



Horsforth Town Council

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Full Council

Wednesday 16 December 2020 at 7:00pm

AGENDA PACK

Contents page overleaf

*Distribution: Cllrs J Arbuckle, B Batchelor, C Calvert, R Capitano, D Collins, SL Dowling, SM Dowling,
J Garvani, C Glover, R Hardcastle, R Harris, B Heaviside, E Hyndes, R Jacques, R Jones,
M Leech, G MacFarlane, P Mallott, D Prater, C Sellers, R Shaw, T Stones*

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Horsforth Town Council

Full Council Minutes
Wednesday 10 September 2020 at 7.00pm

Present: In Chair – Cllr J Garvani

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
Sam Dowling	Reiss Capitano	Simon Dowling	Jude Arbuckle	Chris Calvert
John Garvani	Dawn Collins	Richard Hardcastle	Becca Batchelor	Rob Jacques
Eddie Hyndes	Christine Glover	Gordon MacFarlane	Becky Heaviside	
Raymond Jones	Matt Leech	Peter Mallott	David Prater	
Rosa Shaw		Tracy Stones	Charlotte Sellers	

In attendance: J Sou – Clerk, L Farrell – Assistant Clerk; 1 member of the public

HTC/20.30 **These minute numbers have been left blank intentionally.**

HTC/20.31 **To receive apologies for absence and to consider the reason for the absence**
RESOLVED: That the apologies and reasons for absence from Cllr R Harris be accepted.

HTC/20.32 **Declaration of Disclosable Pecuniary and other Interests**
None declared.

HTC/20.33 **To consider questions and comments from members of the public at the Chairman’s discretion**
A member of the public spoke with a proposal for an alternative Christmas Lights Switch-On to replace the usual event at The Green which had been cancelled due to Covid-19. The community to be invited to switch-on their own Christmas lights at a pre-agreed time, to co-ordinate with the lights switching on at The Green. The following suggestions were made:

- Brand as a town council event
- Countdown on social media platform
- Livestream
- Invite local pubs to cast the livestream
- Co-ordinated sing-alongs
- Promotional leaflets to be printed by the Council and circulated
- Involve schools
- Spot how many Father Christmases around Horsforth competition
- Father Christmas on Zoom

It was agreed that this should be discussed by the Events Sub-Committee and that the member of the public should be invited to that meeting.

ACTION: Office to enquire about booking engineer with Leeds Lights for switch-on at designated time

Signed Dated

- HTC/20.34 Minutes of the previous meeting**
RESOLVED: That the minutes of the meeting held on Wednesday 16 July 2020 are a true record.
- HTC/20.35 Horsforth Policing Update**
- 20.35.1. Members noted the crime statistics provided by West Yorkshire Police for the period from 16 July 2020.**
Members requested West Yorkshire Police to provide further information for future reports, to give an indication on crime trends and for statistics during the Covid-19 lockdown period.
ACTION: Office to request the further information.
- 20.35.2. Road safety around schools – measures taken due to Covid-19 are leading to parents and children spilling onto the streets around schools.**
The issue of St Margaret’s was raised – Ward councillor Cllr Jonathan Taylor is already working with Highways and the school to see if improvements are possible; Cllr Batchelor has also raised this issue.
Brief discussion relating to possible ways to deal with the problems – such as temporary road closures outside schools.
ACTION: Refer to Planning, Licensing and Traffic Committee meeting in October; Office to liaise with Ward Cllr Taylor and Cllr Batchelor.
- HTC/20.36 Finance**
RESOLVED: To approve the accounts and list of payments to 28 August 2020.
- HTC/20.37 To re-adopt the policies, procedures and governance documents listed in the agenda pack for 2020-21**
RESOLVED: To re-adopt the policies, procedures and governance documents listed in the agenda pack for 2020-21
Noted: updated audit plan for 2020 – re-named Internal Audit Plan
- HTC/20.38 Asset Register**
- 20.38.1. Members noted the updated asset register to September 2020**
- 20.38.2. RESOLVED: To approve the write-off and disposal of the items as listed in the schedule in the agenda pack in a security conscious manner**
ACTION: Office to investigate organisations who may accept donations of the items.
- HTC/20.39 Appointment of Internal Auditor 2020-21**
RESOLVED: To appoint Yorkshire Internal Audit Services to carry out the Council’s two internal audits for the financial year 2020-21.
- HTC/20.40 Review of internal audit, internal control check and risk management**
The following appointments were made:
- 20.40.1. Cllrs D Collins and R Hardcastle to carry out the Council’s review of internal audit**
- 20.40.2. Cllrs D Collins and R Jones to carry out the Council’s internal control checks**

