



Horsforth Town Council

Full Council Minutes
28 January 2021 at 7.00pm

Present: In Chair – Cllr J Garvani

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

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

HTC/20.95 – HTC/19.100 These minute numbers have been left blank intentionally.

HTC/20.101 To receive apologies for absence and to consider the reasons for the absence
RESOLVED: That the apologies and reasons for absence from the meeting of Cllrs B Batchelor, S L Dowling, S M Dowling, R Harris, R Jacques and M Leech be accepted.
RESOLVED: That the apologies and reasons for absence from the meeting of 16 December 2020 of Cllr G MacFarlane be accepted.

Note:

Cllr B Heaviside joined the meeting after Item 1.

Cllr M Leech attended later in the meeting.

HTC/20.102 **Declarations of Disclosable Pecuniary and other Interests**
The following non-pecuniary interests were declared:
Cllr J Garvani - Item 10, Chair of governors, Broadgate School.
Cllr T Stones – Item 10, school member of staff.

HTC/20.103 **Public Participation**
A member of the public spoke in connection with Item 12 of the Agenda - to object to the planning application ref: 20/04812/FU, land adjacent The Gables, 229 Hall Lane, Horsforth, Leeds LS18 5EG.

Item 12 was brought forward to this point in the meeting. See Minute No. HTC/20.112.

HTC/20.104 **Minutes of the previous meeting**
RESOLVED: That the minutes of the meeting held on 16 December 2020 and the extraordinary meeting held on 6 January 2021 are a true record.

HTC/20.105 **Horsforth Policing Update**

Signed Dated

Members **noted** a report for the period 15 December 2020 to 26 January 2021 from West Yorkshire Police. **Attached at Appendix 1.**

A request was made for the police report to provide comparisons with the same period for the previous year. However, officers had already requested this from West Yorkshire Police and had been declined.

ACTION: Office to post advice on the Council Facebook page to remind the public to lock cars and house doors.

Note: Cllr M Leech joined the meeting at this point.

HTC/20.106 Budget and Precept 2021-22

To set the budget and precept demand for 2021-22.

To set designated funds for 2021-22

Recommendations from Finance and General Purposes Committee (FGP):

- **Budget £152,652**
- **Precept demand £124,201 (nil increase for council tax payers)**

RESOLVED: To accept the recommendations of Finance and General Purposes Committee as follows:

1. **To approve a budget of £152,652 for 2021-22. See Appendix 2 for approved budget.**
2. **To demand a precept of £124,201.**
3. **To set designated funds for 2021-22 as shown at Appendix 3.**

HTC/20.107 The following minutes were submitted and noted:

20.107.1	Planning, Licensing and Traffic Committee	23 July 2020 20 August 2020 17 September 2020 15 October 2020 19 November 2020 17 December 2020 (draft)
20.107.2	Community and Environment Committee	1 October 2020 10 December 2020 (draft)
20.107.3	Finance and General Purposes Committee	12 November 2020 14 January 2021 (draft)
20.107.4	Events Sub-Committee	8 October 2020 29 October 2020 18 November 2020 (draft)
20.107.5	The Green Advisory Group	6 October 2020 (draft)
20.107.6	Website Working Group	4 September 2020 30 October 2020 (draft)

HTC/20.108 Accounts and List of Payments

20.108.1. RESOLVED: To approve the accounts and list of payments to 31 December 2020.

20.108.2. RESOLVED: To approve the drafts reserves policy. Appendix 4.

20.108.3. RESOLVED: To immediately transfer £8000 from General Reserves and £8000 from Elections revenue budget to the Elections Designated Fund – to result in a balance of £16,850 in the Elections Designated Fund.

Signed Dated

- 20.108.4. Noted: That the recommendation from FGP of 12 November 2020 to establish a Defibrillator Designated Fund with the balance of any unspent funds in the Defibrillator revenue budget was superseded by FGP's recommendations for the 2022-22 budget to include £1000 in the revenue budget for defibrillator maintenance.**

HTC/20.109 Remembrance Service Event

Discussion regarding whether, if Council were to take over the event, a parade should be included. Costs and feasibility were raised as issues.

Officers had requested further information and advice from Leeds City Council Highways regarding the need for temporary traffic management orders and the police regarding support for the day but had not received definitive responses. Officers had also been in contact with other local parish and town councils to share information on organising Remembrance Service events.

