



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 18 July 2019 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
12 July 2019

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 14 March 2019. **See agenda pack.**

5. Accounts and Reserves

5.1. To consider recommending that Council approves the accounts and list of payments to 18 July 2019. **Papers to be provided at meeting.**

5.2. To consider reserves.

5.3. To note list of direct debits, standing orders and regular payments and to authorise their payment for the year, subject to compliance with Financial Regulations. **Papers to follow.**

5.4. To consider and approve any payments. Details of any payments to be provided at the meeting.

6. Investments

To receive an update.

To consider investing in the CCLA Public Sector Deposit Fund. **See agenda pack.**

7. **Bank mandate** – To receive an update and to consider any action.
8. **Multipay credit card**
Further to minute F&GP/18.113.
To approve applying for Unity Corporate Multipay credit card.
In accordance with Financial Regulation 6.20, the credit card will be specifically restricted for use by the Clerk/RFO and will be subject to automatic payment in full at each month end.
To consider spending limits: single transactions; monthly and overall limit.
To consider any other action required.
See agenda pack for Multipay fees and charges.
9. **3 & 5 The Green** - To receive an update and consider any action required.
10. **Office lease** - To receive an update and consider any action required.
11. **Terminated photocopier contract dispute** - To receive an update.
12. **Office IT update**
To consider upgrading of the office hardware with refurbished computers and monitors, as per recommendation from IT support company, Enlightened IT. **See agenda pack.**
13. **Printer for office** – To consider setting a budget
14. **Mobile 'phone for office** – To consider setting a budget
15. **Review of terms of reference and policies and procedures** – To consider programme of review by the Policies and Procedures Working Group.
16. **Training**
Safeguarding training for Cllr R Shaw – to approve.
Councillor training – to receive an update.
To consider how to approve training requests from councillors and officers between meetings.
17. **Loan of Council equipment to external organisations** – To consider
18. **Website and Social Media**
To consider the Town Council website and Facebook page, including the following:
 - Adding Low Lane speed indicator device to News page on website
 - Community Directory website page – updating. To consider organisations to include. **Please see website for all current organisations listed. Click link [here](#).**
 - General review and updating of website and Facebook page
 - Website statistics. **To follow.**
19. **Items for information**
20. **Items for future agenda**
21. **Date of the next meeting**
5 September 2019
Deadline for agenda items: 22 August 2019

*Distribution: Cllrs J Arbuckle, C Calvert, D Collins, SM Dowling, J Garvani,
R Hardcastle, R Harris, R Jacques, R Jones, M Leech, D Prater*