Signed Dated

- 20.40.3.** Cllrs R Jones and S M Dowling to undertake the Council’s annual review of risk management.

ACTION: Office to consider how the above can be carried out in a Covid-secure manner and arrange dates.

HTC/20.41 Committee and working/advisory group appointments

- 20.41.1. RESOLVED: To appoint Cllr E Hyndes as Chairman of Events Sub-Committee.**
20.41.2. RESOLVED: To approve the appointment of Cllr Becca Batchelor to the Editorial Working Group
20.41.3. Noted: The appointment of the following members to the 3&5 The Green Advisory Group (“The Green Advisory Group”): Cllrs Jude Arbuckle, Becca Batchelor, Dawn Collins, Richard Hardcastle and Rosa Shaw
20.41.4. There were no other changes.

HTC/20.42 Council, Committee and Working Group meetings and dates

- **Noted: That NAIC and YICA continue to recommend that meetings should not take place physically.**
- **A diary of proposed meeting dates for 2020-21 was provided.**
RESOLVED: To approve the Council and Committee dates for 2020-21.

HTC/20.43 Salary award 2020-21

Noted: Salary award of 2.75% and one day increase to the minimum level of annual leave.

HTC/20.44 3&5 The Green

Members noted an update:

- **Leeds City Council has confirmed it is still happy to dispose of the properties to the Council: Council awaiting revised Heads of Terms**
- **Application to extend period to draw down loan – the application was granted and the deadline for drawing down the loan extended to 4 August 2021. No further extensions of time will be granted.**
- **Request for pre-planning application advice – clarification on the original fee quoted of £180 has been requested; the Green Advisory Group to be requested to assist in completing the form with regards to the proposed uses of the property.**
- **The Green Advisory Group – meeting to be arranged.**
- **3&5 The Green Steering Group – meeting of this group will be arranged when there is positive progress to report**

ACTION:

Office to arrange meeting of the Green Advisory Group

Discussion with Leeds City Council required on the proposed modifications and uses

HTC/20.45 Community Infrastructure Levy (CIL)

Members considered a report on reviewing how CIL monies should be spent, including whether to establish an advisory group to consider appropriate projects for CIL expenditure and to make recommendations to Council

It was agreed that the proposal and terms of reference for the proposed advisory group should be considered by Finance and General Purposes Committee (FGP). FGP to make any recommendations on establishing the proposed group to Council.

Signed Dated

ACTION: Clerk to draw up draft terms of reference for consideration by FGP.

HTC/20.46

Events

20.46.1. Remembrance Sunday event

Council considered a report on taking over the Remembrance Sunday event in light of the Royal British Legion’s stated policy that it would no longer organise parades and that all aspects of such events, including static services, should be civic events organised by the local council.

RESOLVED: That Council would organise the Remembrance Sunday event for this year.

The decision whether to take over future Remembrance events to be reviewed by Council at a later date.

20.46.2. Christmas 2020

Members noted the following:

- Christmas lights and motifs have been ordered from Leeds Lights £12,249+VAT.
- Two quotes had been obtained for two 15ft Christmas trees, including installation and disposal. A third quote had been requested but not received despite a reminder.

RESOLVED: To dispense with the third quote and to accept the quote from Aire Valley Tree Services.

It was confirmed that the member of the public who spoke on an alternative Christmas event should be invited to the Events Sub-Committee.

