



## Horsforth Town Council

Mechanics Institute  
Town Street  
Horsforth  
Leeds  
LS18 5BL

**[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – 0113 258 0988**

### **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 9<sup>th</sup> March 2023 at 7pm to be held at the Town Council Office, Mechanics Institute, Town Street, Horsforth for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

B Crabtree  
Town Clerk  
03/03/2023

### **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. To confirm and accept the minutes of the Finance and General Purposes meeting held on 12<sup>th</sup> January 2023. See agenda pack.**
- 5. Financial Matters**
  - 5.1. To consider recommending that the Council approves the accounts and cash book entries to 28<sup>th</sup> February 2023. To follow.
  - 5.2. To review the reserves. To follow.
  - 5.3. To consider and approve the schedule of payments. See Agenda Pack
  - 5.4. To receive an update about the Annual Governance and Accountability Return for the financial year ending 31<sup>st</sup> March 2023.

## **6. Recommendations from Community and Environment Committee**

To consider recommendations arising from the Community and Environment Committee meeting held on 2<sup>nd</sup> March 2023 in connection with:

- 6.1. Grants and sponsorship
- 6.2. Watering the community planters
- 6.3. Annual Event

## **7. Internal checks and reviews**

To note the following and decide any action:

- 7.1. Review of internal audit
- 7.2. Internal control checks
- 7.3. Review of risk management

## **8. Website and Social Media**

- 8.1. To note the website statistics. To follow.
- 8.2. To receive an update and agree any necessary action.

## **9. Exclusion of press and public**

In view of the confidential nature of the business about to be transacted at agenda items 9 and 10 to consider temporarily excluding the press and public and that they be asked to withdraw from the meeting.

## **10. 3&5 The Green**

To receive an update and agree any necessary action

## **11. Recruitment**

To receive an update about staffing and agree any necessary action

## **12. Policies and Documents**

To review and recommend to Council the renewal/adoption of the following Council's policies:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Risk Management Policy
- Records Management Policy
- New Councillor Handbook
- Scheme of Delegation
- Publication Scheme
- General Privacy Notice
- Action Plan
- Data Audit
- Privacy Notice for employees, councillors and volunteers.
- Information and Data Protection Policy
- Security Incident Policy
- Media Policy
- Website Accessibility Statement
- Statement of Intent as to Community Engagement
- Statement of Internal Controls
- Grievance Policy
- Disciplinary Policy
- Dignity at Work Policy

- Equality & Diversity Policy
- Training Statement of Intent
- Pension Policy
- Lone Working Policy

**13. Matters for information**

To be reported verbally

**14. Items for future agenda**

**15. Date of the next meeting**

Next meeting date: 20<sup>th</sup> July 2023

Deadline for agenda items: 10<sup>th</sup> July 2023

*Distribution: Cllrs J Arbuckle, D Collins, SM Dowling, K Firth,  
M Fletcher, J Garvani, R Hardcastle, R Harris, E Hyndes, R Jones, T Stones*