It was noted that Rawdon Parish Council organised a parade for their Remembrance Service event.

ACTION:

To remit back to Events Sub-Committee to consider issues and to report back to Council with recommendations.

Office to liaise with the Clerk at Rawdon Parish Council for further information on organising the parade and police traffic management.

HTC/20.110 Free Schools Meals During Holidays

It was **noted** that the Chair had not had any response from Nigel Sinclair and the fund was due to expire after the Easter holidays in April 2021.

RESOLVED:

- 1. To extend the fund's availability to 31 October 2021.**

A discussion then took place regarding how the fund could be administered and distributed including who would make decisions. Need for independence from the Council, transparency and fair system and criteria.

FURTHER RESOLVED:

- 2. To write to all schools within Horsforth, including private schools, to advise they can apply for up to £500 from Council for the provision of food vouchers to support vulnerable children resident in Horsforth, who are not in receipt of free school meals.**
- 3. That schools must respond within a fortnight to the communication.**

A recorded vote was requested for Resolutions 2 and 3. The vote was unanimously in favour.

In favour – Cllrs J Arbuckle, C Calvert, R Capitano, D Collins, J Garvani, C Glover, R Hardcastle, B Heaviside, E Hyndes, R Jones, M Leech, G MacFarlane, P Mallott, D Prater, C Sellers, R Shaw and T Stones.

Against – none.

Abstain – none.

Note:

Signed Dated

The following non-pecuniary interests were declared in this matter:

Cllr J Garvani – chairman of governors, Broadgate School

Cllr T Stones – school member of staff

ACTION: Office to write to all schools in Horsforth.

HTC/20.111 Community Infrastructure Levy Group
RESOLVED: To appoint Cllrs B Batchelor, S M Dowling, R Hardcastle, P Mallott and T Stones to the Group.

HTC/20.112 Planning

Note: this matter was referred to Council as the deadline for comments expired before the next Planning, Licensing and Traffic Committee meeting.

To consider a response to a change to the following planning application:

Ref: 20/04812/FU – please click on the reference number to view the application on the Leeds City Council Public Access website.

Address: Land Adj The Gables 229 Hall Lane Horsforth Leeds LS18 5EG

Description: One detached house with detached car port

Members heard objections from a member of the public

RESOLVED: That Council objects to the application on the following grounds:

- **That there is no way that safe access or egress can be given off Hall Lane, close to the junction with the A65 and the existing parking spaces in an area that has daily traffic congestion; and**
- **That the site will not have enough amenity space and will be overdeveloped.**

HTC/20.113 Council surgeries

Noted:

Seven Council surgeries have been advertised and scheduled to date.

One attendance to date – matter not within the remit of the Council.

Four surgeries scheduled as follows (30 minutes each):

25 February 2021 – 7pm

2 March 2021 – 1pm

17 March 2021 – 7pm

25 March 2021- 6:15pm (Council meeting follows at 7pm)

Volunteers were requested.

ACTION: Members to contact the Office to volunteer for surgeries.

HTC/20.114 Matters for Information/updates

- Freedom of information Act (FOIA) requests – four requests received under FOIA within the last 12 months.
- Leeds Bradford Airport – the Council has responded to Group for Action on Leeds Bradford Airport to confirm it agrees to be a signatory to its open letter to Leeds City Council.
- Cllr D Collins reported that it had been confirmed that Yorkshire Bank appeared to have only an out-of-date mandate dating from 2015. Yorkshire Bank would be emailing the

Signed Dated

Clerk with a form to change the bank mandate and had advised that the completed form should be returned to the bank with a letter signed by Cllrs Arbuckle and Collins to confirm the changes required.

HTC/20.115 Items for future agenda

3&5 The Green.

HTC/20.116 Date of next meeting

25 March 2021

The meeting closed at 9:02pm

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

Draft

Signed Dated

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Horsforth Crime Report

15th December 20 - 26th January 21

Burglaries

3/1/21 – Featherbank Walk – Suspect/s attempt to gain entry to a shed, nothing stolen.

9/1/21 – St James Walk – Two suspects attempt to gain entry by opening the door handle to the property. The suspects are the disturbed by the occupants and make off.

10/1 – Greenbanks Drive – Suspects are seen on CCTV to gain entry to an insecure vehicle, nothing stolen. The suspects then to proceed to make their way into an occupant’s rear garden and gain entry to a shed where a bicycle was stolen. The CCTV footage of the suspects has been circulated to other officers for the to be Identified.

