



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 13 September 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
6 September 2018

Agenda

1. To consider apologies and the reason 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 5 July 2018. **See agenda pack.**

5. Accounts and List of Payments

To consider recommending that Council approves the accounts and list of payments to 28 August 2018. **See agenda pack.**

6. Investments

To receive an update.

7. External Audit/Annual Governance and Accountability Return for the Year Ended 31 March 2018

To note external auditor report and certificate for 2017/18. **See agenda pack.**

8. Public Bodies (Admission to Meetings) Act 1960

The Committee is asked that in view of the confidential nature of the business about to be transacted at agenda item 9 to temporarily exclude the press and public and that they be asked to withdraw from the meeting.

9. 3 & 5 The Green

To receive and consider an update and any action required, including the following:

- Business Plan
- Risk Assessment
- Five Year Finances to be submitted with Business Plan

Documents to be circulated separately.

10. Internal control check

To consider internal control check carried out on 16 August 2018 and to agree any action required. **See agenda pack.**

11. Insurance renewal

To note renewal of insurance cover for 1 September 2018 – 31 August 2019 with Zurich.
See agenda pack. Policy schedule circulated separately and available in the office.

12. Chain of Office

To receive an update.

To consider where Chain of Office should be kept.

To consider lady's Chain of Office.

13. Review of office IT requirements

To receive an update.

14. Roll of Honour

To consider quotes for updating. **See agenda pack.**

15. New projector

To consider purchase of new projector (proposal from Planning, Licensing and Traffic Committee).

16. Website and Social Media

To consider the Town Council website and Facebook page.

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

17. Late items received – for information

18. Items for future agenda

19. Date of the next meeting

8 November 2018.

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