



Horsforth Town Council
Finance and General Purposes Committee Minutes
5 July 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, Cllr V Wood-Robinson

In attendance: J Sou – Clerk

F&GP/18.07 – F&GP/18.10 These minute numbers have been left blank intentionally.

F&GP/18.11 To accept apologies and the reason for absence
RESOLVED: To accept the apologies and reasons for absence from Cllrs J Garvani and M Wharton.

F&GP/18.12 Declaration of Disclosable Pecuniary and other Interests
None declared.

F&GP/18.13 To consider questions and comments from members of the public at the Chairman's discretion
No members of the public present.

F&GP/18.14 Minutes of the previous meeting
To confirm and accept the minutes of the Finance and General Purposes Committee meetings held on 10 May 2018 and 28 June 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 meetings held on 10 May 2018 and 28 June 2018.

F&GP/18.15 Accounts and List of Payments
1. RESOLVED: To recommend that Council approves the accounts and list of payments to 19 June 2018 (attached).
2. Updated budget to 19 June 2018 (previously circulated to members) – noted (attached).

F&GP/18.16 3 & 5 The Green
Museum accounts had now been provided and were considered by members. The figures and estimates produced by Cllr D Collins at the extraordinary meeting of the Committee of 28 June 2018 were reviewed in light of the accounts now available from the museum. Members also reviewed the recommendation to Council that had

Signed Dated.....

been resolved at the extraordinary meeting of 28 June 2018 and it was agreed it should be revised.

Members also considered quotes and proposals provided by Richard Crooks, architect, for his proposed appointment as architect for the project.

RESOLVED as follows:

- 1. To revise the recommendation made at the meeting of the Committee on 28 June 2018 (minute F&GP/18.5) and to recommend that Council proceed with producing a business plan based on the figures produced by Cllr D Collins;**
- 2. To confirm that Committee considers that the appointment of an architect providing specialist services falls within the exception at Financial Regulations 13.1(ii);**
- 3. To appoint Richard Crooks as architect for conversion of 3&5 The Green in accordance with his quotes dated 15 May 2018 and 21 June 2018;**
- 4. To approve payment of Richard Crooks' invoice dated 21 June 2018 (attached).**

F&GP/18.17 Investments

Members considered re-investment options for two Yorkshire Bank term deposit accounts due to mature on 27 September 2018 and 9 October 2018.

Members also considered transferring funds out of the Unity Trust account in order to benefit further from FSCS protection.

A table of options had been produced and was considered.

It was noted that difficulties had been experienced in the past with some financial institutions that did not seem able to open accounts for parish and town councils.

RESOLVED as follows:

- 1. That the balances of the Yorkshire Bank term deposit accounts maturing on 27 September 2018 and 9 October 2018 be transferred on maturity into the Yorkshire Bank current account;**
- 2. To continue to investigate the opening of an account with Santander and to open such account with a transfer of £85,000 from the Unity Trust account.**

Members noted that such arrangements would leave approximately £40,000 without FSCS protection but considered this acceptable.

F&GP/18.18 Printer/copier lease

Members considered options for when the current lease with XBM expires on 22 October 2018 – three months' notice to terminate required. A table of options had been produced and was considered.

RESOLVED: To enter into a five year lease with Commerce Business Systems, subject to the machine being a new machine and no slower than the current one.

F&GP/18.19 Insurance

Members **noted** the insurance arrangements:

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.

Signed Dated.....

F&GP/18.20 PCSO bicycles – funding request

Council had been approached to assist with purchasing up to three bicycles for PCSOs in Horsforth.

However, Cllrs D Collins and Cllr M Hughes advised that funding for three PCSO bicycles out of the Wellbeing Fund had been granted by the Leeds City Council Outer North West Community Committee on 25 June 2018.

Noted.

F&GP/18.21 Website and Social Media

To consider the Town Council website and Facebook page.

