



Horsforth Town Council
Finance and General Purposes Committee Minutes
5 September 2019 at 7pm

Present:

In the Chair: Cllr J Garvani

Cllrs J Arbuckle, C Calvert, D Collins, SM Dowling, R Hardcastle, R Harris, M Leech, R Shaw, T Stones

In attendance: L Farrell, Assistant Clerk.

FGP/19.22 – 19.30 These minute numbers have been left blank intentionally.

FGP/19.31 To accept apologies and the reason for absence
Apologies from Cllrs R Jacques, R Jones and D Prater were accepted.

FGP/19.32 Declaration of Disclosable Pecuniary and other Interests
None declared.

FGP/19.33 To consider questions and comments from members of the public at the Chairman's discretion
There were no questions or comments.

FGP/19.34 Minutes of the previous meeting
RESOLVED: To approve the minutes of the Finance and General Purposes Committee meeting held on 18 July 2019.

FGP/19.35 Accounts and Reserves
Accounts showing list of payments and budget and reserves as at 22 August 2019 were circulated at the meeting.
19.35.1. RESOLVED: To recommend that Council approves the accounts and list of payments to 22 August 2019.
19.35.2. To consider making recommendations to Council for any changes or additions to the budget, including the following:

- Climate Change Working Group
- Children's Play Area Working Group

RESOLVED: To defer any decisions on budgets for these working groups until their first meeting.

FGP/19.36 Bank Accounts and Investments
To receive an update and consider any action.
19.36.1. Progress with Nationwide bank account **noted.**
RESOLVED: Clerk to transfer money from Unity Trust to Nationwide account.

Signed Dated.....

- FGP/19.37 3 & 5 The Green and The Stables**
 Recommendations for inspections, and quotes for inspections **noted**.
RESOLVED: Quotes and requests from contractors for access accepted.
RESOLVED: Reports from inspections to be taken back to Finance and General Purposes Committee.
ACTION: Office to contact all 4 contractors to confirm quotes accepted and to arrange appointments for building inspection.
- FGP/19.38 Office lease**
 Option of using The Stables as temporary accommodation **noted**.
RESOLVED: No action to be taken on the lease at this time and to wait to hear from Leeds City Council.
- FGP/19.39 Terminated photocopier contract dispute**
 XBM Limited's case was dismissed. The office had requested that XBM collect the photopier. **Noted**.
RESOLVED: The Finance and General Purposes Committee formally minute their thanks to the Clerk for all the hard work and effort put into resolving this dispute.
RESOLVED: XBM to be issued with formal email and letter requesting removal of photocopier within 28 days to prevent Council disposing of it.
ACTION: Office to issue email and letter, by recorded delivery, to XBM.
- FGP/19.40 Office IT Update**
 Members **noted** the instalment date of 4 October 2019 for the updated IT equipment.
- FGP/19.41 "Lady's Chain of Office"**
- Members **noted** that this has been valued at £1650 and has been added to the Council's list of insured items at no additional premium.
 - To consider re-designating the chain as the Deputy's Chain of Office, the chain to be worn by any councillor who is deputising for the Chair as the Council's representative at official functions.
- RESOLVED:** Chain to be designated internally to Council as Deputy's Chain. Will retain the name Lady's Chain, in any correspondence with Leeds City Council.
ACTION: Office to find indemnity letter and pass to Cllr D Collins who will liaise with Leeds City Council for a signature.
- FGP/19.42 Fink Hill Jubilee Clock**
- To receive an update on recent repair/motor replacement.
 Previous reports from Councillors stated that the clock was not working post service on 5 July 2019 when the motor was replaced. Smith & Derby company were asked to return to check this. Smith & Derby stated that the clock was working and in good order when they returned on 2 September 2019.
 A call out charge will be waived if Smith & Derby is commissioned to carry out re-painting by the Council.

Signed Dated.....

- To consider any further works and if re-painting required
Members **noted** the cost of re-painting the Jubilee Clock and would like to know if any length of warranty is part of the service, and if CIL can be used to cover the cost.

RESOLVED: To refer to Full Council to request budget agreement for re-painting, and to agree to re-painting work, even if a warranty is not part of the service.

ACTION: Office to contact contractors to find out about warranty.

ACTION: Office to confirm if CIL can be used to cover costs of re-painting.

ACTION: Office to circulate again CIL presentation and guidance from Leeds City Council to Council members.

FGP/19.43

Review of Terms of Reference, Policies and Procedures

19.43.1. To receive an update from the Policies and Procedures Working Group (PPWG) and to consider any action

To consider recommending that Council adopts a social media policy; to ask the PPWG to consider drafting such policy. **Note:** draft and sample social media policies have been received from YLCA and will be made available to members of the PPWG.

No update to report to from PPWG until it holds its first meeting.

RESOLVED: Social media policy to be added to remit of PPWG.

ACTION: Office to circulate draft and sample social media policies to PPWG members.

FGP/19.44

Website and Social Media

To consider the following:

- Changes required to the website in the event of the death of a senior royal.
- Website update/overhaul.
- Website statistics

Members **considered** the services of the website provider, who provide the mourning pop up page for the website, provide officially approved photographs of senior royals and take down the mourning page when the official period of mourning is over.

RESOLVED: Council to employ services of website provider to prepare website in the event of the death a senior royal.

ACTION: Office to find out if the advance payment for the service is for £35 + VAT or to be paid for three senior royals at once.

ACTION: Office to request that the website provider prepares our website in readiness for the event of the death of a senior royal even if we pay for three senior royals upfront.

Signed Dated.....

Website update and overhaul was **considered** by members. The need to move quickly has to be balanced with carrying out the review of what is needed, design wise, effectively.

RESOLVED: Review of upgrade options and design needed for Horsforth Town Council's website to be carried out by the Editorial Working Group.

ACTION: Office to send information and website links to Working Group Lead and members.

Website statistics for April, May and June 2019 were circulated. **Noted.**

FGP/19.45 Items for information

The Committee was asked to consider a re-valuation of the Chair's Chain of Office, by physical inspection, with cleaning and condition checks being carried out at the same time.

ACTION: Office to obtain quote to refer to future meeting.

FGP/19.46 Items for future agenda

None.

FGP/19.47 Date of the next meeting

To be advised.

The meeting closed at 8:10pm.

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

Signed Dated.....