



**Horsforth Town Council**  
**Finance and General Purposes Committee**  
**Advisory Group Minutes**  
**15 July 2021 at 7pm**  
**Meeting held via Zoom**

**Present:**

**In the Chair:** Cllr SM Dowling

Cllrs J Arbuckle, D Collins, SM Dowling, K Firth, J Garvani, R Hardcastle, R Harris, R Jones, T Stones

In attendance: J Sou – Clerk

**FGP/21.1 To accept apologies and the reason for absence**

**RECOMMENDATION:** To accept the apologies and reasons for absence from Cllrs B Heaviside and R Shaw.

**Note:** Apologies and reasons were also received and accepted from Cllr R Hardcastle who however attended later in the meeting.

**FGP/21.2 Declaration of Disclosable Pecuniary and other Interests**

None declared.

**FGP/21.3 Public participation**

No members of the public present.

**FGP/21.4 Minutes of the previous meeting**

**NOTED:** The minutes of the Finance and General Purposes Committee meeting held on 11 March 2021 were accurate, subject to checking the list of members in attendance.

**NOTE:** the attendance list on the minutes of 11 March 2021 was subsequently checked by the Clerk and corrected.

**FGP/21.5 Accounts and List of Payments**

**21.5.1. NOTED:** Accounts and list of payments to 9 July 2021.

**21.5.2. NOTED:** Reserves to 9 July 2021.

Reserves now included a restricted fund for the balance of the Public Works Loan Board monies (currently £89,898.50), held for refurbishment of 3&5 The Green.

**21.5.3. NOTED:** List of regular payments for the year.

**ACTION:** Office to consider alternative mobile phone contracts.

**21.5.4. RECOMMENDATION:** To approve the payment of £239.00 to Smiths of Derby for Fink Hill Jubilee clock maintenance.

**FGP/21.6 Bank accounts**

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

**NOTED:** The mandate with Yorkshire Bank had yet to be resolved

The office had investigated alternative accounts but was having difficulty in finding an account that permitted 4 signatories together with separate access authorisations for officers in line with the Council's policies and regulations. The office would continue to investigate options.

**Note:** Cllr R Hardcastle present from this point in the meeting.

**FGP/21.7 To review Committee terms of reference**

Draft revised terms of reference **noted**.

This item to be deferred to the next face-to-face meeting of the Committee.

**FGP/21.8 3&5 The Green**

**21.8.1. NOTED:** Public Works Loan Board monies had been received and £200,000 transferred to the Council's solicitors in readiness for completion. The solicitors were waiting for a completion date from Leeds City Council.

**21.8.2. NOTED:** Public Works Loan Board confirmation of loan and schedule of payments.

**21.8.3.** Discussion on how to manage the refurbishment of 3&5 The Green.  
**NOTED** the importance that all communications relating to the properties should now be directed via the office, to ensure transparency and maintaining proper records.

Many issues needed to be considered and managed – for example, keyholders, insurance, alarm systems, final plans, appointment of architect and structural engineers, lease with the museum.

**ACTION:**

- Begin review of lease with the museum
- Contact architect to advise that Council will be in need of his services
- Find suitable structural engineer to advise on proposed internal restructuring of the buildings – in particular the taking down of internal wall, the installation of the lift and the removal of the bay window.

**FGP/21.9 Community Infrastructure Levy (CIL)**

**21.9.1. NOTED:**

The Council's annual CIL report for 2020-21 showing CIL receipts and expenditure. £78,180.81 CIL receipts held as at the date of the report. No CIL expenditure to date.

Leeds City Council Infrastructure Funding Statement previously circulated to members – showing how other parish and town councils had spent CIL monies.

**21.9.2. NOTED:** revised terms of reference for CIL Advisory Group.

**21.9.3. NOTED:** report from CIL Advisory Group.

Members of CIL Advisory Group had met with an officer from Leeds City Council Parks and Countryside to discuss the bandstand in Hall Park and the surround area, including the garden area, the condition of the paths, bins and benches.

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

Quotes were being obtained or had been obtained for various works to the paths, garden areas, painting of the bandstand and for benches and picnic benches.

Discussions had also been held regarding benches at land near the Old Ball and quotes obtained. There were ongoing discussions with Parks and Countryside and Highways officers regarding who had responsibility for the land at the Old Ball.

It was intended to consult the public on their wishes regarding benches in public areas and possible suitable locations. It was noted that some members of the public may prefer not to have benches in public areas if they encouraged gathering at the benches.

Once quotes had been finalised, CIL Advisory Group would make recommendations to Council.

**FGP/21.10 St James Woodside – defibrillator**

Members **NOTED** the following recommendation from the Community and Environment Committee (CE) Advisory Group:

Further to an application from St James Woodside to the CE Advisory Group for a grant of £500 towards a defibrillator at St James Woodside, the CE Advisory Group approved the grant application but recommended that, in lieu of the grant, Council should fully fund and maintain the proposed defibrillator as an asset of the Council.

**RECOMMENDATION: That Council should fully fund and maintain the proposed defibrillator at St James Woodside as an asset of the Council.**

**ACTION: Contact Council’s usual contacts for supply of defibrillators to begin process**

**FGP/21.11 Council business from 19 July 2021**

**NOTED:** All lockdown measures to be removed from 19 July 2021.

**NOTED:** Notwithstanding the removal of restrictions that had been in place during lockdown, members and staff may not feel comfortable with resuming meetings and work at the office due to the lack of space and ventilation.

**RECOMMENDATIONS:**

Staff to continue working from home for the present time

Investigate holding Committee meetings at St Margaret’s Parish Centre and other venues with more space and better ventilation – noted that this would involve extra cost to the Council

Full Council meeting of 29 July 2021 to be held at St Margaret’s Parish Centre if possible

**FGP/21.12 Email**

No email issues to report.

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

**FGP/21.13 Website and social media**

The Assistant Clerk was finalising work on the new website which should soon be ready for proofing.

**NOTED:** Website statistics for March – June 2021.

**FGP/21.14 Items for future agenda**

Free School Meals Fund – due to expire October 2021

**FGP/21.15 Date of the next meeting**

16 September 2021.

The meeting closed at 8:15pm.

*Cllrs J Arbuckle, D Collins, SM Dowling, K Firth, J Garvani,  
R Hardcastle, R Harris, B Heaviside, R Jones, R Shaw, T Stones*

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