The following points were made:

- Facebook page should be more immediate and have information on Council events
- The content on the Facebook page should continue to be managed by the Clerk – as previously agreed by Council, to ensure it can be controlled
- Councillors wishing information to be posted on Facebook should submit this to the office
- Staff lack skills in managing Facebook posts
- Staff find the interface for updating the website frustrating

Website statistics for May and June 2018 were produced. **Noted.**

F&GP/18.22 Items for future agenda

Website and social media
3 & 5 The Green, including the business plan
Chain of Office

F&GP/18.23 Date of the next meeting

13 September 2018.

The meeting closed at 8.15pm.

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

Signed Dated.....

Horsforth Town Council

Bank Reconciliation as at 19.06.18

Prepared by Tracy Sutcliffe (Bookkeeper) on 19.06.18

At next y/end

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 18.06.18)	210,537.35	Short term

Term deposit accounts

050085835	Matures 27.09.18	15,842.09	Short term
050085 00000236	Matures 09.10.18	15,739.90	Short term
050085 00000841	Matures 27.03.19	37,970.37	Short term
		294,213.71	

Add uncredited receipts

0.00	0.00
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Less unpresented cheques

11.07.17	300119	Royal British Legion - Poppy wreath	18.50	
23.05.18	300134	St Margaters PCC - Room hire	75.00	
29.05.18	300135	St Margaters PCC - Room hire	63.00	
05.06.18	300136	Horsforth Gala Committee - Gala stall	28.00	
12.06.18	300137	Traidcraft PLC - Biscuits	12.10	
				196.60

Net Balances as at 19.06.18

294,017.11

Cash book

Opening balances as at 1 April 2018

180,169.40

Add cash book receipts

130,344.24

Less cash book payments

16,496.53

Closing cash book balance as at 19.06.18

294,017.11

Difference	0.00
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Horsforth Town Council
Cash Book
Year ended 31 March 2019

