



**Horsforth Town Council**  
**Finance and General Purposes Committee Minutes**  
**14 January 2021 at 7pm**

**Present:**

**In the Chair:** Cllr J Garvani

Cllrs J Arbuckle, C Calvert, D Collins, SM Dowling, R Hardcastle, R Harris, R Jacques, R Jones and M Leech.

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

**FGP/20.13 – F&GP/20.20**      **These minute numbers have been left blank intentionally.**

**FGP/20.21**      **To accept apologies and the reason for absence**  
**RESOLVED: To accept the apologies and reasons for absence from Cllrs D Prater and R Jacques.**

**FGP/20.22**      **Declaration of Disclosable Pecuniary and other Interests**  
None declared.

**FGP/20.23**      **To consider questions and comments from members of the public at the Chairman’s discretion**  
No members of the public present.

**FGP/20.24**      **Minutes of the previous meeting**  
**RESOLVED: To approve the minutes of the Finance and General Purposes Committee meeting held on 12 November 2020.**

**FGP/20.25**      **Budget and Precept 2021/22**  
Budget papers were provided at the meeting, showing the indicative tax base for 2021-22, the expected local council tax support grant and the Council’s current and projected expenditure and reserves levels to the end of the year.  
**RESOLVED as follows:**  
**1. To recommend a budget of £152,652 to Council – attached at Appendix 1.**  
**2. To recommend a precept demand of £124,201 to Council, this being a nil increase for council tax payers.**  
**3. To recommend designated funds (earmarked reserves) for 2021-22 to Council - as shown at Appendix 2.**

**FGP/20.26**      **Accounts and List of Payments**  
**20.26.1. RESOLVED: To recommend that Council approves the accounts and list of payments to 31 December 2020.**

Signed ..... Dated.....

- 20.26.2. To consider reserves.**  
See Minute FGP/20.25.3
- 20.26.3. Proposed payments/purchases**  
**RESOLVED** as follows:  
**That the Royal Mail freepost licence be allowed to lapse**  
**To approve the following payment:**
- Rialtas RBS software refresher training                      £200+VAT
- 20.26.4. Purchases/payments made or to be made using delegated powers**  
**The following were NOTED:**
- Cardiac Science – 2 defibrillator batteries                      £460.00
  - Cardiac Science – defibrillator pads                              £58+VAT
  - Vision ICT – deposit for website upgrade                      £1000+VAT
  - Office equipment for home working                      Within available budget

**FGP/20.27 Internal Audit report**

Internal audit report dated 11 January 2021 – **noted**.  
The report noted that Yorkshire Bank had not provided a written bank statement and advised that a written bank statement should be obtained from Yorkshire Bank for the financial year ending 31 March 2021.  
Members **noted** the unresolved issue with Yorkshire Bank regarding the out of date bank mandate held by Yorkshire Bank which did not reflect the correct signatories.  
**ACTION: Clerk to liaise with Cllrs Arbuckle and Collins to attempt to resolve the issue with Yorkshire Bank and to obtain a statement.**

**FGP/20.28 3 & 5 The Green**

Members **noted** an update:  
The three ward members for Horsforth had been asked by Leeds City Council (LCC) for their comments on the proposed disposal – the comments to be included in a report seeking approval for the transaction for consideration by LCC Head of Land and Property. Pending comments from one of the ward councillors, the report was ready.

Once the transaction was approved, LCC would send the draft lease to Council/the Council’s solicitors for consideration.

**FGP/20.29 Email**

Emails had been working smoothly with no issues to report.

**FGP/20.30 Website and Social Media**

The new website was in hand with some final, detailed work needed on folder and file structures. This was a time consuming process and the Assistant Clerk would be carrying out this work.  
Website statistics for November and December 2020 – **noted**.

**FGP/20.31 Matters for information**

Nothing to report.

Signed ..... Dated.....

**FGP/20.32 Items for future agenda**

Email.

**FGP/20.33 Date of the next meeting**

11 March 2021.

The meeting closed at 8:25pm.

*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.....

