								
06.12.17	Horsforth In Bloom - QJG Nov 2017	On line	123	80.00						80.00								
06.12.17	3D Productions - Horsforth Christmas lights switch on	On line	124	1,560.00		260.00				1,300.00								
06.12.17	Horsforth Leeds City Band - Lights switch on	300128	130	100.00						100.00								
18.12.17	SLCC - Job advert	On line	127	360.00		60.00								300.00				
18.12.17	YLCA - Job advert	On line	128	15.00										15.00				
22.12.17	Julie Sou - net pay	On line	131	1,559.43									1,559.43					
27.12.17	Talk Talk - Office Broadband	DD	132	22.31										22.31				
29.12.17	XBM Ltd - Photocopies	DD	133	74.87		12.48								62.39				
31.12.17	Bank charges	DD		24.90										24.90				
08.01.18	West Yorkshire Pension Contributions	On line	134	417.62									417.62					
	Carried Forward			90,299.37	0.00	5,120.79	2,150.00	0.00	0.00	18,562.04	1,500.00	9,786.61	38,555.35	8,640.09	1,678.73	455.30	3,850.45	
	Check total			90,299.37		90,299.36												
	Total Expenditure 2017-2018 (for budget page)																	85,178.57
	Cash book payments			90,299.37														

Period 08.11.17 to 09.01.18

Bank Receipts		Cheque	Invoice	Current	Deposit	Vat	Debtors	Other	Public	Community	Planning	Environment	Salaries	Office	Buildings	Staff	Events
Date	Details	Number	Ref	Account	Account	£	£	£	£	£	£	£	£	£	£	£	£
				Account	Account												
08.11.17	Balances brought forward			228,519.94	69,081.21	5,191.05	0.00	288,363.10	0.00	0.00	0.00	3,722.00	0.00	0.00	0.00	0.00	325.00
	Carried Forward			228,519.94	69,081.21	5,191.05	0.00	288,363.10	0.00	0.00	0.00	3,722.00	0.00	0.00	0.00	0.00	325.00
	Check total			297,601.15		297,601.15											
	Total Income 2017-2018 (for budget page)																119,800.21
	Cash book receipts			124,991.26													
	Cash book balances (agrees to bank rec)		207,301.78	138,220.57	69,081.21												

£ = presented

Total Income 2017-2018 (for budget page)	119,800.21
Total Expenditure 2017-2018 (for budget page)	85,178.57
Agreed to Budget	34,621.64

Minute F&GP/17.65
Accounts and list of payments – 9 January 2018

Horsforth Town Council									
Annual Budget and Expenditure 2017-2018									
Updated 09.01.18									
		Annual Budget		Income & Expenditure		Budget Remaining			
				As At 9th January 2018		As At 9th January 2018			
		£	£	£	£	£	£	£	£
INCOME									
	Precept	109,950		109,950				0	
	Council Tax Support Grant	5,308		5,308				0	
	Bank interest Received	0		495				0	
	TOTAL INCOME		115,258		115,753				0
EXPENDITURE									
Community & Environment									
	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		313				37	
	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		1,623				377	
	New Christmas Tree Lights	0		0				0	
	Christmas Tree	900		1,150				-250	
	Sundry Items	1,000		19				982	
	Summer Baskets Installation & Water	4,535		7,469				-2,934	
	Garden	1,025		606				419	
	Ginnels & Paths	2,500		0				2,500	
			41,960		14,290				27,670
	Planning, Licensing & Traffic		1,500		0				1,500
	Cold Calling Control Zone / Other		500		0				500
	Salaries		47,062		38,556				8,506
	Office								
	Office Equipment	1,500		646				854	
	Stationery	1,000		753				247	
	Postage	250		130				120	
	Telephone	600		455				145	
	Adverts	300		0				300	
	Recruitment	600		315				285	
	Subscriptions	2,600		2,271				329	
	Audit & Accounts	2,500		1,406				1,094	
	Miscellaneous & Quality Council	700		85				615	
	Bank Charges	100		50				50	
	Chairman's Allowance	300		0				300	
	Room Hire & Meeting Expenses	550		535				15	
	Legal & Professional Fees	2,000		1,706				294	
	Advertising & Website	500		564				-64	
			13,500		8,916				4,584
	Buildings								
	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	
			5,800		1,679				4,121
	Staff Training		2,500		455				2,045
	Election		8,000		0				8,000
	Assets of Community Value		10,000		1,500				8,500
	TOTAL EXPENDITURE		130,822		65,396				65,426
	SURPLUS OF INCOME OVER EXPENDITURE		-15,564		50,357				-65,426

Minute F&GP/17.65
Accounts and list of payments – 9 January 2018

Horsforth Town Council			
Annual Budget and Expenditure 2016-2017			
Designated Funds			
Horsforth Town Council			
		As At 9th January 2018	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.04.17	25,330	
	Income	0	
	Expenditure	-3,851	
	Transfer of funds	0	
	Balance C/F 09.01.18		21,479
HORSFORTH MATTERS COMMUNITY DIRECTORY			
	Balance B/F 01.04.17	6,000	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 09.01.18		6,000
ELECTION			
	Balance B/F 01.04.17	10,474	
	Income	0	
	Expenditure	-9,787	
	Transfer of funds	0	
	Balance C/F 09.01.18		687
DEFIBRILLATOR			
	Balance B/F 01.04.17	630	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 09.01.18		630
TOTAL DESIGNATED FUNDS C/F			28,796
RECONCILIATION TO CASH BOOK			
CHECK TOTAL			
	General income less expenditure		50,357
	Designated Income		0
	Designated expenditure		-13,638
	CASH BOOK TOTAL		36,719
	CASH BOOK TOTAL 2017-18		34,622
	(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	