Period 01.04.18 to 19.06.18

Bank Payments																		
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Creditors 2018	Planning Lic & Traffic	CCCZ / Other	Comm & Environ'mt	Assets of Comm Val	Election	Salaries	Office	Buildings	Staff & Councillor Training	Designated Funds	SECTION 137 EXPENDITURE
				£	£	£	£	£	£	£	£	£	£	£	£	£	£	
11.04.18	Leeds Christian Community Trust - Grant	300132	11	300.00						300.00								
11.04.18	Horsforth Churches Together - Sponsorship	300133	12	460.00						460.00								
23.05.18	St Margaters PCC - Room hire - 25.04.18	300134	10	75.00										75.00				
29.05.18	St Margaters PCC - Room hire - 23.05.17	300135	4	63.00										63.00				
05.06.18	Horsforth Gala Committee - Gala stall	300136	5	28.00						28.00								
12.06.18	Traidcraft PLC - Biscuits	300137	3	12.10										12.10				
13.04.18	Vision ICT Ltd - Domain renewal	On line	13	66.00		11.00								55.00	Adv & Website			
13.04.18	Horsforth In Bloom - QJG - Mar 2018	On line	14	80.00			80.00											
13.04.18	YPO - Bookcase	On line	15	157.14		26.19	130.95											
13.04.18	Leeds City Council - Christmas lights switch on 2017/18	On line	16	257.24		42.87	214.37											
13.04.18	Smith Of Derby Limited - Jubilee Clock service visit	On line	17	261.60		43.60	218.00											
13.04.18	Vision ICT Ltd - Website hosting & support May 18 to Apl 19	On line	18	693.00		115.50								577.50	Adv & Website			
13.04.18	YLCA - Annual subs 01.04.18 to 31.03.19	On line	19	1,734.00										1,734.00	Subscriptions			
13.04.18	Payroll Costs	On line	20	2,392.33			2,392.33											
23.04.18	BNP Paribas Leasing Ltd - Copier lease to 21.07.18	DD	21	188.40		31.40								157.00	Equip lease			
24.04.18	TalkTalk Limited - Broadband	DD	22	23.31										23.31				
26.04.18	Payroll Costs	On line	23/24	2,139.84									2,139.84					
30.04.18	XBM Limited - Copy charges	DD	25	81.14		13.53								67.61				
08.05.18	Stemm Print & Sign - Banners	On line	26	88.80		14.80	74.00											
08.05.18	Tracy Sutcliffe - Bookkeeping	On line	27	277.50			285.00							-7.50				
08.05.18	Post Office Shop - Stationery	On line	28	29.38		4.90								24.48				
08.05.18	Enlightened IT Services - IT Support	On line	29	50.00										50.00				
08.05.18	Tracy Sutcliffe - Payment in error - refunded	On line	Contra	157.50			157.50											
08.05.18	Larkfield Engraving - Goblets with logo - award scheme	On line	30	60.00		10.00				50.00								
15.05.18	Tracy Sutcliffe - Refund overpayment	Credit	Contra	-157.50			-157.50											
17.05.18	Royal Mail - Costs re 3&5 The Green	On line	31	756.70		126.12					630.58	3&5 The Green						
17.05.18	Kudu Product Ltd - Printing	On line	32	572.60		39.60					533.00	3&5 The Green						
17.05.18	Locality - Membership 01.04.18 to 31.03.19	On line	33	500.00		83.33								416.67				
17.05.18	Horsforth In Bloom - QJG April 2018	On line	34	75.00						75.00								
17.05.18	YLCA - Staff & Councillor training	On line	35	180.00												180.00	£90 / £90 Staff & councillor	
17.05.18	Paula Fearon - EXPENSES - TV Monitor Cable	On line	36	130.08										21.47	Monitor cable			
	Paula Fearon - EXPENSES		36			1.83				9.17		Frames - Good Citizen award						
	Paula Fearon - EXPENSES		36											7.21	Meeting expenses - refreshments			
	Paula Fearon - EXPENSES		36			15.07								75.33	Broadband			
17.05.18	Yorkshire Audit - Final int audit 2017/18	On line	37	300.00										300.00				
17.05.18	Payroll Costs	On line	38	201.05			201.05											
17.05.18	SLCC - Julie Sou - membership to 30.04.19	On line	39	185.00										185.00				
17.05.18	Payroll Costs	On line	40	533.01									533.01					
23.05.18	TalkTalk Limited	DD	41	23.31										23.31				
23.05.18	YLCA - Refund of overpayment	Credit	35	-180.00												-180.00	£90 / £90 Staff & councillor	
24.05.18	Link Com Consulting Ltd - Horsforth TC - Logo	On line	8	120.00		20.00								100.00				
25.05.18	Payroll Costs	On line	PAYROLL	2,347.32									2,347.32					
29.05.18	BT Group PLC - Office phone	DD	42	107.17		17.86								89.31				
29.05.18	Payroll Costs	On line	PAYROLL	587.03									587.03					
30.05.18	Horsforth In Bloom - QJG - May 2018	On line	9	60.00						60.00								
31.05.18	XBM Limited - Copy charges	DD	43	81.50		13.59								67.91				
08.06.18	Royal Mail - Acquisition & establishing costs	On line	7	114.14		19.02					95.12	3 & 5 The Green						
13.06.18	Julie Sou - Expenses - Norton Anti virus	On line	6	300.49		2.99								14.99	Norton Anti virus			
	Julie Sou - Expenses - Milk		6											2.53	Milk			
	Julie Sou - Expenses - PDF Advanced software		6											279.98	Power PDF Advance software			
18.06.18	TalkTalk Limited - refund	Credit	41	-15.65										-15.65				
Carried Forward				16,496.53	0.00	653.20	3,595.70	0.00	0.00	982.17	1,258.70	0.00	5,607.20	4,399.56	0.00	0.00	0.00	0.00
Check total				16,496.53		16,496.53												
Total Expenditure 2018-2019 (for budget page)								12,247.63										
Cash book payments				16,496.53														

