



**Horsforth Town Council**  
**Finance and General Purposes Committee Minutes**  
**14 March 2019 at 7pm**

**Present:**

**In the Chair:** Cllr R Hardcastle

Cllr D Collins, Cllr J Garvani, Cllr J Pritlove, Cllr I Scott

In attendance: J Sou – Clerk

**F&GP/18.98 – F&GP/18.100** These minute numbers have been left blank intentionally.

**F&GP/18.101** To accept apologies and the reason for absence

**RESOLVED: To accept the apologies and reasons for absence from Cllrs S Dowling, M Holmes, M Hughes and V Wood-Robinson.**

**F&GP/18.102** 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/18.103** 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/18.104** Minutes of the previous meeting

To confirm and accept the minutes of the Finance and General Purposes Committee held on 12 January 2019.

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 12 January 2019.**

Signed ..... Dated.....

**F&GP/18.105 Accounts and Reserves**

Members considered the accounts to 28 February 2019 and proposed designated and restricted (reserved) funds for 2019/20.

**18.105.1. RESOLVED: To recommend that Council approve the accounts and list of payments to 28 February 2019.**

**18.105.2. RESOLVED: Subject to final clarification on the figures, to recommend designated and restricted funds for 2019/20 to Council as per the table listed at Appendix 1.**

**ACTION: Clerk to review and update figures to present to Council.**

**F&GP/18.106 Payments**

**RESOLVED: To approve payment of £270 to Smith of Derby Clockmakers for the annual clock service**

**F&GP/18.107 3 & 5 The Green**

Members received an update:

- An offer letter subject to contract, survey and finance had been sent to Leeds City Council; heads of terms were awaited
- Loan approval application to be submitted to YLCA next week

**RESOLVED as follows:**

- 1. To appoint Wellers Hedleys Solicitors to act in the purchase of 3 & 5 The Green;**
- 2. To seek the recommendation of Council's appointed architect on the appointment of a surveyor and/or structural engineer and to delegate the appointment of the surveyor and/or structural engineer to the Clerk in consultation with the Chair and Vice-Chair and Cllr D Collins**

**F&GP/18.108 Office lease**

Nothing to report.

**F&GP/18.109 Terminated photocopier contract**

A defence had been filed and proceedings transferred to Leeds. A court date was awaited. **Noted.**

**F&GP/18.110 Investments**

Members considered investment options, having consideration to the protection offered by the Financial Services Compensation Scheme.

**RESOLVED as follows:**

- 1. To close the Yorkshire Bank Business Term deposit account maturing on 27 March 2019 and to transfer the funds to the Yorkshire Bank current account;**
- 2. To open a Nationwide Building Society Business Saver Instant Access Account with £85,000 from the Unity Trust account**

Other investment options to be considered following receipt of the precept for 2019/20

Signed ..... Dated.....

**F&GP/18.111 Bank mandate**

There were continuing difficulties with the bank mandate held by Yorkshire Bank for the Council and with the authority given by Council to the Clerk as the main contact. Conflicting advice had been received from Yorkshire Bank with regards to appointing the Clerk as the main contact.

To address these issues, a new bank mandate was to be submitted confirming the correct signatories and contact.

**ACTION: A new Yorkshire Bank mandate form and letter of authority to Yorkshire Bank was signed by the confirmed signatories at the meeting.  
Clerk to submit to Yorkshire Bank.**

**F&GP/18.112 To consider review of Financial Regulations**

Members considered the NALC Model Financial Regulations which required some amendment to reflect Council's specific needs and procedures.

It was agreed that the Policy & Procedures Working Group would consider the required amendments and refer a final version of the Financial Regulations to Council for approval.

**ACTION: Clerk to circulate proposed amendments to the Policy & Procedures Working Group.**

**F&GP/18.113 Credit card**

Subject to Financial Regulations being approval by Council authorising the issue of a credit card, it was agreed in principle that Council should apply for a Multipay credit card from Unity Trust. The details of who is authorised to use the card, credit and purchase limits and authorisations to be decided at a later date.

