



## Horsforth Town Council

Mechanics Institute  
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### To Members of the Finance and General Purposes Committee:

You are summonsed to attend a meeting of the **Finance and General Purposes Committee** on **Thursday 11 November 2021 at 7pm** to be held at **St Margaret's Parish Centre, Church Lane, Horsforth** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou  
Clerk  
5 November 2021

### Agenda

- 1. To consider apologies and the reason for absence**
- 2. Declaration of Disclosable Pecuniary and other Interests**  
To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 14-19 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 20-21 of the Members Code of Conduct.
- 3. To consider questions and comments from members of the public at the Chairman's discretion.**  
Members of the Public are reminded that this is their opportunity to speak to the Meeting on any topic relevant to the work of the Committee. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.
- 4. Minutes of the previous meeting**  
To confirm and accept the minutes of the Finance and General Purposes Committee held on 16 September 2021. **See agenda pack.**
- 5. Accounts and Reserves**
  - 5.1.** To consider recommending that Council approves the accounts and list of payments to 4 November 2021. **See agenda pack.**
  - 5.2.** To note the reserves. **See agenda pack.**
- 6. Payments and transfers**
  - 6.1.** To note that Staffing and Employment Committee has appointed Local Council Consultancy to carry out a staffing and organisational review and to approve the fee of up to £1225.00+VAT
  - 6.2.** To note that Staffing and Employment Committee has approved the appointment of a locum assistant clerk pending the outcome of the review and a permanent appointment and to approve the fee of £25 to £40 per hour, the locum's hours to be agreed by the Clerk in consultation with the Chairman of Council.
  - 6.3.** Public Works Loan Board  
To note payment of £4905.15 is due to be made on 29 November 2021. **See agenda pack.**
  - 6.4.** To approve allocating an additional £250 to Events Sub-Committee for Christmas Switch-On, the funds to be transferred from other Community and Environment budget heads if possible.

### **See agenda pack for Switch-On budget**

Note: this item has come before this Committee as Community and Environment Committee allocates the Switch-On budget to Events Sub-Committee but does not meet until 2 December 2021, leaving insufficient time for Events Sub-Committee to plan the Christmas Switch-On on 4 December 2021. Funds are available to Community and Environment Committee from its other budget heads to transfer to the Switch-On budget.

### **7. 3&5 The Green and The Stables**

**7.1.** To consider during this agenda item excluding the public from the meeting under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted.

**7.2.** To receive an update and consider any action

### **8. Community Infrastructure Levy (CIL)**

To note the following:

- Next payment due from Leeds City Council as of 30 September 2021:  
£2486.04 - 2020/21: 20/04362/FU 96-98 New Road Side Horsforth Leeds LS18 4QB
- Total CIL receipts to date since March 2018, including the September 2021 payment, will be:  
£80,666.85
- Total CIL expenditure to date: nil

### **9. Budget and Precept 2022-23**

To note precept timetable – **see agenda pack.**

### **10. Internal audit report**

- Internal audit visit scheduled for 5 November 2021 – **report to follow.**
- To note and to consider any actions required arising from the internal audit report.

### **11. Internal checks and reviews**

To note the following and decide any action:

- Review of internal audit
- Internal control checks
- Review of risk management – **see agenda pack**

### **12. Meeting venues**

- To approve payment of meeting room hire for July-December 2021 - St Margaret's Parish Church:  
£843.75
- To consider whether to return to the Mechanics Institute for committee meetings

### **13. Website and Social Media**

To consider the Town Council website and Facebook page and agree any action required.

To note the website statistics. **See agenda pack.**

### **14. Matters for information**

To be reported verbally

### **15. Items for future agenda**

Budget 2022-23

Precept request 2022-23

### **16. Date of the next meeting**

13 January 2021.

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