Period 01.04.18 to 19.06.18

Bank Receipts																	
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Debtors 2018	Other	Public Safety	Community	Planning	Environment	Salaries	Office	Buildings	Staff Training	Interest
				£	£	£	£	£	£	£	£	£	£	£	£	£	£
01.04.18	Balances brought forward			111,088.19	69,081.21			180,169.40									
05.04.18	Interest on deposit account - 00000236				244.69												244.69
05.04.18	Interest on deposit account - 00000841				226.46												226.46
03.04.18	Leeds City Council - Precept		1	114,710.00				114,710.00									
03.04.18	Leeds City Council - LCTS Grant		1	4,958.00				4,958.00									
01.05.18	Leeds City Council - CIL Payment		2	2,116.88				2,116.88									
01.05.18	HMRC - VAT refund			8,088.21			8,088.21										
	Carried Forward			240,961.28	69,552.36	0.00	8,088.21	301,954.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	471.15
	Check total			310,513.64			310,513.64										
	Total Income 2018-2019 (for budget page)							122,256.03									
	Cash book receipts			130,344.24													
	Cash book balances		294,017.11	224,464.75	69,552.36												

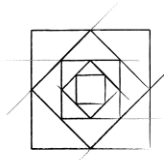
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	Total Income 2018-2019 (for budget page)	122,256.03
	Total Expenditure 2018-2019 (for budget page)	12,247.63
	Agreed to Budget	110,008.40

Horsforth Town Council
Annual Budget and Expenditure 2018-2019
Updated 19.06.18

	Annual Budget 2018-19		Income & Expenditure As At 19.06.18		Budget Remaining As At 19.06.18	
	£	£	£	£	£	£
INCOME						
Precept	114,710		114,710		0	
Council Tax Support Grant	4,958		4,958		0	
Other Grants	0		0			
Bank interest Received	0		471		0	
TOTAL INCOME		119,668		120,139		0
EXPENDITURE						
Community & Environment		760		760		0
Grants from 2017-18 Budget						
Community & Environment						
Grants & Sponsorship	5,000		0		5,000	
Award Scheme	150		59		91	
Civic Service - Vired to C&E/Horsforth Gala	0		0		0	
C&E/Horsforth Gala	200		0		200	
Remembrance Service	350		0		350	
Horsforth Matters	3,500		0		3,500	
Band Concerts	1,000		0		1,000	
Events and Projects	1,500		28		1,472	
Christmas Motifs, Trees and Switch On	14,200		0		14,200	
Summer Baskets Installation & Water	4,600		0		4,600	
Planter Watering - HTC	400		0		400	
Planter Watering - HIB	3,200		0		3,200	
Garden Maintenance	1,000		135		865	
		35,100		222		34,878
Planning, Licensing & Traffic		1,000		0		1,000
Cold Calling Control Zone / Other		500		0		500
Salaries		49,961		5,607		44,354
Office						
Office Equipment, Photocopier & IT Support	1,500		243		1,257	
Office/IT Update (2018/19)	3,000		280		2,720	
Stationery & Printing	1,000		160		840	
Postage	250		0		250	
Telephone and Broadband	600		196		404	
Subscriptions	2,600		2,336		264	
Audit, Accounts & Data Protection	2,500		293		2,208	
Miscellaneous & Quality Council	100		100		0	
Bank Charges	100		0		100	
Chairman's Allowance	300		0		300	
Room Hire, Meeting Expenses & Refreshments	600		160		440	
Legal & Professional Fees	1,000		0		1,000	
Website Maintenance	600		633		-33	
Clock Maintenance	500		0		500	
Defibrillator Maintenance	150		0		150	
Roll Of Honour	200		0		200	
Combined Insurance	1,300		0		1,300	
		16,300		4,400		11,900
Buildings						
Rent & Rates	1,000		0		1,000	
Utilities	400		0		400	
		1,400		0		1,400
Staff Training						
Staff Training	1,000		0		1,000	
Councillor Training	2,000		0		2,000	
		3,000		0		3,000
Election		8,000		0		8,000
3 & 5 The Green - Pre Acquisition Costs		10,000		1,259		8,741
Assets of Community Value						
Loan repayment	7,000		0		7,000	
Property Management & Maintenance	1,500		0		1,500	
Waste Removal	200		0		200	
Premises Cleaning & Service Charges	2,250		0		2,250	
Business Rates	300		0		300	
Water Rates	450		0		450	
Light, Heat & Power	1,050		0		1,050	
Insurance	600		0		600	
		13,350		0		13,350
TOTAL EXPENDITURE		139,371		12,247		127,124
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE		-19,703		107,892		-127,124

