



## **Horsforth Town Council**

Mechanics Institute  
Town Street  
Horsforth  
Leeds  
LS18 5BL

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### **Finance & General Purposes Committee**

**Thursday 14 January 2021**

#### **AGENDA PACK**

**Contents page overleaf**

*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*

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**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.....

**Horsforth Town Council****Bank Reconciliation as at 31.12.20****Prepared by Tracy Sutcliffe (Bookkeeper) on 04.01.21**

At next y/end

S / L term

**Balance per bank statements as at**

<b>Current Account</b>	<b>Yorkshire Bank (per stmt 01.11.19)</b>	<b>83,994.43</b>	<b>Short term</b>
	<b>Unity Trust Bank (per print 31.12.20)</b>	<b>177,969.41</b>	<b>Short term</b>
	<b>Nationwide Building Society (Per phone call to bank (Awaiting statement))</b>	<b>85,255.81</b>	<b>Short term</b>

**Term deposit accounts**

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**347,219.65****Add uncredited receipts**

0.00

**0.00****Less unpresented cheques****0.00****Net Balances as at 31.12.20****347,219.65****Cash book****Opening balances as at 1 April 2020****246,659.16**

Add cash book receipts

**165,119.10**

Less cash book payments

**64,558.61****Closing cash book balance as at 31 December 2020****347,219.65**

Difference

0.00

Horsforth Town Council  
Cash Book  
Year ended 31 March 2021

Period 30.10.20 to 31.12.20

Bank Payments																		
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Creditors 2017	Planning Lic & Traffic	CCCZ / Other	Comm & Environ'mt	Assets of Comm Val	Election	Salaries	Office	Buildings	Staff Training	Designated Funds	SECTION 137 EXPENDITURE
29.10.20	Brought 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	0.00
02.11.20	Amazon - Toner	On Line	87	139.00		23.17								115.83	Toner			
02.11.20	Salary Costs	On Line	88	650.54									650.54					
02.11.20	Horsforth In Bloom - QJG - Oct 2020	On Line	89	60.00						60.00	Garden Maint							
16.11.20	Lloyds Bank - Credit card	DD	90	123.34														
	Giffgaff - Telephone	DD				1.00									5.00	Phone		
	Bank charges	DD													3.00	Bank charges		
	Zoom Subscription	DD													14.39	Meeting expenses		
	The Safe Shop Ltd	DD				16.66									83.29	Post Box - office equip		
23.11.20	Enlightened IT Services Ltd - Monthly IT	DD	91	96.60		16.10									80.50	Monthly IT		
23.11.20	Salary Costs	SO		1,543.16									1,543.16					
23.11.20	Salary Costs	SO		1,069.68									1,069.68					
25.11.20	Commerce Business - copy charges	DD	92	36.00		6.00									30.00	Copy charges to 21.10.20		
25.11.20	Zen Internet Ltd - office broadband	DD	93	35.40		5.90									29.50	Office broadband		
26.11.20	BT Group PLC - Office phone	DD	94	113.24		18.87									94.37	Office phone		
08.12.20	RBL Poppy Appeal - wreaths	On Line	95	42.50						42.50	Remb Serv							
08.12.20	Amazon - Frames - awards scheme	On Line	96	38.97		6.61				32.46	Events Award Scheme							
08.12.20	Amazon - Copier paper	On Line	97	17.99		3.00									14.99	Copier paper		
08.12.20	PKF Littlejohn LLP - Audit Review 2020	On Line	98	480.00		80.00									400.00	Audit		
08.12.20	Horsforth In Bloom	On Line	99	60.00						60.00	Garden Maint							
08.12.20	Salary Costs	On Line	100	650.54									650.54					
08.12.20	Salary Costs	On Line	100	650.54									650.54					
16.12.20	Lloyds Bank - Credit card	DD	101	38.39														
	Giffgaff - Telephone	DD				1.00									5.00	Phone		
	Bank charges	DD													3.00	Bank charges		
	Zoom Subscription	DD													14.39	Meeting expenses		
	Giffgaff - Telephone	DD				2.50									12.50	Phone		
17.12.20	Salary Costs	On Line	102	162.67									162.67					
17.12.20	Leeds City Council - Christmas lights 2020	On Line	103	14,824.80		2,470.80				12,354.00	Christmas Lights 2020							
17.12.20	Horsforth In Bloom	On Line	104	60.00						60.00	Garden Maint							
17.12.20	Larkfield Engraving - engraving - Awards	On Line	105	30.00		5.00				25.00	Awards							
17.12.20	Cardiac Science- Batteries for defibrillators	On Line	106	460.00										460.00	Defib batteries			
22.12.20	Enlightened IT Services Ltd - Monthly IT	DD	107	96.60		16.10									80.50	Monthly IT		
22.12.20	Salary Costs	SO		1,543.16									1,543.16					
22.12.20	Salary Costs	SO		1,069.68									1,069.68					
23.12.20	Commerce Business - copy charges	DD	108	36.00		6.00									30.00	Copy charges to 20.11.20		
29.12.20	Zen Internet Ltd - office broadband	DD	109	35.40		5.90									29.50	Office broadband		
31.12.20	Bank charges	DD	110	23.25														
	<b>Carried Forward</b>			<b>64,558.61</b>	<b>0.00</b>	<b>3,940.21</b>	<b>2,271.87</b>	<b>0.00</b>	<b>0.00</b>	<b>12,813.96</b>	<b>0.00</b>	<b>0.00</b>	<b>33,816.02</b>	<b>11,152.65</b>	<b>0.00</b>	<b>540.75</b>	<b>0.00</b>	
	Check total			64,558.61		64,535.46												
	<b>Total Expenditure 2020-2021 (for budget page)</b>							<b>58,323.38</b>										
	Cash book payments			64,558.61														