ACTION:

- **Events Sub-Committee to meet to make arrangements for Remembrance Sunday event and alternative Christmas lights switch-on**
- **Office to clarify whether Leeds Lights will install lights on trees supplied by another supplier**
- **Office to invite representatives from Royal British Legion to the Events Sub-Committee meeting to discuss the arrangements for Remembrance Sunday**
- **Office to invite the member of the public to the Events Sub-Committee meeting to discuss the alternative Christmas lights switch-on**

HTC/20.47

Website upgrade

Members **noted** the progress on the new website.

Editorial Working Group to be given the task of updating the Community Directory.

It was noted that photographs needed changing to show the current councillors.

RESOLVED: To approve the website “going live”.

HTC/20.48

Office re-opening

Office had remained closed due to Covid-19.

Re-opening of the Office partly dependent on Leeds City Council which had closed the building.

Members **noted** that the Horsforth Community Hub in the building had now re-opened but with limited opening hours.

Signed Dated

The Clerk had been in discussions with Leeds City Council regarding the feasibility of re-opening the Council's office in the building. Leeds City Council was carrying out a risk assessment and would revert back to the Clerk.

It was agreed that re-opening of the Council office should be reviewed by the Clerk with the Chair of Staffing Committee and the line manager.

HTC/20.49 Matters for Information

The following verbal reports were made:

Cllr B Heaviside reported on the work of Horsforth Fairtrade. Covid-19 had restricted the number of awareness sessions they could deliver. Fairtrade status was due for renewal this year and a deferral had been requested due to Covid-19 – a response was awaited. Cllr Heaviside was pleased to note a section on Fairtrade on the new Council website.

Cllr J Arbuckle reported on the work of Dementia Friendly. The work of the group has been on hold due to Covid-19, but they had held a stall at the Farmers' Market and had been offered a place at Horsforth Churches Together to meet the public.

Comment was made that publicity for town council surgeries should make it clear that the surgeries are not aligned to any political group.

HTC/20.50 Items for future agenda

HTC/20.51 Date of next meeting

26 November 2020 at 7pm.

Deadline for agenda items – 13 November 2020.

The meeting closed at 8:52pm

Distribution: Cllrs J Arbuckle, B Batchelor, C Calvert, R Capitano, D Collins, SM Dowling, SL Dowling, J Garvani, C Glover, R Hardcastle, R Harris, B Heaviside, E Hyndes, R Jacques R Jones, M Leech, G MacFarlane, P Mallott, D Prater, C Sellers, R Shaw, T Stones

Signed Dated



Horsforth Town Council

**Extraordinary Meeting Full Council Minutes
Wednesday 4 November 2020 at 7.00pm**

Present: In Chair – Cllr J Garvani

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
Sam Dowling	Reiss Capitano	Simon Dowling	Jude Arbuckle	Chris Calvert
John Garvani	Dawn Collins	Richard Hardcastle	Becca Batchelor	Rob Jacques
Eddie Hyndes	Rob Harris	Gordon MacFarlane	Becky Heaviside	
Raymond Jones	Matt Leech	Peter Mallott	David Prater	
Rosa Shaw		Tracy Stones	Charlotte Sellers	

In attendance: J Sou – Clerk; L Farrell – Assistant Clerk; 2 members of the public

HTC/20.52 – HTC/60 These minute numbers have been left blank intentionally.

**HTC/20.61 To receive apologies for absence and to consider the reason for the absence
RESOLVED: That the apologies and reasons for absence from Cllr C Glover be accepted.**

**HTC/20.62 Declaration of Disclosable Pecuniary and other Interests
None declared.**

**HTC/20.63 Public Participation
No questions or comments from members of the public.**

HTC/20.64 To consider a motion to provide free school meals to school children during school holidays

Motion in the name of Cllr J Garvani stated as follows:

“Horsforth Town Council notes and applauds the current campaign led by Marcus Rashford to extend provision of free school meals to cover the school holidays.