**This page is intentionally left blank**

## Horsforth Town Council

## Budget Proposals 2021-22 - recommendations from Finance and General Purposes Committee

**SUBJECT TO COUNCIL APPROVAL**

	2021-22	
	£	£
<b>INCOME</b>		
Precept	124,201	
Council Tax Support Grant	4,882	
<u>Other Grants/Income</u>		
ONWCC - grant for Christmas lights	0	
Fund raising for Christmas Switch-On	0	
Bank interest Received (estimated)	275	
<b>3 &amp; 5 The Green</b>		
HLAH No3: Rent & Premises Insurance	0	
The Museum No5: Rent & Premises Insurance	0	
HTC The Stables: Rent & Premises Insurance	0	
<b>TOTAL INCOME</b>		<b>129,358</b>
<b>EXPENDITURE</b>		
<b>Community &amp; Environment</b>		
Grants & Sponsorship	3,500	
Award Schemes	120	
Civic Service	100	
Horsforth Gala	100	
Remembrance Service	1,000	
Annual Town Meeting	50	
Horsforth Matters	3,200	
Band Concerts	975	
Special Events and Projects (Annual Event)	1,650	
<u>Christmas</u>		
Christmas motifs, lights & trees	14,300	
Switch on Event	2,000	
HTC Floral Displays - Installation & Water	5,273	
Community Watering - HIB & Fairtrade	3,550	
Jubilee Garden - maintenance	1,050	
		<b>36,868</b>
<b>Planning, Licensing &amp; Traffic</b>		<b>1,000</b>
<b>Cold Calling Control Zone / Other</b>		<b>500</b>
<b>Climate Change</b>		<b>2,000</b>
<b>Salaries</b>		
Basic salary costs	48,160	
Overtime	2,450	
		<b>50,610</b>
<b>Office</b>		
Office Equipment & Photocopier Lease	1,000	
IT Support	1,000	
Stationery & Printing	750	
Postage	150	
Telephone and Broadband	900	
Subscriptions	2,254	
Audit, Accounts & Data Protection	1,750	
Miscellaneous & Quality Council	150	
Bank Charges	140	
Chairman's Allowance	300	
Meeting Expenses & Refreshments	175	
Room Hire	525	
Legal & Professional Fees	1,000	
Website Maintenance	250	
Email	410	
Clock Maintenance	400	
Defibrillator Maintenance	1,000	
Roll Of Honour	120	
Combined Insurance	1,300	
		<b>13,574</b>
<b>Training</b>		
Staff Training	1,000	
Councillor Training	2,000	
		<b>3,000</b>
<b>Election</b>		<b>8,000</b>
<b>Property Overheads</b>		
<b>3&amp;5 The Green</b>		
Loan repayment	14,000	
Site H&S & Statutory Inspections	3,600	
Site Premises Insurance	3,600	
No 3 Cleaning Charges	3,000	
No 3 Business Rates	2,400	
No 3 Light, Heat, Power & Water	6,000	
Site Management & Maintenance	1,500	
		<b>34,100</b>
<b>Mechanics Institute</b>		
Utilities - back payment		<b>0</b>
<b>Horsforth Museum - Grant re No5 The Green Rent</b>		<b>3,000</b>
<b>TOTAL EXPENDITURE</b>		<b>152,652</b>
<b>SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE</b>		<b>-23,294</b>

## Horsforth Town Council

## Reserves 2021-22 - Recommendations from Finance and General Purposes Committee

**SUBJECT TO COUNCIL APPROVAL**

		Proposed		
		£	£	£
<b>Designated Funds</b>				
	Neighbourhood Plan	4,037		
	Election	16,850		
	3&5 The Green	104,100		
	3&5 The Green - Pre-acquisition costs	6,794		
	Free School Meals Fund	5,000		
	Mechanics Institute - utilities backpayment	4,500		
			<b>141,281</b>	
<b>Restricted Fund</b>				
	Community Infrastructure Levy		<b>64,721</b>	
<b>Total Designated and Restricted Funds</b>				<b>206,002</b>