



Horsforth Town Council

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To Members of the Finance and General Purposes Committee:

You are summonsed to attend a meeting of the **Finance and General Purposes Committee** on Thursday 5 July 2018 at 7pm to be held at the Town Council Office, Mechanics Institute, Town Street, Horsforth for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou
Clerk
28 June 2018

Agenda

1. To consider apologies and the reasons for absence

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.

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 Committee. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

4. Minutes of the previous meeting

To confirm and accept the minutes of the Finance and General Purposes Committee held on 10 May 2018. **See agenda pack.**

5. Accounts and Budget

5.1. To consider recommending that Council approves the accounts and list of payments to 19 June 2018. **See agenda pack.**

5.2. To note the updated budget. **See agenda pack.**

6. 3 & 5 The Green

To receive any updates

To consider appointment of Richard Crooks as architect for conversion of 3&5 The Green.

Quotations in agenda pack.

Financial Regulations do not apply to contracts for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants (Financial Regulation 13.1(ii)).

Committee is asked:

- a. To confirm that it considers that the appointment of an architect providing specialist services falls within the exception at Financial Regulations 13.1(ii)
- b. Alternatively, that the Financial Regulations be waived to enable a price to be negotiated without competition and to give reasons for such waiver
- c. To appoint Richard Crooks as architect for conversion of 3&5 The Green in accordance with the quotes dated 15 May 2018 and 21 June 2018
- d. To approve payment of Richard Crooks' invoice dated 21 June 2018 **(in agenda pack)**

7. Investments

To consider investments held by Council and re-investment options. **See agenda pack.**

8. Printer/copier lease

Existing contract expires 22 October 2018 – 3 months' notice to terminate required.

To agree new supplier or to consider delegation of authority to the Clerk to appoint new supplier, subject to financial limits.

See agenda pack.

9. Insurance

To note insurance cover.

Council is insured with Zurich under a 5 year agreement which commenced 1 September 2017.

Renewal date: 1 September 2018 – premium £965.91 including insurance premium tax.

Renewal documents to be issued 56 days before the renewal date.

10. PCSO bicycles – funding request

To consider providing funding to West Yorkshire Police for three bicycles for Horsforth PCSOs.

Cost per bicycle £340+VAT; livery £121.

11. Website and Social Media

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

To note the website statistics. **See agenda pack.**

12. Items for future agenda

13. Date of the next meeting

13 September 2018.

*Distribution: Cllrs D Collins, S Dowling, J Garvani, R Hardcastle, M Holmes,
M Hughes, J Pritlove, I Scott, M Wharton, V Wood-Robinson*