



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

Present:

In the Chair: Cllr SM Dowling for the first part of the meeting; Cllr J Garvani following his arrival
Cllrs J Arbuckle, C Calvert, D Collins, SM Dowling, J Garvani, R Hardcastle, R Harris, R Jones, R Shaw,
T Stones

In attendance: J Sou – Clerk

FGP/19.48 – F&GP/19.50 **These minute numbers have been left blank intentionally.**

FGP/19.51 **To accept apologies and the reason for absence**
RESOLVED: To accept the apologies and reasons for absence from Cllr M Leech.
Apologies were also received from Cllr J Garvani who would be late arriving due to
attending another meeting.

FGP/19.52 **Declaration of Disclosable Pecuniary and other Interests**
None declared.

FGP/19.53 **To consider questions and comments from members of the public at the**
Chairman’s discretion
No members of the public present.

FGP/19.54 **Minutes of the previous meeting**
To confirm and accept the minutes of the Finance and General Purposes Committee
held on 5 September 2019.
RESOLVED: To approve the minutes of the Finance and General Purposes
Committee meeting held on 5 September 2019.

NOTE: Cllr J Garvani took the chair from this point in the meeting.

FGP/19.55 **Accounts and List of Payments**
19.55.1. RESOLVED: To approve the accounts and list of payments to 31
October 2019.
Noted: Transfer of £85,000 from Unity Trust to Nationwide Business
Saver account
Noted: Community Infrastructure Levy payment received for September
2019
19.55.2. RESOLVED: To approve the updated list of recurring payments.
19.55.3. No other recurring payments to add to the list.

Signed Dated.....

19.55.4. Noted: credit card from Unity Trust/Lloyds Bank has now been issued in the name of the Clerk. See also minute FGP/19.57.1

FGP/19.56 Community Infrastructure Levy

Members considered and **noted** the report on CIL receipts and expenditure for 2018/19 to be lodged with Leeds City Council (LCC) and published on the Council website, in accordance with statutory requirements.

ACTION: Clerk to lodge report with LCC and publish on website.

FGP/19.57 Internal audit report

Internal audit report dated 18 October 2019 - **noted**, including the following items:

1. Credit card conditions or policy – to be referred to the Policy and Procedures Working Group (PPWG) to produce a draft for approval.
2. Yorkshire Bank current account balance. Recommendation from the internal auditor to consider whether funds held in this non-interest bearing account should be re-invested elsewhere. Members **noted** the balance and it was confirmed that the monies were being held in the current account due to expected expenditure on 3&5 The Green in the near future and would continue to be held in the current account for the present time.

ACTION: Clerk to produce first draft of credit card conditions/policy for PPWG to consider.

FGP/19.58 Internal control check

Internal control check conducted by Cllrs R Hardcastle and G MacFarlane on 7 November 2019 and the items raised during that check – **noted**.

Thanks were given to Cllrs R Hardcastle and G MacFarlane.

ACTION: Office to update the asset register as per the internal control check.

FGP/19.59 Purdah

Advice received from Yorkshire Local Councils Association and LCC on restrictions on publicity by local authorities during the lead up to the General Election on 12 December 2019 – **noted**.

Horsforth Matters will require re-drafting in light of the restrictions - **noted**.

RESOLVED: That Horsforth Matters be re-drafted and publication delayed until after the General Election.

FGP/19.60 Accounts software

Members considered quotes and sample reports for accounts software packages specifically designed for parish and town councils. Members also considered the support currently provided by the Council's bookkeeper.

RESOLVED: To purchase a single user licence from Rialtas, subject to their mileage costs for travelling to the Council to set up the system not exceeding £100.

ACTION: Office to purchase single user licence from Rialtas.

FURTHER ACTION: Office to discuss with the bookkeeper how she may continue to support the Council.

FGP/19.61 Budget and Precept 2020-21

Precept timetable set by Leeds City Council - **noted**.

Signed Dated.....

The tax bases for parish and town councils will not be set until 15 January 2020, the day before the next Finance and General Purposes Committee meeting.