Period 30.10.20 to 31.12.20

Bank Receipts																		
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Debtors 2017	Other	Public Safety	Comm & Environ'mt	Planning	Environment	Designated Funds	Office	Buildings	Staff Training	Events	Designated Funds
				£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
29.10.20	Balances brought forward			411,778.26	0.00	0.00	21,510.96	376,608.16	0.00	0.00	0.00	0.00	0	200.00	0.00	0.00	13,459.14	
	<b>Carried Forward</b>			<b>411,778.26</b>	<b>0.00</b>	<b>0.00</b>	<b>21,510.96</b>	<b>376,608.16</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,459.14</b>	
	Check total			411,778.26		411,778.26												
	<b>Total Income 2020-2021 (for budget page)</b>							<b>143,608.14</b>										
	Cash book receipts			165,119.10														
	<b>Cash book balances (agrees to bank rec)</b>		<b>347,219.65</b>	<b>347,219.65</b>	<b>0.00</b>													

= presented

<b>Total Income 2020-2021 (for budget page)</b>	143,608.14
<b>Total Expenditure 2020-2021 (for budget page)</b>	58,323.38
<b>Agreed to Budget</b>	<b>85,284.76</b>

Horsforth Town Council  
Annual Budget and Expenditure 2020-2021  
Updated 31.12.20