This Council also notes:

1. The defeat in the House of Commons of the motion calling for the provision of free school meals over school holidays up until Easter 2021.
2. The level of support from members of the public to the provision of FSM over the holidays as shown by posts on Horsforth Community Group Facebook group.
3. The number of Horsforth businesses that have stepped up to help feed children normally in receipt of free school meals.

This Council resolves:

1. To create an initial fund of £5000 from monies the Council has been unable to spend due to Covid restrictions and from unallocated reserves.
2. This fund to made available to organisations such as
 - Horsforth Food Hub

Signed Dated

- Fareshare Leeds
- Leeds North & West Foodbank

to draw upon to provide additional food parcels where necessary.

3. This fund to also be available to support catering businesses that are offering free meals over school holidays.

4. This fund to be available up and including Easter 2021 school holidays.”

Motion moved by Cllr J Garvani; seconded by Cllr S M Dowling.

Cllr S M Dowling proposed an amendment to the motion to include the following:

“Council is to put in place suitable control measures as to how the money is distributed. The control measures include an application process where validity of people applying for funds can be checked and monitored.”

The amendment was moved by Cllr S M Dowling; seconded by Cllr R Jacques.

Cllr D Collins also gave notice of proposed amendments to the original motion, the wording of which was shown to the meeting. The amendments were not formally moved but were considered by the meeting.

Members debated the original motion, the amendment moved by Cllr S M Dowling and the amendments proposed by Cllr D Collins.

A letter from Reverend Nigel Sinclair sent to all members giving information on current provision during school holidays in Horsforth and possible arrangements for future provision was considered by members.

Cllr S M Dowling withdrew his proposed amendment. Cllr R Jacques, as seconder, and the meeting consented to the withdrawal.

Cllr J Garvani moved an amendment to his original motion to incorporate proposals made by Cllr D Collins as follows:

- To insert the following new paragraphs 4 and 5 after paragraph 3 of “This Council also notes:”
“4. Based on the most recent publicly available information there are 247 children in Horsforth eligible for free school meals of whom 192 actually claim them.
5. Hardship is not confined to parents who qualify for free school meals but is also experienced by parents with reduced income as a result of Coronavirus.”
- To replace paragraphs 2 and 3 of “This Council resolves:” with the following:
“2. This fund to be available for the provision of free school meals during school holidays for families in Horsforth in need of additional support during school holidays.
3. To work with leaders in the community and community groups to enable the targeting of this fund to be fair, effective and safe.”

To insert a new paragraph 5 after paragraph 4 of “this Council resolves:” as follows:
“5. To support community groups in seeking additional funding or this project.”

Cllr S M Dowling, as seconder of the original motion, and the meeting consented to the amendment.

The motion, amended as agreed, was put to the vote.

A recorded vote was requested.

RESOLVED AS FOLLOWS:

Signed Dated

Horsforth Town Council notes and applauds the current campaign led by Marcus Rashford to extend provision of free school meals to cover the school holidays.

This Council also notes:

- 1. The defeat in the House of Commons of the motion calling for the provision of free school meals over school holidays up until Easter 2021.**
- 2. The level of support from members of the public to the provision of free school meals over the holidays as shown by posts on Horsforth Community Group Facebook group.**
- 3. The number of Horsforth businesses that have stepped up to help feed children normally in receipt of free school meals.**
- 4. Based on the most recent publicly available information there are 257 children in Horsforth eligible for Free School Meals of whom 192 actually claim them.**
- 5. Hardship is not confined to parents of children who qualify for free school meals but is also experienced by parents with reduced income as a result of Coronavirus.**

This Council resolves:

- 1. To create an initial fund of up to £5000 from monies the Council has been unable to spend due to Covid restrictions and from unallocated reserves.**
- 2. This fund to be available for the provision of free school meals during school holidays for families in Horsforth in need of additional support during school holidays.**
- 3. To work with leaders in the community and community groups to enable the targeting of this fund to be fair, effective and safe.**
- 4. This fund to be available up to and including Easter 2021 school holidays.**
- 5. To support community groups in seeking additional funding for this project.**

The motion as amended was carried unanimously.