Horsforth Town Council
Annual Budget and Expenditure 2018-2019
Designated Funds
Horsforth Town Council

		As At 19.06.18	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.04.18	21,479	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 19.06.18		21,479
HORSFORTH MATTERS COMMUNITY DIRECTORY			
	Balance B/F 01.04.18	6,000	
	Income	0	
	Expenditure	0	
	Transfer of funds	-6,000	
	Balance C/F 19.06.18		0
ELECTION			
	Balance B/F 01.04.18	8,687	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 19.06.18		8,687
DEFIBRILLATOR			
	Balance B/F 01.04.18	630	
	Income	0	
	Expenditure	0	
	Transfer of funds	-630	
	Balance C/F 19.06.18		0
3 & 5 THE GREEN			
	Balance B/F 01.04.18	0	
	Income	0	
	Expenditure	0	
	Transfer of funds	70,000	
	Balance C/F 19.06.18		70,000
SPEED INDICATOR DEVICE			
	Balance B/F 01.04.18	0	
	Income	0	
	Expenditure	0	
	Transfer of funds	3,100	
	Balance C/F 19.06.18		3,100
TOTAL DESIGNATED FUNDS C/F			103,266
RESTRICTED FUND			
COMMUNITY INFRASTRUCTURE LEVY			
	Transfer of funds	0	
	Income	2,117	
	Expenditure	0	
	Transfer of funds	0	
	0		2,117
TOTAL RESTRICTED FUNDS C/F			2,117



RICHARD CROOKS PARTNERSHIP

14 CALVERLEY LANE, HORSFORTH, LEEDS, LS18 4DZ
ARCHITECTS & HISTORIC BUILDINGS CONSULTANTS - WWW.RCPARCHITECTS.NET

INVOICE

**Horsforth Town Council,
Mechanics Institute,
Town St,
Horsforth,
LS18 5BL**

Date **21st June 2018**
Job No. **98218**
Invoice No. **1593**
VAT No. **721 6265 52**

Re: **Feasibility Study
Conversion of No.3 The Green
Horsforth**

Provision of Architectural Services in connection with proposed conversion of No. 3 The Green, Horsforth in accordance with Fee Quotation dated 15th June 2018;

Inspection, Appraisal & Measured Survey.

£ 975.00

Feasibility drawings

Disbursements comprising copies, postage, prints, mileage etc

£ 24.80

BACS;

Bank of Scotland
Sort Code; 12-20-29
Account No. 00102118
Account Name; Richard Crooks Partnership

TOTAL	£	999.80
VAT	£	199.96
GROSS	£	1,199.76

Please make cheques out to "Richard Crooks Partnership"

TERMS : 30 DAYS NETT

Thereafter a lump sum of £40.00 & interest at current Bank Rate plus 8% may be charged in accordance with Late Payment of Commercial Debts Regulations 2002

Partners: Richard J. Crooks BA(Arch), Dip Arch, RIBA, AABC

Hilary A. Crooks BA(Arch), Dip Arch, RIBA