<b>**SUBJECT TO COUNCIL APPROVAL</b>							
	Annual Budget 2020-2021		Income & Expenditure		Budget Remaining		
	£	£	£	£	£	£	
<b>INCOME</b>							
Precept	125,300		125,300		0		
Council Tax Support Grant	4,654		4,649		0		
Bank Interest Received	500		0				
<b>3 &amp; 5 The Green</b>							
HIAH 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		
<b>TOTAL INCOME</b>		<b>133,454</b>		<b>129,949</b>		<b>0</b>	
<b>EXPENDITURE</b>							
<b>Community &amp; Environment</b>							
Grants & Sponsorship	3,500		0		3,500		
Award Scheme	120		57		63		
Civic Service	100		0		100		
Horsforth Gala	100		0		100		
Remembrance Service	400		43		358		
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		12,354		4,246		
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		360		690		
		<b>35,500</b>		<b>12,814</b>		<b>22,686</b>	
<b>Planning, Licensing &amp; Traffic</b>							
		<b>1,000</b>		<b>0</b>		<b>1,000</b>	
<b>Cold Calling Control Zone / Other</b>							
		<b>500</b>		<b>0</b>		<b>500</b>	
<b>Climate Change</b>							
		<b>2,000</b>		<b>0</b>		<b>2,000</b>	
<b>Salaries</b>							
Basic Salary Costs	47,301		33,204				
Overtime	6,250		612				
		<b>53,551</b>		<b>33,816</b>		<b>19,735</b>	
<b>Office</b>							
Office Equipment & Photocopier Lease	750		425		325		
IT Support	1,000		725		276		
Stationery & Printing	750		765		-15		
Postage	200		5		195		
Telephone and Broadband	800		611		189		
Subscriptions	2,200		2,187		13		
Audit, Accounts & Data Protection	1,750		1,028		723		
Miscellaneous & Quality Council	150		6		144		
Bank Charges	150		78		72		
Chairman's Allowance	300		0		300		
Meeting Expenses & Refreshments	175		101		74		
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		679		321		
** Transfer Balance of Defibrillator Main to DF	0		321		-321		
Roll Of Honour	120		0		120		
Combined Insurance	1,250		1,238		12		
		<b>17,870</b>		<b>11,275</b>		<b>6,595</b>	
<b>Staff Training</b>							
Staff Training	1,000		304		696		
Councillor Training	2,000		237		1,763		
		<b>3,000</b>		<b>541</b>		<b>2,459</b>	
<b>** Election (Transfer to DF)</b>							
		<b>8,000</b>		<b>8,000</b>		<b>0</b>	
<b>Property Overheads</b>							
<b>3 &amp; 5 The Green</b>							
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		
		<b>34,100</b>		<b>0</b>		<b>34,100</b>	
<b>Mechanics Institute</b>							
Utilities - back payment		<b>4,500</b>		<b>0</b>		<b>4,500</b>	
<b>Horsforth Museum - Gant re No 5 The Green Rent</b>							
		<b>3,000</b>		<b>0</b>		<b>3,000</b>	
<b>TOTAL EXPENDITURE</b>		<b>163,021</b>		<b>66,445</b>		<b>96,576</b>	
<b>SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE</b>		<b>-29,567</b>		<b>63,504</b>			

Horsforth Town Council  
Annual Budget and Expenditure 2020-2021  
Designated Funds

Horsforth Town Council		As At 31.12.20	
		£	£
<b>DESIGNATED FUNDS</b>			
<b>NEIGHBOURHOOD PLAN</b>			
	Balance B/F 01.04.20	4,037	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	<b>Balance C/F 31.12.20</b>		<b>4,037</b>
<b>ELECTION</b>			
	Balance B/F 01.04.20	850	
	Income	0	
	Expenditure	0	
**	Transfer of funds from General Funds	8,000	
**	Transfer of funds from Rev budget	8,000	
	<b>Balance C/F 31.12.20</b>		<b>16,850</b>
<b>3 &amp; 5 THE GREEN</b>			
	Balance B/F 01.04.20	70,000	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	<b>Balance C/F 31.12.20</b>		<b>70,000</b>
<b>3 &amp; 5 THE GREEN - PRE-ACQUISITION COSTS</b>			
	Balance B/F 01.04.20	6,794	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	<b>Balance C/F 31.12.20</b>		<b>6,794</b>
<b>PLANNING, LICENSING &amp; TRAFFIC - CONTINGENCY</b>			
	Balance B/F 01.04.20	910	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	<b>Balance C/F 31.12.20</b>		<b>910</b>
<b>IT UPDATE</b>			
	Balance B/F 01.04.20	486	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	<b>Balance C/F 31.12.20</b>		<b>486</b>
<b>FREE SCHOOL MEALS FUND</b>			
	Balance B/F 01.04.20	0	
	Income	0	
	Expenditure	0	
	Transfer of funds	5,000	
	<b>Balance C/F 31.12.20</b>		<b>5,000</b>
<b>DEFIBRILATOR FUND</b>			
	Balance B/F 01.04.20	0	
	Income	0	
	Expenditure	0	
**	Transfer of funds from Rev budget	321	
	<b>Balance C/F 31.12.20</b>		<b>321</b>
	<b>TOTAL DESIGNATED FUNDS C/F</b>		<b>104,398</b>
<b>RESTRICTED FUND</b>			
<b>COMMUNITY INFRASTRUCTURE LEVY</b>			
	Balance B/F 01.04.20	51,262	
	Income	13,459	
	Expenditure	0	
	Transfer of funds	0	
	<b>Balance C/F 31.12.20</b>		<b>64,721</b>
	<b>TOTAL RESTRICTED FUNDS C/F</b>		<b>64,721</b>