The meeting closed at 8:30pm

Distribution: Cllrs J Arbuckle, B Batchelor, C Calvert, R Capitano, D Collins, SM Dowling, SL Dowling, J Garvani, C Glover, R Hardcastle, R Harris, B Heaviside, E Hyndes, R Jacques R Jones, M Leech, G MacFarlane, P Mallott, D Prater, C Sellers, R Shaw, T Stones

Signed Dated

Agenda Item 6 a - Bank reconciliations

Horsforth Town Council

Bank Reconciliation as at 29.10.20

Prepared by Tracy Sutcliffe (Bookkeeper) on 08.11.20

At next y/end
S / L term

Balance per bank statements as at

Current Account	Yorkshire Bank (per stmt 01.11.19)	83,994.43	Short term
	Unity Trust Bank (per Stmt 29.10.20)	202,156.86	Short term
	Nationwide Building Society (Per phone call to bank (Awaiting statement))	85,255.81	Short term

Term deposit accounts

371,407.10

Add uncredited receipts

0.00
0.00

Less unpresented cheques

0.00
0.00

Net Balances as at 31.03.20

371,407.10

Cash book

Opening balances as at 1 April 2020 **246,659.16**

Add cash book receipts **165,119.10**

Less cash book payments **40,371.16**

Closing cash book balance as at 29 October 2020 **371,407.10**

Difference 0.00

Agenda Item 6b Cashbook

Horsforth Town Council

Cash Book

Year ended 31 March 2021

Period 29.08.20 to 29.10.20

Bank Payments																		
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Creditors 2019	Planning Lic & Traffic	CCCZ / Other	Comm & Environ'mt	Assets of Comm Val	Election	Salaries	Office	Buildings	Staff Training	Designated Funds	SECTION 137 EXPENDITURE
28.08.20	Brought Forward			30,834.49	0.00	1,134.20	2,271.87	0.00	0.00	120.00	0.00	0.00	18,069.40	8,998.27	0.00	240.75	0.00	0.00
16.09.20	Lloyds Credit card	DD		23.39														
	Giffgaff - Telephone	DD				1.00								5.00				
	Bank charges	DD												3.00				
	Zoom Subscription	DD												14.39				
														80.50				
21.09.20	Enlightened IT Services Ltd - Monthly IT	DD	66	96.60		16.10												
22.09.20	Salary Costs	SO	68	1,514.00									1,514.00					
22.09.20	Salary Costs	SO	69	1,049.39									1,049.39					
22.09.20	Salary Costs	On line	68	102.06									102.06					
22.09.20	Salary Costs	On line	69	147.89									147.89					
22.09.20	Salary Costs	On line	70	2,192.71									2,192.71					
22.09.20	Salary Costs	On line	67	738.31									738.31					
22.09.20	YLCA - Planning System Webinar	On line	71	45.00												45.00		Councillor training
22.09.20	YLCA - Risk Assessment Webinar	On line	72	10.00												10.00		Staff training
22.09.20	Tracy Sutcliffe - bookkeeping & payroll	On line	73	225.00										225.00				Bookkeeping & accounts
22.09.20	SICC - Excel training	On line	74	72.00		12.00											60.00	Staff training
22.09.20	SICC - Word & pdf training	On line	75	72.00		12.00											60.00	Staff training
22.09.20	Horsforth In Bloom - QJG August 2020	On line	76	60.00						60.00	Garden maint							
22.09.20	Salary Costs	On line		20.29									20.29					
22.09.20	Salary Costs	On line		29.16									29.16					
25.09.20	Commerce Business - copier charges	DD	77	36.00		6.00								30.00				Copier charges to 19.08.20
25.09.20	Zen Internet Ltd - office broadband	DD	78	35.40		5.90								29.50				Office broadband
30.09.20	Service charges	DD		25.20										25.20				Bank charges
16.10.20	Lloyds Credit card	DD		25.03														
	Giffgaff - Telephone	DD				1.00								5.00				Phone
	Bank charges	DD												3.00				Bank charges
	Zoom Subscription	DD												14.39				Meeting expenses
	Postage	DD												1.64				Postage
														80.50				Monthly IT
22.10.20	Enlightened IT Services Ltd - Monthly IT	DD	79	96.60		16.10												
22.10.20	Salary Costs	SO		1,543.16									1,543.16					
22.10.20	Salary Costs	SO		1,069.68									1,069.68					
23.10.20	Commerce Business - copier charges	DD	80	36.00		6.00								30.00				Copier charges to 19.09.20
26.10.20	Zen Internet Ltd - office broadband	DD	81	35.40		5.90								29.50				Office broadband
26.10.20	SICC - New Clerk event - 11.03.20	On line	82	12.00		2.00											10.00	Staff training
26.10.20	SICC - regional training seminar 2019	On line	83	96.00		16.00											80.00	Staff training
26.10.20	SICC - regional training seminar 2019	On line	84	42.00		7.00											35.00	Staff training
26.10.20	Vision ICT Limited - Hosted email account to Oct 2021	On line	85	21.60		3.60								18.00				Hosted email
29.10.20	BNP Paribas Leasing Limited - copier lease	DD	86	64.80		10.80								54.00				Copier lease
	Carried Forward			40,371.16	0.00	1,255.60	2,271.87	0.00	0.00	180.00	0.00	0.00	26,476.05	9,646.89	0.00	540.75	0.00	
	Check total			40,371.16		40,371.16												
	Total Expenditure 2020-2021 (for budget page)																	36,843.69
	Cash book payments			40,371.16														