FGP/19.62 3&5 The Green and The Stables

Update

Delay in the process as Leeds City Council was seeking formal approval to dispose of the buildings to the Council at less than market value – the recommendation would be to sell at the previously agreed price of £200,000.

Members considered and made comments on the draft heads of terms produced by Leeds City Council.

Solicitors had been instructed to act for the Council.

The update was **noted**.

ACTION: Clerk to respond to Leeds City Council with the comments on the draft heads of terms.

Public Works Loan Board

Report on increase to the interest rate and the increase to the loan repayments as a result – **noted**.

Surveys

Members considered surveys commissioned by Council on damp and timber and heating. The surveys advised of works and/or replacement equipment that may be required – **noted**.

Asbestos report prepared for Leeds City Council in 2018 – **noted**.

ACTION: To warn contractors of the presence of asbestos in the stairwell when undertaking works.

FGP/19.63 Chair's Chain of Office valuation/cleaning

RESOLVED: To accept the quote of up to £50 for cleaning and valuation of the Chain of Office.

ACTION: Office to arrange valuation and cleaning.

FGP/19.64 Fink Hill Jubilee clock

19.64.1. Update given. One clock face remained showing the incorrect time, despite two service visits in July and September 2019. The office had asked the clock service company for more details on the work/replacement motor that had been carried out previously and why this did not appear to have resolved the problem. Awaiting a response. It was **noted** that clock maintenance/repair seemed to be a specialist area with a limited number of companies able to carry out this work.

ACTION: Office to continue to pursue.

ACTION: Office to enquire as to who maintains other clocks in the area, e.g. Leeds Civic Hall, Dyson's Building, other local parish and town councils.

19.64.2. RESOLVED: That, due to the unresolved fault with the clock, to withhold payment of the deposit for restoration and repainting of the clock for the present.

Signed Dated.....

- FGP/19.65 Paperless office proposal**
 Cllr R Jones reported.
RESOLVED: To recommend to Council that the agenda and agenda papers for Council and Committee meetings will be projected onto a screen at meetings and that printed copies will be provided only to the Chair of the meeting and to those members who have specifically requested a copy.
- FGP/19.66 Street furniture risk assessments**
 Risk assessments carried out on the Council’s street furniture in September 2019. No issues required immediate attention. **Noted.**
- FGP/19.67 Workstation assessments**
Health and Safety at Work Act 1974/Display Screen Equipment Regulations 1992
 Members considered quotes from two organisations to carry out assessments on the two office workstations.
RESOLVED:
That Vergo UK be asked to carry out assessments on the two office workstations. That a replacement mouse be purchased – Cllr J Garvani to recommend a suitable mouse.
ACTION:
Office to arrange assessments with Vergo UK.
Cllr J Garvani to recommend replacement mouse.
- FGP/19.68 Minutes of Sub-Committees and Working Groups**
 Discussion with regard to the minutes and procedures of sub-committees and working groups which are not serviced by officers.
 It was intended to produce a template to assist minute takers at these meetings. In the meantime, members **noted** that the following procedures should be followed at meetings:
- Minutes must record the members in attendance and whether any reasons given for absence were accepted or not;
 - Decisions and actions should be clearly recorded;
 - Orders and purchasing must be placed through the office to comply with Financial Regulations;
 - External contacts should be through the office
- For Events Sub-Committee, it was requested that there should be a central folder of documents available at every meeting.
- FGP/19.69 Review of Terms of Reference, Policies and Procedures**
 The Policy and Procedures Working Group had not yet met.
- FGP/19.70 Website and Social Media**
 The following were **noted**:
- Operation London/Forth/Menai Bridge now booked with website provider
 - Website statistics for August, September and October 2019.
- FGP/19.71 Horsforth Schools Admissions Policy**

Signed Dated.....

RESOLVED: To make no comment on the policy.

FGP/19.72 Matters for Information

Members received and **noted** verbal updates on matters for information.

FGP/19.73 Items for future agenda

Budget and precept – to be the first main item on the agenda

FGP/19.74 Date of the next meeting

16 January 2020.

The meeting closed at 8:55pm.

*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.....