**Horsforth Town Council**  
**Remaining General Funds at 31.12.20**

**SUBJECT TO COUNCIL APPROVAL**

	£	£	£
<b>Bank Balances per reconciliation as at 31.12.20</b>			
Yorkshire Bank (per stmt 01.11.19)		83,994	
Unity Trust Bank (per Stmt 31.12.20)		177,970	
Nationwide Building Society (Per phone call to bank)		85,256	
			<b>347,220</b>
 <b>Unspent General Budgets</b>			
Community & Environment	22,686		
Planning, Licensing & Traffic	1,000		
Cold Calling	500		
Climate Change	2,000		
Salaries	19,735		
Office	6,595		
Staff Training	2,459		
Election	0		
Property Overheads	34,100		
Mechanics Institute	4,500		
Horsforth Museum	3,000		
		<b>96,575</b>	
 <b>Unspent Designated Fund Balances</b>			
Neighbourhood Plan	4,037		
Election	16,850		
3&5 The Green	70,000		
3&5 The Green - Pre-acquisition costs	6,794		
Planning, Licensing & Traffic - Contingency	910		
IT Update	486		
Free School Meals Fund	5,000		
Defibrillator Fund	321		
		<b>104,398</b>	
 <b>Unspent Restricted Fund</b>			
CIL		<b>64,721</b>	
 <b>Unspent Funds</b>			<b>265,694</b>
 <b>Remaining General Funds</b>			<b>81,526</b>

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YORKSHIRE INTERNAL AUDIT SERVICES  
26 STOCKWELL ROAD, KNARESBOROUGH,  
NORTH YORKSHIRE HG5 OJZ

The Responsible Finance Officer,  
Horsforth Town Council,  
Mechanics Institute and Library,  
Town Street,  
Horsforth,  
Leeds.  
LS18 5BC

11<sup>th</sup> January

2021

To the Chairman and Members of Horsforth Town Council,  
Internal Audit of Accounts for the Financial Year ending  
31<sup>st</sup> March 2021, first visit.

I am pleased to inform you that my interim audit of Horsforth Town Council is complete and that there are no significant issues to report.

Cash Book / Bank Account Reconciliation Statement

I checked and agreed the cash book / bank account reconciliation statement as at the 31<sup>st</sup> December 2020 and can confirm the Town Councils` cash balance at that time was £347,220

Annual Governance and Accountability Return 2019/2020

I am pleased to report that the External Auditor has certified the return without comment.

Issues Discussed

It is two years since the Yorkshire Bank provided the Town Council with a written bank statement confirming the balance in hand. Verbal balances have been obtained in the meantime. The current balance is £83,994 and a written bank statement should be obtained for the financial year end of 31<sup>st</sup> [March](#) 2021.

Internal Controls

I confirm I have carried out appropriate tests and checks on the accounts and internal controls selected from YIAS Internal Audit Plan and found them to be in order.