Period 29.08.20 to 29.10.20

Bank Receipts																	
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Debtors	Other	Public Safety	Community	Planning	Environment	Salaries	Office	Buildings	Staff Training	Restricted Fund CIL
28.08.20	Balances brought forward			398,319.12	0.00	0.00	21,510.96	376,608.16	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00
19.10.20	Leeds City Council - Community Infrastructure Levy			13,459.14													13,459.14
	Carried Forward			411,778.26	0.00	0.00	21,510.96	376,608.16	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	13,459.14

Agenda Item 6c Accounts and List of Payments to 29.10.2020

Horsforth Town Council
Annual Budget and Expenditure 2020-2021
Updated 29.10.20

	Annual Budget 2020-2021		Income & Expenditure		Budget Remaining	
			As At 29.10.20		As At 29.10.20	
	£	£	£	£	£	£
INCOME						
Precept	125,300		125,300			0
Council Tax Support Grant	4,654		4,649			0
Bank Interest Received	500		0			
3 & 5 The Green						
HLAH No3: Rent & Premises Insurance	0		0			0
The Museum No5: Rent & Premises Insurance	3,000		0			0
HTC The Stables: Rent & Premises Insurance	0		0			0
TOTAL INCOME		133,454		129,949		0
EXPENDITURE						
Community & Environment						
Grants & Sponsorship	3,500		0			3,500
Award Scheme	120		0			120
Civic Service	100		0			100
Horsforth Gala	100		0			100
Remembrance Service	400		0			400
Horsforth Matters	3,200		0			3,200
Events and Projects (Annual Event)	1,500		0			1,500
Christmas Motifs, Trees and Switch On	16,600		0			16,600
Event Insurance	250		0			250
HTC Floral Displays - Installation & Water	5,230		0			5,230
Community Watering - HIB & Fairtrade	3,450		0			3,450
Garden Maintenance	1,050		180			870
		35,500		180		35,320
Planning, Licensing & Traffic		1,000		0		1,000
Cold Calling Control Zone / Other		500		0		500
Climate Change		2,000		0		2,000
Salaries						
Basic Salary Costs	47,301		26,186			
Overtime	6,250		290			
		53,551		26,476		27,075
Office						
Office Equipment & Photocopier Lease	750		342			408
IT Support	1,000		564			437
Stationery & Printing	750		574			176
Postage	200		5			195
Telephone and Broadband	800		435			365
Subscriptions	2,200		2,187			13
Audit, Accounts & Data Protection	1,750		628			1,123
Miscellaneous & Quality Council	150		6			144
Bank Charges	150		72			78
Chairman's Allowance	300		0			300
Meeting Expenses & Refreshments	175		72			103
Room Hire	525		0			525
Legal & Professional Fees	1,000		0			1,000
Website Maintenance	300		240			60
Email	450		396			54
Website Upgrade	2,000		0			2,000
Clock Maintenance	3,000		2,472			528
Defibrillator Maintenance	1,000		219			781
Roll Of Honour	120		0			120
Combined Insurance	1,250		1,238			12
		17,870		9,448		8,422
Staff Training						
Staff Training	1,000		304			696
Councillor Training	2,000		237			1,763
		3,000		541		2,459
Election		8,000		0		8,000
Property Overheads						
3 & 5 The Green						
Loan repayment	14,000		0			14,000
Site H&S & Statutory Inspections	3,600		0			3,600
Site Premises Insurance	3,600		0			3,600
No 3 Cleaning Charges	3,000		0			3,000
No 3 Business Rates	2,400		0			2,400
No 3 Light, Heat, Power & Water	6,000		0			6,000
Site Mngement & Maintenance	1,500		0			1,500
		34,100		0		34,100
Mechanics Institute						
Utilities - back payment		4,500		0		4,500
Horsforth Museum - Gant re No 5 The Green Rent						
		3,000		0		
TOTAL EXPENDITURE		163,021		36,645		126,376
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE		-29,567		93,304		

