



Horsforth Town Council
Finance and General Purposes Committee Minutes
12 November 2020 at 7pm

Present:

In the Chair: Cllr J Garvani

Cllrs J Arbuckle, C Calvert, D Collins, SM Dowling, R Hardcastle, R Harris, M Leech, D Prater

In attendance: J Sou – Clerk

- FGP/20.1** **To accept apologies and the reason for absence**
RESOLVED: To accept the apologies and reasons for absence from Cllrs R Jacques and R Jones.
- FGP/20.2** **Declaration of Disclosable Pecuniary and other Interests**
None declared.
- FGP/20.3** **To consider questions and comments from members of the public at the Chairman’s discretion**
No members of the public present.
- FGP/20.4** **Minutes of the previous meeting**
RESOLVED: To approve the minutes of the Finance and General Purposes Committee meeting held on 12 March 2020, subject to an amendment to correct the spelling of “Tetracycle” to “Terracycle” at the top of page 3.
- FGP/20.5** **Accounts and List of Payments**
- 19.5.1. **RESOLVED: To recommend that the Council approve the accounts and list of payments to 29 October 2020.**
- 19.5.2. **Noted: Clerk’s verbal report that a new postbox for the office had been purchased using delegated powers – to show up on the next set of accounts**
- 19.5.3. **Reserves**
RESOLVED: To make the following recommendations to Council:
- 1. To approve the draft reserves policy amended to provide that any unspent monies in the revenue budget at the end of the financial year be transferred into General Reserves**
 - 2. That the £8000 in the Elections revenue budget be transferred now into the Elections Designated Fund**
 - 3. That a Defibrillator Designated Fund be established and that the balance of monies in the Defibrillator revenue budget be transferred into this fund**

Signed Dated.....

FGP/20.6 Community Infrastructure Levy Advisory Group
RESOLVED to make the following recommendations to Council:

1. That a Community Infrastructure Levy Advisory Group be established
2. To approve the draft terms of reference for the Advisory Group, amended to substitute “Finance and General Purposes Committee” for “Council” in paragraph 6 of “Aims of the Group” and under the heading “Reporting”.
3. To ask the Community Infrastructure Levy Advisory Group to consider whether CIL receipts may be spent on 3&5 The Green and to consult with Leeds City Council, Society for Local Council Clerks and Yorkshire Local Councils Association as the Group considered appropriate.

FGP/20.7 Homeworking – reimbursement of expenses

19.7.1. RESOLVED to approve reimbursing officers for the reasonable additional expenses of working from home, the amount to be decided by Staffing and Employment Committee.

19.7.2. RESOLVED as follows:

19.7.1.2 To note that the Assistant Clerk is to have use of the small office printer at home whilst the office remains closed;

19.7.2.2 To note that the Clerk is to use her personal printer at home for work purposes;

19.7.3.2 To approve paying for toner for the Clerk to use with her personal printer for work purposes.

FGP/20.8 Email provider
RESOLVED: To defer this item for the present time and to leave on the agenda to monitor any issues in email provision and to review the email provider if necessary.

FGP/20.9 Website and Social Media
NOTED: Website statistics for August-October 2020.

FGP/20.10 New website
RESOLVED: To approve the draft text for the Committee page on the new website.

FGP/20.11 Items for future agenda
Budget 2021-22.
Email issues.

FGP/20.12 Date of the next meeting
14 January 2020.

The meeting closed at 8:50pm.

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.....