



Horsforth Town Council
Finance and General Purposes Committee Minutes
17 January 2019 at 7pm

Present:

In the Chair: Cllr R Hardcastle

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

In attendance: J Sou – Clerk

F&GP/18.79 – F&GP/18.80 These minute numbers have been left blank intentionally.

F&GP/18.81 To accept apologies and the reason for absence
RESOLVED: To accept the apologies and reasons for absence from Cllrs J Garvani, M Hughes and M Wharton.

F&GP/18.82 Declaration of Disclosable Pecuniary and other Interests
Item 7 - Cllrs D Collins and V Wood-Robinson declared non-pecuniary interests as committee members of Horsforth Live at Home.

F&GP/18.83 To consider questions and comments from members of the public at the Chairman's discretion
No members of the public present.

F&GP/18.84 Minutes of the previous meeting
RESOLVED: That the minutes of the Finance and General Purposes Committee meetings held on 1 November 2018 and 8 November 2018 are a true record.

F&GP/18.85 Accounts and List of Payments
RESOLVED: To recommend that Council approves the accounts and list of payments to 10 January 2019.

F&GP/18.86 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 agenda items 7 to 9 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/18.87 3 and 5 The Green
A written report was circulated and Cllr D Collins gave a verbal update.
A number of issues were raised and discussed regarding the viability of the project including occupancy of No 3 The Green and the Stables by Council and/or Horsforth Live at Home, financing of the project, the reasons for the project, use of the

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buildings by other groups, management of the buildings, disabled access to the Stables, accommodation for the Council.

Financial projections were considered with options for both if the project went ahead and if it did not.

RESOLVED: To make the following recommendations to Council:

1. That Council progresses the purchase of a 125 year old leasehold of 3 & 5 The Green and makes an offer to Leeds City Council subject to securing finance and to satisfactory surveys;
2. That the business plan be updated;
3. That Council applies for a loan from the Public Works Loan Board of £290,000;
4. That a grant of £3,000 per annum for five years to Horsforth Museum be approved, subject to the following conditions:
 - That the purchase of 3 & 5 The Green by the Council proceeds;
 - That Horsforth Museum pays £10,000 towards the installation of a lift at 3 & 5 The Green;
 - That Horsforth Museum provides the necessary paperwork and accounts to Council

ACTION: Steering Group meeting required before Council meeting on 30 January 2019. Cllr D Collins to arrange.

F&GP/18.88 Terminated photocopier contract

Members received an update. Proceedings had been issued by the former photocopier supplier in the small claims court. A defence had been prepared.

Noted.

RESOLVED: To authorise the Clerk to act on behalf of the Council in the legal proceedings, to file the defence and to instruct solicitors if required.

F&GP/18.89 NJC National Salary Award 2018-19

To note National Salary Award 2018-19 and effect on staff salaries and grading.

Noted.

F&GP/18.90 Council Budget 2019-20 and precept demand

To consider the Council budget and precept demand for 2019-20.

2018-19 accounts to date were provided at the meeting.

	2018-19	2019-20
Indicative tax base	7239.20	7203.30
Local council tax support grant	4958.00	4576.00

Members **noted** the fall in the indicative tax base and requested the Clerk to clarify the position. Until this was resolved and confirmed to be correct, members did not feel able to recommend a precept to Council.

RESOLVED: To recommend a budget of £133,321 to Council.

ACTION: Clerk to query fall in tax base with Leeds City Council.

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- F&GP/18.91 Investments**
No update.
- F&GP/18.92 Office IT**
The Clerk would be consulting with Cllrs R Hardcastle and I Scott with a proposal regarding the company to be appointed to provide IT support. **Noted.**
- F&GP/18.93 Purchase of mugs for the office**
Further to stopping use of disposable plastic cups, to consider purchasing mugs for office and meeting use.
Members considered quotes received and a sample mug provided.
RESOLVED: To purchase 36 personalised mugs from Mug Business at a cost of £109+VAT.
- F&GP/18.94 Office lease**
Members received an update.
Leeds City Council had sent a revised lease.
ACTION: Cllrs R Hardcastle and I Scott to consider the revised lease with the Clerk.
- F&GP/18.95 Website and Social Media**
Members **noted** the website statistics for November and December 2018.
- F&GP/18.96 Items for future agenda**
Office lease
Office IT
Investments
- F&GP/18.97 Date of the next meeting**
Next meeting of the Committee: 14 March 2019.
Deadline for agenda items: 28 February 2019
Noted.

The meeting closed at 9:25pm.

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

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