Yours sincerely,

K C Stephenson

PARTNERS :- K C Stephenson      Tel:- [REDACTED]  
                  R F Entwistle        Tel:- [REDACTED]  
                  e-mail – [REDACTED]

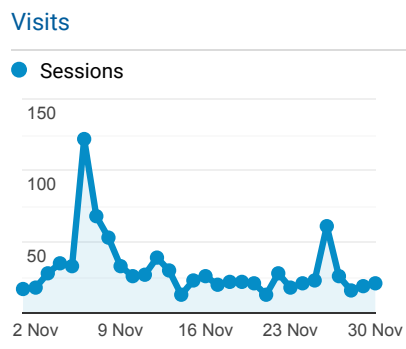
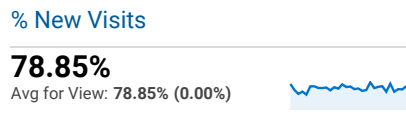
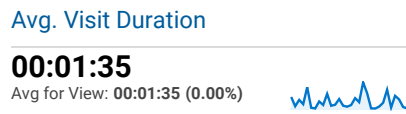
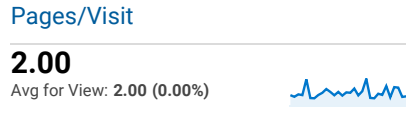
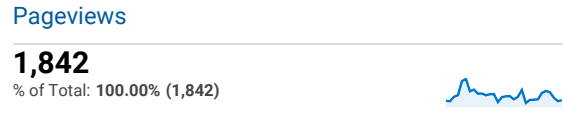
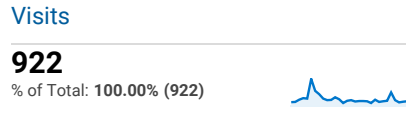
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Email

1 Nov 2020 - 30 Nov 2020

**All Users**  
100.00% Sessions

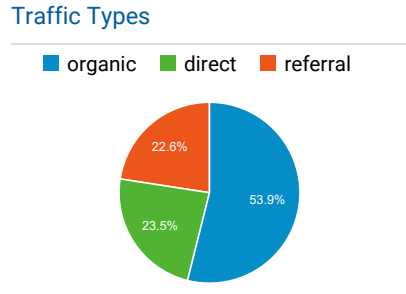


**Keyword**

Keyword	Sessions
(not provided)	492
(not set)	4
Aireborough Rifle and Revolver Club Le eds	1

**Visits and Pages/Visit by Source**

Source	Sessions	Pages/Session
m.facebook.com	151	1.11
l.facebook.com	43	5.67
en.wikipedia.org	5	2.20
facebook.com	3	1.67
admin.visionict.com	2	1.50
lm.facebook.com	2	1.00
uk.search.yahoo.com	1	7.00
yell.com	1	1.00





Email

1 Dec 2020 - 31 Dec 2020

**All Users**  
100.00% Sessions

Visits

**762**  
% of Total: 100.00% (762)




Pageviews

**1,389**  
% of Total: 100.00% (1,389)




Pages/Visit

**1.82**  
Avg for View: 1.82 (0.00%)



Avg. Visit Duration

**00:01:07**  
Avg for View: 00:01:07 (0.00%)




Bounce Rate

**70.21%**  
Avg for View: 70.21% (0.00%)

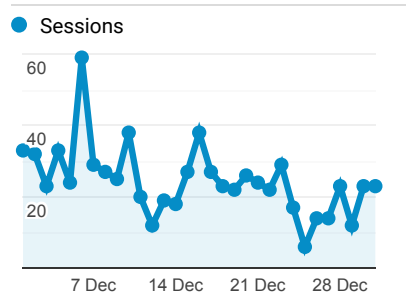


% New Visits

**78.48%**  
Avg for View: 78.48% (0.00%)



Visits



Keyword

Keyword	Sessions
(not provided)	553
(not set)	2

Visits and Pages/Visit by Source

Source	Sessions	Pages/Session
l.facebook.com	8	1.50
m.facebook.com	6	1.33
lm.facebook.com	5	1.20
facebook.com	4	2.00
uk.search.yahoo.com	1	2.00

Traffic Types

■ organic ■ direct ■ referral