Theft from Vehicle

28/12/20 – Cragg Road – Insecure vehicle was park up when suspects enter the vehicle and make a tidy search. Suspect/s the remove items and make off unseen.

30/12/20 - 1/1/21 – Hawksworth Road – Suspect approach vehicle and steal the Catalytic Converter and Exhaust system. No suspects seen.

1/1/21 – Victoria Drive – Suspects have been trying door handles on vehicles in the area. Checking for Insecure vehicles.

Theft of pedal Cycle – 23/1/20 Town Street – Pedal Cycle left unattended and unlocked outside William Hill. When person arrives back to their pedal cycle it had been stolen. Nothing seen.

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Horsforth Town Council
Budget 2021-22
Approved by Council 28 January 2021

	2021-22	
	£	£
INCOME		
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	
3 & 5 The Green		
HLAH No3: Rent & Premises Insurance	0	
The Museum No5: Rent & Premises Insurance	0	
HTC The Stables: Rent & Premises Insurance	0	
TOTAL INCOME		129,358
EXPENDITURE		
Community & Environment		
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	
		36,868
Planning, Licensing & Traffic		1,000
Cold Calling Control Zone / Other		500
Climate Change		2,000
Salaries		
Basic salary costs	48,160	
Overtime	2,450	
		50,610
Office		
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	
		13,574
Training		
Staff Training	1,000	
Councillor Training	2,000	
		3,000
Election		8,000
Property Overheads		
3&5 The Green		
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	
		34,100
Mechanics Institute		
Utilities - back payment		0
Horsforth Museum - Grant re No5 The Green Rent		3,000
TOTAL EXPENDITURE		152,652
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE		-23,294

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Horsforth Town Council
Reserves 2021-22
Approved by Council 28 January 2021

		£	£	£
Designated Funds				
	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 (until 31 October 2021)	5,000		
	Mechanics Institute - utilities backpayment	4,500		
			141,281	
Restricted Funds				
	Community Infrastructure Levy		64,721	
Total Designated and Restricted Funds				206,002

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Horsforth Town Council

Reserves Policy

Introduction

Horsforth Town Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

Reserves can be categorised as general or earmarked.

Earmarked reserves can be held for several reasons, including but not limited to the following:

- Renewals – to enable services to plan and finance an effective programme of equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves (designated funds)

Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements.

Any decision to set up a reserve must be made by the Council.

Expenditure from reserves can only be authorised by the Council.

Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All earmarked reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various earmarked reserves and the purpose for which they are held.

Earmarked reserves are defined by Council as “designated” or “restricted” funds.

“Designated” funds are earmarked reserves established by the Council for specific Council projects and which have been allocated funds by the Council.

“Restricted” funds are earmarked reserves for monies received by the Council which are subject to external controls on how they can be spent, for example, grant conditions or statutory restrictions (e.g. Community Infrastructure Levy).

Reviewing the Council’s Financial Risk Assessment and budget and identifying planned and unplanned expenditure items will indicate an appropriate level of reserves.

General Reserves

The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. However, the current level of General Reserves to be held by the Council is targeted to be a minimum of 33% of annual expenditure.

The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of General Reserves is one of several related decisions in the formulation of the Council’s financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council’s finances the Council must keep a minimum balance sufficient to pay one month’s salaries to staff in General Reserves at all times.

Opportunity cost of holding reserves

In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit in holding reserves in terms of the interest earned on funds which are not utilized. However, there is an “opportunity cost” of holding funds in reserves, in that these funds cannot be spent on anything else. Given the opportunity cost of holding reserves, it is important that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is appropriate.

End of Year Balances

Any unspent funds in revenue budgets at the end of the financial year will be transferred to General Reserves for the beginning of the next financial year.

End of year balances in designated funds will be reviewed by Council when setting the budget for each year. Council will decide on the designated funds to be established for the following financial year and the appropriate amount for each designated fund.

Policy in practice

The Council will hold reserves for the following purposes:

1. A working balance in General Reserves to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;
2. A contingency to cushion the impact of unexpected events or emergencies – held as part of General Reserves;
3. A means of building up funds (earmarked reserves) to meet known or predicted requirements.

Reserves policy approved by Council: 28 January 2021

To be reviewed at the next annual meeting of the Council