**F&GP/18.114 Recommendations from Community and Environment Committee**

**RESOLVED as follows:**

- 1. To award a further £500 to the "Horsforth Shed" project, the award to be paid from the Community and Environment Committee grants and sponsorship budget.**
- 2. To approve the purchase of an engraved goblet for the Good Citizen and an engraved medal for the Young Achiever, within the budget allocation of £100**
- 3. To accept the quote of £2070 + VAT from Homeland Building Services for the repairs to Jubilee Gardens using hardwood sleepers.**

**F&GP/18.115 Office IT**

Members **noted** the following:

- A local firm Enlightened IT had been appointed under delegated powers to provide IT support to the Council at £852 per annum for support to two desktop computers, two laptops and providing Office 365 for two officers
- Enlightened IT would begin the review of office hardware next week
- A request from the office for a second small printer as when the leased photocopier/printer was in use for large print runs, officers had to wait before they could print other documents. Enlightened IT to be asked for their recommendations for a second small printer.

Signed ..... Dated.....

**F&GP/18.116 YLCA branch meeting**

CLlr I Scott gave a verbal report on the YLCA meeting of 21 January 2019. Matters covered had included:

- Leeds City Councillor Matthew Robinson speaking on the review of the Parish and Town Council Charter. Issues had been raised with regard to communication between Leeds City Council and parish and town councils. A revised charter would be issued shortly.
- Leeds Bradford Airport

**F&GP/18.117 Website and Social Media**

Members **noted** the website statistics for January and February 2019.

**F&GP/18.118 Items for information**

Members **noted** the following:

- The administration assistant had handed in her notice; her last week of work with the Council would be week ending 12 April 2019.

**F&GP/18.119 Items for future agenda**

Airport link road – referred to Council agenda  
Second office printer  
Mobile ‘phone for the office

**F&GP/18.120 Date of the next meeting**

To be advised.

The meeting closed at 8.30pm

*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

## Designated and Restricted Funds to 31.03.2019 and Proposed for 2019/20

		Projected to 31.03.19		Proposed 2019/20
		£	£	£
<b>DESIGNATED FUNDS</b>				
<b>NEIGHBOURHOOD PLAN</b>				
	<b>Balance B/F 01.04.18</b>	<b>21,479</b>		
	Income	0		
	Expenditure	-13,371		
	Transfer of funds	0		
	<b>Balance C/F 28.02.19</b>		<b>8,108</b>	<b>8,108</b>
<b>ELECTION</b>				
	<b>Balance B/F 01.04.18</b>	<b>8,687</b>		
	Income	0		
	Expenditure	0		
	Transfer of funds	0		
	<b>Balance C/F 28.02.19</b>		<b>8,687</b>	<b>16,687</b>
<b>3 &amp; 5 THE GREEN - REFURBISHMENT</b>				
	<b>Balance B/F 01.04.18</b>	<b>0</b>		
	Income	0		
	Expenditure	0		
	Transfer of funds	70,000		
	<b>Balance C/F 28.02.19</b>		<b>70,000</b>	<b>70,000</b>
<b>3 &amp; 5 THE GREEN - PRE-ACQUISITION COSTS</b>				
	<b>Projected balance b/f from Revenue Budget 2018/19</b>			<b>7,394</b>
<b>PLANNING, LICENSING &amp; TRAFFIC - CONTINGENCY</b>				
	<b>Projected balance b/f from Revenue Budget 2018/19</b>			<b>1,000</b>
<b>IT UPDATE</b>				
	<b>Projected balance b/f from Revenue Budget 2018/19</b>			<b>2,720</b>
<b>COMMUNITY &amp; ENVIRONMENT COMMITTEE - CONTINGENCY</b>				
	<b>Projected balance b/f from Revenue Budget 2018/19</b>			<b>2,872</b>
<b>TOTAL DESIGNATED FUNDS</b>			<b>86,795</b>	
	Less: adjustment for overspend on Speed Indicator Device		10	
	<b>Total Designated Funds C/F</b>		<b>86,785</b>	<b>108,781</b>
<b>RESTRICTED FUND</b>				
<b>COMMUNITY INFRASTRUCTURE LEVY</b>				
	Income	9,760		
	Expenditure	0		
	Transfer of funds	0		
	<b>Balance C/F 28.02.19</b>		<b>9,760</b>	<b>9,760</b>
<b>TOTAL RESTRICTED FUNDS C/F</b>			<b>9,760</b>	<b>9,760</b>
<b>TOTAL DESIGNATED &amp; RESTRICTED FUNDS</b>			<b>96,545</b>	<b>118,541</b>

**Notes:**

The following are not proposed for designated funds in 2019/20:

- Horsforth Matters Community Directory
- Defibrillator
- Speed Indicator Device