Item 6 c Accounts and List of Payments to 29.10.2020

Horsforth Town Council Remaining General Funds at 29.10.20

	£	£	£
Bank Balances per reconciliation as at 29.10.2020			
Yorkshire Bank (per stmt 01.11.19)		83,994	
Unity Trust Bank (per Stmt 29.10.20)		202,157	
Nationwide Building Society (Per phone call to bank)		85,256	
			371,407
Unspent General Budgets			
Community & Environment	35,320		
Planning, Licensing & Traffic	1,000		
Cold Calling	500		
Climate Change	2,000		
Salaries	27,075		
Office	8,422		
Staff Training	2,459		
Election	8,000		
Property Overheads	34,100		
Mechanics Institute	4,500		
Horsforth Museum	3,000		
		126,376	
Unspent Designated Fund Balances			
Neighbourhood Plan	4,037		
Election	850		
3&5 The Green	70,000		
3&5 The Green - Pre-acquisition costs	6,794		
Planning, Licensing & Traffic - Contingency	910		
IT Update	486		
		83,077	
Unspent Restricted Fund			
CIL		64,721	
Unspent Funds			274,174
Remaining General Funds			97,233

Agenda Item 9.2 Draft Terms of Agreement for the Community Infrastructure Levy Advisory Group

DRAFT Terms of Reference

Remit

The Community Infrastructure Levy Advisory Group is a joint member and officer advisory group set up to work jointly and collaboratively on examining the town's current infrastructure and infrastructure needs and to consider how community infrastructure levy (CIL) receipts should be spent to support the development of the Council's area, in accordance with Reg59C of the Community Infrastructure Levy Regulations 2010 (as amended) which states:

59C. A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding—
(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
(b) anything else that is concerned with addressing the demands that development places on an area.

Membership

5 members of Council – to include representation from all parties where possible
The group will be supported by an officer

Meetings

To be called as and when required
A minimum of one meeting every six months

Aim of the group

1. To identify the infrastructure and investment needs within the community, including any identified in the Neighbourhood Plan
2. To provide an evidence base for spending decisions on locally identified priorities
3. To engage with members of the community who use/will use the facilities and services being delivered
4. To consult with Leeds City Council on proposals for CIL expenditure and to consider Leeds City Council's spending priorities (if any) for CIL expenditure
5. To explore other sources of funding and opportunities for match funding streams
6. To make recommendations to Finance and General Purposes Committee, supported and advised by officers, on how CIL receipts should be allocated in the Council's area based on the priority of proposed schemes and the benefit to the community

Reporting

The group will report to Finance and General Purposes Committee on CIL priorities and CIL spending.

Terms of Reference approved by Council: