



Horsforth Town Council
Finance and General Purposes Committee Minutes
8 March 2018 at 7pm

Present:

In the Chair: Cllr R Hardcastle

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

In attendance: J Sou – Clerk; P Fearon – Administration Assistant

F&GP/17.78-80 These minute numbers have been left blank intentionally.

F&GP/17.81 To accept apologies and the reason for absence

RESOLVED: To accept the apologies and reasons for absence from Cllr M Wharton.

F&GP/17.82 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.

Cllr J Pritlove – Item 9, grant application from Dementia Friendly Horsforth: member of Dementia Friendly Horsforth

Cllr V Wood-Robinson – Item 9, grant application from Dementia Friendly Horsforth: member of Dementia Friendly Horsforth.

F&GP/17.83 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 Committee. 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/17.84 Minutes of the previous meeting

To confirm and accept the minutes of the Finance and General Purposes Committee held on 18 January 2018.

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

RESOLVED: To approve the minutes of the Finance and General Purposes Committee meeting held on 18 January 2018.

Signed Dated.....

F&GP/17.85 Accounts and List of Payments

17.85.1. To consider recommending that the Council approve the accounts and list of payments to 6 March 2018.

Accounts and list of payments to 6 March 2018 were provided.

RESOLVED: To recommend that the Council approve the accounts and list of payments to 6 March 2018 (attached)

17.85.2. To consider reserves.

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

	£
Neighbourhood Plan	21,479
Elections	8,587
Speed Indicator Device – Low Lane	3,100
3 & 5 The Green	70,000

RESOLVED: To recommend to Council that the following designated funds be closed and the balances transferred to general reserves for 2018-19:

	£
Horsforth Matters Community Directory	6,000
Defibrillator	630

F&GP/17.86 Bank and investment mandates

To consider adding Paula Fearon to the Unity Trust and Yorkshire Bank investment account mandates as an authorised user. For the avoidance of doubt, this does not include granting any authority as a signatory to approve any payments on behalf of the Council but only to submit payments on behalf of the Council and to be an authorised contact to request and receive information in relation to the accounts.

RESOLVED: To add Paula Fearon as an authorised user and contact for the Unity Trust account and Yorkshire Bank investment accounts.

F&GP/17.87 Assets of Community Value

To consider any updates.

Cllr D Collins gave an update on the position since the last meeting of Council on 31 January 2018 at which approval had been given to continue negotiations with Leeds City Council and to proceed with community engagement (minute HTC/17.128).

The consultation papers were to be distributed with Suburban magazine with a deadline of 31 March 2018 for responses. Suburban could not deliver to all properties in the Horsforth ward. Volunteers would cover some of these areas. There were estimated to be approximately 750 properties that would need alternative delivery arrangements. Cllr D Collins would receive GPS tracking from Suburban which would show which properties needed separate deliveries.

F&GP/17.88 General Data Protection Regulations (GDPR)

To consider and agree any action.

Previously circulated to members: NALC GDPR Toolkit and GDPR Audit Pro Forma.

Signed Dated.....

RESOLVED as follows:

- 1. That the General Data Protection Regulations be prioritised by the Office.**
- 2. To recommend to Council that the budget for 2017-18 for Legal and Professional Fees be increased to £3000 to cover any costs incurred in connection with the GDPR;**
- 3. To recommend to Council that the Management of Records Policy be reviewed and that, subject to that review, to destroy electronic and manual data and documents older than seven years**

F&GP/17.89 Grant application

To consider an application for a grant of £500 from Dementia Friendly Horsforth.
Application in agenda pack.

This application was originally listed for consideration at the cancelled Community and Environment Committee meeting of 1 March 2018 and was now listed before Finance and General Purposes Committee because of the amount requested exceeding the £300 limit that could be approved by Community and Environment Committee and due to many members of Community and Environment also being members of Dementia Friendly Horsforth.

Members heard from Cllr V Wood-Robinson in relation to the application. It was confirmed that a bank account had now been opened for the group.

Cllrs V Wood-Robinson and J Pritlove left the meeting during discussion of the item by members.

RESOLVED: To award a grant of £500 to Dementia Friendly Horsforth, the grant to be payable from the Community and Environment grants budget.

F&GP/17.90 Review of Office IT requirements

To consider and agree any action.

Members received information relating to the existing hardware and software packages used by the Office. There was a need to update both hardware and software and to make provision for data back-up and general IT support.

Cllrs Hughes, Collins, Wood-Robinson and Hardcastle had contacts who may be able to assist in reviewing the office IT requirements and drawing up a specification.

ACTION: Cllrs M Hughes, D Collins, V Wood-Robinson and R Hardcastle to put forward IT contacts to the Office.

F&GP/17.91 Fink Hill Clock

To receive an update on repairs/service and consider any action.

The clock had been repaired on Tuesday and new lights fitted.

Noted.

Members also **noted** that additional scaffolding equipment and labour costs included in the initial quote for the work had not been used on the day due to the ground conditions. The company had found an alternative way to do the job rather than abort and stated that the costs for the scaffolding and also some of the extra labour costs had already been incurred

Signed Dated.....

in initial attempts to erect the scaffold before deciding the ground was too wet and unstable.

It was **AGREED** to take no further action regarding the charges for the unused scaffolding equipment and labour.

F&GP/17.92 PCSO Bicycles

To receive an update.

The officer who had been dealing with this matter at West Yorkshire Police (WYP) had been on long-term sick leave and was leaving WYP in May. PC Jolene French was now looking into the funding issue and would revert back to the Council.

F&GP/17.93 Website and Social Media

To consider the Town Council website and Facebook page.

Website statistics were provided in the agenda pack **Noted**.

F&GP/17.94 Chain of Office

To receive any updates and consider any action.

The question of an agreement to loan the Chain of Office to Horsforth Town Council had been referred back to the Lord Mayor's Office by the Leeds City Council Insurance Office.

Noted.

F&GP/17.95 YLCA branch meeting

To receive and consider a report on the YLCA branch meeting of 20 February 2018.

CLLrs M Hughes and I Scott had been in attendance. Two matters in particular were **noted**:

1. Parish and Town Council Charter – the Charter is a statement setting out what Leeds City Council does for parish and town councils and is to be reviewed. Parish and town councils are to be consulted on what the Charter should contain and will be invited to comment on a new draft.
2. General Data Protection Regulations.

F&GP/17.96 Items for future agenda

None.

F&GP/17.97 Date of the next meeting

10 May 2018.

The meeting closed at 8:32pm.

*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/17.85
Accounts and list of payments – 6 March 2018

Horsforth Town Council																		
Cash Book																		
Year ended 31 March 2018																		
Period 10.01.18 to 06.03.18																		
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
10.01.18	Brought Forward			90,299.37	0.00	5,120.79	2,150.00	0.00	0.00	18,562.05	1,500.00	9,786.61	38,555.35	8,640.09	1,678.73	455.30	3,850.45	0.00
18.01.18	Horsforth In Bloom - QJG maint - December	On line	135	60.00						60.00								
18.01.18	Aire Valley Tree Services Lrd - christmas tree removal	On line	136	120.00		20.00				100.00								
18.01.18	Tracy Sutcliffe - Bookkeeping etc to 09.01.18	On line	137	120.00										120.00				
18.01.18	Yorkshire Audit - 1st Internal audit visit	On line	138	300.00										300.00				
18.01.18	HMRC - PAYE & NIC - 3rd qtr	On line	139	1,862.04									1,862.04					
22.01.18	PNB Paribas - Copier Lease - 22.01.18 to 21.04.18	On line	140	188.40		31.40									157.00			
24.01.18	Talk Talk - Broadband	DD	141	23.31										23.31				
26.01.18	Salary payments and pensions			2,011.71									2,011.71					
31.01.18	XBM Limited - Photocopying	DD	144	47.20		7.87												
05.01.18	Leeds City Council - Councillor staff ID cards	On line	148	137.70		22.95												
05.02.18	Leeds City Council - Christmas lights & motifs	On line	149	15,240.00		2,540.00				12,700.00	(Christmas lights £12,550 - Switch on £150)							
06.02.18	Horsforth In Bloom QJG maint Jan 2018	On line	150	60.00						60.00								
22.02.18	Talk Talk - Broadband	DD	146	23.31														
28.02.18	XBM Limited - Photocopying	DD	145	71.26		11.88												
26.02.18	BT - Office phone	DD	147	106.01		17.67												
31.01.18	St Margarets Church - room hire 31.01.18	300129	151	75.00														
23.02.18	YPO - Office stationery	On line	152	31.15		5.19												
26.02.18	Salary payments and pensions			1,605.02									1,605.02					
23.02.18	Enlightened IT Services Limited	On line	154	50.00														
23.02.18	Leeds City Council - Recruitment advert	On line	155	84.00		14.00												
	Reallocation of expenditure:																	
	Christmas lights refund from Environment									1,310.00				-1,310.00				
	Printing Costs -																	
	Remembrance service from stationery									4.00				-4.00				
	Christmas switch on from stationery									8.50				-8.50				
	Transfer biscuits from to Remb Service from room hire									15.00				-15.00				
	Carried Forward			112,515.48	0.00	7,791.75	2,150.00	0.00	0.00	32,819.55	1,500.00	9,786.61	44,034.12	8,291.97	1,835.73	455.30	3,850.45	
	Check total			112,515.48		112,515.48												
	Total Expenditure 2017-2018 (for budget page)							104,723.73										
	Cash book payments			112,515.48														
	Period 10.01.18 to 06.03.18																	
	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	
10.01.18	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)		185,085.67	116,004.46	69,081.21													
	= presented																	
	Total Income 2017-2018 (for budget page)			119,800.21														
	Total Expenditure 2017-2018 (for budget page)			104,723.73														
	Agreed to Budget			15,076.48														

Minute F&GP/17.85
Accounts and list of payments – 6 March 2018

Horsforth Town Council							
Annual Budget and Expenditure 2017-2018							
Updated 06.03.18							
		Annual Budget		Income & Expenditure		Budget Remaining	
		£	£	As At 6th March 2018	As At 6th March 2018	£	£
INCOME							
	Precept	109,950		109,950		0	
	Council Tax Support Grant	5,308		5,308		0	
	Other	0		1,310		0	
	Bank interest Received	0		495		0	
	TOTAL INCOME		115,258		117,063		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		332		18	
	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		12,325		2,675	
	Christmas Lights Switch On	2,000		1,782		218	
	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		726		299	
	Ginnels & Paths	2,500		0		2,500	
			41,960		28,548		13,412
	Planning, Licensing & Traffic		1,500		0		1,500
	Cold Calling Control Zone / Other		500		0		500
	Salaries		47,062		44,034		3,028
Office							
	Office Equipment	1,500		696		804	
	Stationery	1,000		865		135	
	Postage	250		130		120	
	Telephone	600		588		12	
	Adverts	300		0		300	
	Recruitment	600		385		215	
	Subscriptions	2,600		2,271		329	
	Audit & Accounts	2,500		1,826		674	
	Miscellaneous & Quality Council	700		85		615	
	Bank Charges	100		50		50	
	Chairman's Allowance	300		115		185	
	Room Hire & Meeting Expenses	550		595		-45	
	Legal & Professional Fees	2,000		1,706		294	
	Advertising & Website	500		564		-64	
			13,500		9,876		3,624
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		668		432	
	Roll Of Honour	200		0		200	
			5,800		1,836		3,964
	Staff Training		2,500		455		2,045
	Election		8,000		8,000		0
	Assets of Community Value		10,000		1,500		8,500
	TOTAL EXPENDITURE		130,822		94,249		36,573
	SURPLUS OF INCOME OVER EXPENDITURE		-15,564		22,814		-36,573

Minute F&GP/17.85
Accounts and list of payments – 6 March 2018

Horsforth Town Council				
Annual Budget and Expenditure 2017-18				
Designated Funds				
Horsforth Town Council				
		As At 6th March 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 06.03.18			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 06.03.18			6,000
ELECTION				
	Balance B/F 01.04.17		10,474	
	Income		0	
	Expenditure		-9,787	
	Transfer of funds		8,000	
	Balance C/F 06.03.18			8,687
DEFIBRILLATOR				
	Balance B/F 01.04.17		630	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	Balance C/F 06.03.18			630
TOTAL DESIGNATED FUNDS C/F				36,796