



Horsforth Town Council

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Meeting of the Town Council - Minutes Thursday 26th January 2023 at 7.00pm

Present: In Chair – Cllr Stones

Broadfields

Emmie Bromley
Eddie Hyndes
Raymond Jones

Brownberrie

Reiss Capitano
Dawn Collins

Hall Park

Simon Dowling
Katharine Firth
Richard Hardcastle
Peter Mallott
Tracy Stones

Victoria

Jude Arbuckle
Mark Fletcher
Becky Heaviside
Charlotte Sellers

Woodside

Chris Calvert

In attendance: B Crabtree - Clerk

HTC/22.61 To receive apologies for absence and to consider the reason for the absence

Apologies were received from Cllr SL Dowling, Cllr Harris, Cllr Garvani, Cllr Glover and Cllr Townsley and reasons were approved.

HTC/22.62 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/22.63 To consider questions and comments from members of the public at the Chairman's discretion.

Cllr Stones made Cllrs aware that former Councillor, Ian Scott, had passed away and a minutes silence was held. All Cllr's gave their appreciation for his work in the community.

Julio Tumalan was in attendance and gave an update about Horsforth Town Team and their plans this year to create opportunities in Horsforth. They would like the TC to consider collaborating for a Coronation event and other events in the year including Christmas.

Resolved to consider at the next C&E Committee meeting being held on 2nd March 2023.

HTC/22.64 Minutes of the previous meeting

Resolved to approve the minutes of the meeting held on 24th November 2022 and the Extraordinary Meeting held on 13th October 2022 as a true and accurate record with amendments.

HTC/22.65 To receive and note the minutes of the following meetings.

The following minutes were noted.

Planning, Licensing and Traffic Committee	17 th November 2022, 15 th December 2022
Staffing and Employment Committee	8 th December 2022, 9 th January 2023
Finance and General Purposes Committee	12 th January 2023

HTC/22.66 Police report

PC Russell Carlton attended along with PCSO Julie Richardson and a student officer, observing in her role. They gave an update which included the following:

22.66.1 To note and consider the latest crime statistics for Horsforth

The crime statistics up to 24th January 2023 include: 13 burglaries, 1 hate crime, 1 theft from motor vehicle, 1 vehicle thefts, 1 robbery, and 9 criminal damage.

22.66.2 To consider any other policing matters

Further policing matters were noted:

- The next PACT meeting is being held on 3rd February 2023 and upcoming dates will be published shortly.
- The NPT look at a map of crimes and if there is a trend they will take action.
- It was noted that there has been a significant difference in the number of electric bikes and anti-social behaviour.
- Fly tipping in the area was noted and he will raise it with the Sergeant to see what they can do and liaise with LCC. Cllr Bromley agreed to investigate, and it was noted it can be reported on the LCC website.

HTC/22.67 Financial Matters**22.67.1 To consider and approve the accounts and cash book entries to 31st December 2022.**

Resolved to approve the accounts and cash book entries to 31st December 2022.

22.67.2 To consider and approve the schedule of payments.

Resolved to approve the schedule of payments.

22.67.3 To note the conclusion of the External Audit for the financial year ending 31st March 2022

The External Audit for the financial year ending 31st March 2022 was noted.

22.67.4 To consider and approve the budget proposal for 2023-2024

Resolved to agree the budget proposal of £173,381.00 with amendments. See Appendix 1.

It was agreed to hold a CIL Advisory Group meeting to consider the residents suggestions how to spend it due to concerns that the TC had not followed procedure and to be transparent.

22.67.5 To consider and agree the Precept request for 2023-2024

Resolved to request a precept of £126,035 which means that there will be no increase for the council taxpayer and the total band D charge would remain at £16.96.

HTC/22.68 To consider matters requested by Councillors/the Clerk and agree any necessary action:**22.68.1 To meet a representative from Horsforth Climate Action and receive information about the group**

Three representatives from Horsforth Climate Action were in attendance and gave a presentation about Horsforth Climate Action. The presentation can be found in Appendix 2.

