



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

Present:

In the Chair: Cllr R Hardcastle

Cllr S Dowling, Cllr M Hughes, Cllr J Pritlove, Cllr V Wood-Robinson

In attendance: J Sou – Clerk

F&GP/18.57 – F&GP/18.60 These minute numbers have been left blank intentionally.

F&GP/18.61 To accept apologies and the reason for absence

RESOLVED: To accept the apologies and reasons for absence from Cllrs D Collins, J Garvani, M Holmes and I Scott.

F&GP/18.62 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/18.63 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/18.64 Minutes of the previous meeting

To confirm and accept the minutes of the Finance and General Purposes Committee held on 13 September 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 13 September 2018.

F&GP/18.65 Accounts and List of Payments

Signed Dated.....

Accounts and list of payments to 22 October 2018 were provided and are attached. There was an error in the bank reconciliation in that the balance of the Yorkshire Bank current account was as per the statement dated 24 October 2018 and not 9 June 2016 as shown.

RESOLVED: To recommend that the Council approve the accounts and list of payments to 22 October 2018.

F&GP/18.66 Investments

To receive an update and agree any action required.

Members **noted** the following:

- Two term deposit accounts with Yorkshire Bank had matured and the balances of £31,657.14 transferred to the Yorkshire Bank current account, as shown in the accounts and cash book.
- There had been continued difficulties in trying to open an additional account to transfer monies in excess of the FSCS protection limit of £85,000 from the Unity Trust account. The difficulties related to the Council's requirements to separate the functions of authorisation and submission of payments which some institutions could not support, and in relation to in other cases to requiring all members to submit to credit checks and identify verification and not just the proposed signatories to the account. The Office would continue to seek an appropriate account.

F&GP/18.67 Internal Audit

Members **noted** the report of the internal auditor Yorkshire Audit Services dated 31 October 2018, including the following matters which required attention:

- The Council was not always fully compliant with the procedure set down in Financial Regulations for quotations and purchases;
- Standing Orders and Financial Regulations were recommended to be reviewed.

F&GP/18.68 Public Bodies (Admission to Meetings) Act 1960

RESOLVED: Under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public from the meeting during items 9 and 10 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/18.69 3 & 5 The Green

Cllr D Collins had prepared a report for Committee which was read out by the Chair and **noted**.

A discussion took place regarding matters raised in the report.

RESOLVED as follows:

1. **Minutes of two meetings referred to in the report which had taken place with Horsforth Museum to be circulated to members of Committee;**
2. **The Working Group to raise with Horsforth Museum concerns regarding proposed grants to the museum and the "sub-letting" of rooms by the museum;**
3. **To open negotiations with Horsforth Live at Home regarding finances;**
4. **That the Chair and Vice-Chair of Council be invited to attend the meetings with Horsforth Live at Home.**

Signed Dated.....

- F&GP/18.70 Photocopier contract**
Members **noted** an invoice received from the previous photocopier supplier.
RESOLVED: To pay £249.99 for removal of the machine and to instruct the supplier to remove the machine.
- F&GP/18.71 Community Infrastructure Levy (CIL)**
A CIL payment of £7,643.40 in respect of land formerly St Joseph’s Convalescent, Horsforth, was due to be transferred to the Council. **Noted.**
Members **noted** the obligation on Council to provide an annual report to Leeds City Council on CIL by 31 December 2018 and to post the same on the Council’s website.
A draft annual report for 2017/18 was **noted.**
Members considered how CIL monies should be spent.
RESOLVED: To recommend to Council that CIL monies be applied towards the purchase and refurbishment of 3&5 The Green.
- F&GP/18.72 Precept Timetable**
Members **noted** the draft precept timetable from Leeds City Council. **Attached.**
- F&GP/18.73 Review of Office IT requirements**
Members received an update.
The Office had reviewed the quotes provided for IT support and would be consulting the Chair and Vice Chair on the appointment. **Noted.**
- F&GP/18.74 YLCA branch meeting**
Members **noted** a report from Cllr S Dowling on the YLCA branch meeting of 9 October 2018.
- F&GP/18.75 Website and Social Media**
To consider the Town Council website and Facebook page.
Members **noted** that the website had been used extensively for the Neighbourhood Plan statutory consultation and found that the information was clearly laid out and easy to find.
Events had been posted on the Facebook page.
Thanks were given to the office staff for their work on the website and Facebook.
- F&GP/18.76 Purchase of Local Council Administration 11th Edition**
RESOLVED: To approve purchase of Local Council Administration 11th edition.
- F&GP/18.77 Items for future agenda**
Budget.
- F&GP/18.78 Date of the next meeting**
17 January 2019.
Deadline for agenda items: 3 January 2019.
Noted.

Signed Dated.....

The meeting closed at 8:45pm.

*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.....