



## 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 14 November 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  
8 November 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 5 September 2019. **See agenda pack.**

#### 5. Accounts and Reserves

**5.1.** To consider recommending that Council approves the accounts and list of payments to 14 November 2019. **See agenda pack.**

To note: transfer of £85,000 from Unity Trust to Nationwide Business Saver Account.

To note: Community Infrastructure Levy payment – September 2019

**5.2.** To approve updated recurring payments. **See agenda pack for updated list.**

**5.3.** To consider adding any other recurring payments to the list for approval.

**5.4.** Credit card - to note that the Council has now been issued with a credit card from Unity Trust/Lloyds Bank.

**6. Community Infrastructure Levy**

To note report to be lodged with Leeds City Council. **See agenda pack.**

**7. Internal audit report**

**See agenda pack.**

To note and to consider actions required arising from the internal audit report in relation to:

1. Credit card conditions – to be drafted/reviewed
2. Yorkshire Bank current account balance

**8. Internal Control Check**

To note check completed on 7 November 2019 and actions arising from the check. **See agenda pack.**

**9. Purdah**

To note advice received from YLCA and Leeds City Council on purdah during pre-General Election period. **Previously circulated to members.**

To consider any actions required as a result of purdah.

**10. Accounts Software**

To consider purchase of Accounts software package.

**Quote and sample reports available by clicking on this [link](#).**

**11. Budget and Precept 2020-21**

To note precept timetable. **See agenda pack.**

**12. 3 & 5 The Green and The Stables**

To receive an update and consider any action.

To note increase in Public Works Loan Board interest rates. **See agenda pack.**

Effect of the increase in interest rate on loan repayments to be reported at the meeting.

To consider surveys carried out and 2018 asbestos survey. **Surveys available by clicking this [link](#).**

**13. Chair's Chain of Office valuation/cleaning**

Local jeweller has quoted for valuation and cleaning of the Chain of Office. Maximum charge of £50.

**To consider.**

**14. Fink Hill Jubilee clock**

**14.1.** To receive an update on clock condition further to recent repair/motor replacement. To consider action required.

**14.2.** Restoration and repainting work/annual service – to consider payment of deposit £983.40 for restoration – in light of ongoing issues with the clock.

**15. Paperless office proposal for Committee**

CLlr R Jones

**16. Street furniture risk assessments – to note and to consider any action required**

**See agenda pack.**

**17. Workstation assessments:**

**Health and Safety at Work 1974/Display Screen Equipment Regulations 1992**

To consider setting a budget to carry out professional workstation assessments and the purchase of equipment required to provide safe working at workstations for officers.

**18. Minutes of Sub-Committees and Working Groups**

To consider format and content.

**19. 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

## **20. Website**

To note the following:

- Operation London/Forth/Menai Bridge now booked with website provider.
- Website statistics. **See agenda pack for statistics reports.**

## **21. Horsforth School Admissions Policy. To consider.**

To consider. Policy available [here](#).

## **22. Matters for information**

Verbal updates to be given on previous agenda item as listed below and on any new matters for information only:

Removal of photocopier from office

“Lady’s” chain of office

Purchase of mobile ‘phone and second printer for office

Adoption of chair’s charity

Office IT update

## **23. Items for future agenda**

Budget and precept 2020-21

## **24. Date of the next meeting**

16 January 2020

Deadline for agenda items: 3 January 2019

*Distribution: Cllrs J Arbuckle, C Calvert, D Collins, SM Dowling, J Garvani,  
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