



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

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 5 September 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
30 August 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 18 July 2019. **See agenda pack.**

5. Accounts and Reserves

5.1. To consider recommending that Council approves the accounts and list of payments to 22 August 2019. **See agenda pack.**

5.2. 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

NOTE: these groups have not yet met so budget requirements may not yet be known. Committee may prefer to defer until after the groups have met, to refer directly to Council or to recommend a small budget to cover initial expenses.

6. Bank accounts and investments

To receive an update and consider any action. **See agenda pack.**

7. 3 & 5 The Green and The Stables

To receive an update and consider any action.

See agenda pack.

8. Office lease – To receive an update and consider any action required.

To include re-opening discussions with Leeds City Council.

See agenda pack.

9. Terminated photocopier contract dispute - To receive an update. **See agenda pack.**

10. Office IT update

To note that replacement computers and additional monitors have been ordered and are to be installed 4 October 2019.

11. “Lady’s” Chain of Office

To note 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.

12. Fink Hill Jubilee clock

To receive an update on recent repair/motor replacement.

To consider any further works and if re-painting required

13. Review of Terms of Reference, Policies and Procedures

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.

14. Website and Facebook

To consider the following:

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

See agenda pack for report and papers.

15. Matters for information

16. Items for future agenda

17. Date of the next meeting

14 November 2019.

Deadline for agenda items: 31 October 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. R Shaw*