



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 remote meeting of Finance and General Purposes Committee to be held at zoom.us on **Thursday 12 November 2020 at 7:00pm** for the purpose of transacting the business stated in the agenda below.

To join the meeting, please click on the link below:

[Link to meeting 12 November 2020 at 7pm](#)

If wishing to join by telephone or mobile, please dial one of the following numbers and follow the instructions:

- +44 203 901 7895 United Kingdom
- +44 131 460 1196 United Kingdom
- +44 203 051 2874 United Kingdom
- +44 203 481 5237 United Kingdom
- +44 203 481 5240 United Kingdom

Meeting ID: 811 6478 4626

Passcode: 875774

NOTE:

Telephone and mobile calls will be charged at the user's service provider's rates and are payable by the user.

The number that you are calling from will be displayed on entry into the meeting.

Members of the public are welcome to attend the meeting.

J Sou

Clerk

6 November 2020

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. Public Participation

To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda.

The period of public participation shall not exceed 15 minutes unless directed by the Chairman.

A member of the public shall not speak for more than 3 minutes.

A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.

Members of the public 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 12 March 2020. **See agenda pack.**

5. Accounts and Reserves

5.1. To consider recommending that Council approves the latest accounts and list of payments. **Details to follow.**

5.2. To note expenditure using delegated powers. **Details to follow.**

5.3. Reserves

5.3.1. To consider draft reserves policy for recommendation to Council. **See agenda pack.**

5.3.2. To note and review previous recommendations made by this Committee on reserve levels for 2020-21. **Details to follow.**

6. Community Infrastructure Levy Advisory Group

As directed by Council, to consider and make recommendations to Council on the establishment of a Community Infrastructure Levy Advisory Group and terms of reference for the proposed group.

See agenda pack for report and draft terms of reference.

7. Homeworking – reimbursement of expenses

7.1. To consider making payments to officers to reimburse the reasonable additional expenses of working from home. **See agenda pack.**

7.2. To note and approve the following:

7.2.1. whilst the office remains closed, the Assistant Clerk is to have use of the small office printer at home for which Council pays for all toner;

7.2.2. the Clerk is to use her own personal printer at home for work purposes – use of this printer by the Clerk for personal printing is minimal:

7.2.3. to agree to pay for toner for the Clerk to use with her own personal printer for work purposes.

8. Email provider

To consider changing email provider to Office 365 for councillor and officer emails. **See agenda pack.**

9. Website and Social Media

To note the website statistics. **See agenda pack.**

10. New website

To consider the text for the Committee page on the new website. Draft text can be seen in the **agenda pack.**

11. Items for future agenda

Budget 2021-22

12. Date of the next meeting

14 January 2021

*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*