22.68.2 To meet a representative from Leeds City Council ASB West and receive information about the service

The representative was not in attendance and will be invited to the next meeting.

22.68.3 To consider arrangements for the Councillor Handbook and Councillor training

Resolved to update and provide the Councillor Handbook via memory stick for newly elected members in May. All agreed to arrange New Councillor training with YLCA and invite Rawdon Parish Councillors to attend.

22.68.4 To consider and agree to launch the new website.

Resolved to agree to launch the new website.

22.68.5 To consider and agree the meeting dates for 2023-2024 and agree the date of the Annual Town Meeting 2023

Resolved to agree the meeting dates for 2023-2024 with amendments to consider the Clerks holiday in July 2023 and to hold the Annual Town Meeting on 23rd March 2023 at 6.15pm.

22.68.6 To agree to update the roll of honours board at a cost £120.

Resolved to agree to update the roll of honours board at a cost £120.

22.68.7 To receive an update about the benches and bin that were agreed to be purchased and installed at Newlaithes playground.

It was noted that LCC had given permission for the benches and bins to be installed and they have given a quote of £4400 to purchase and install them. It was **resolved** to agree the quote and for LCC to use the preferred supplier and install them.

22.68.8 To receive an update about the application for the Local Council Award

The Clerk reported that she is currently updating the required policies and they will be included on the next Full Council agenda to consider once reviewed by the F&GP Committee. It was **resolved** that the Clerk will prepare the Action Plan with the Chairman and Vice Chairman to be considered at the next F&GP Committee meeting.

HTC/22.69 To receive an update and consider/agree any action for the following committees:

22.69.1 Finance and General Purposes

See item HTC/22.67.

22.69.2 Planning, Licensing and Traffic

No update.

22.69.3 Community and Environment

a) To consider arranging an Action Day and working with Horsforth Litter Pickers

Resolved that the C&E Committee will consider this at the next committee meeting.

b) To consider the floral displays quote and agree any necessary action

It was noted that the Clerk has not received the quote.

22.69.4 Staffing and Employment

a) In view of the confidential nature of the business about to be transacted at item 9.4b to consider temporarily excluding the press and public and that they be asked to withdraw from the meeting

No members of public were present.

b) To receive an update and agree any necessary action

Cllr SM Dowling reported that the S&E Committee had advertised for an Administration Assistant for 16 hours and has appointed with a starting date of 7th February 2023. Additional terms of the contract were discussed and agreed including the requirement to complete ILCA training.

The S&E Committee have agreed to increase the Clerks salary by one increment from the first day that the new Administrative Assistant begins their new job as she will be the line manager and provide training.

HTC/22.70 To receive an update and consider/agree any action for the following working groups:

22.70.1 3 & 5 Development Group

It was noted that a meeting will be convened shortly to arrange the utility contract and tender procedure.

22.70.2 Community Infrastructure Levy Advisory Group

Resolved to defer to the next meeting due to limited time available at the meeting.

22.70.3 Editorial Working Group

Resolved to defer to the next meeting due to limited time available at the meeting.

22.70.4 Neighbourhood Plan Working Group

Resolved to defer to the next meeting due to limited time available at the meeting.

22.70.5 Event Working Groups:

a) Remembrance Service

Resolved to defer to the next meeting due to limited time available at the meeting.

b) Christmas Event

Resolved to defer to the next meeting due to limited time available at the meeting.

c) Annual Event

Resolved to defer to the next meeting due to limited time available at the meeting.

HTC/22.71 Reports from external organisations

To consider reports and any action required in relation to:

22.71.1 Dementia Friendly

Resolved to defer to the next meeting due to limited time available at the meeting.

22.71.2 Horsforth Fairtrade

Resolved to defer to the next meeting due to limited time available at the meeting.

22.71.3 Young People's Champion

Resolved to defer to the next meeting due to limited time available at the meeting.

HTC/22.72 Matters for information

To note the following:

- **Information previously circulated to members, including consultation documents**
Resolved to defer to the next meeting due to limited time available at the meeting.
- **Matters raised by members of the public**
Resolved to defer to the next meeting due to limited time available at the meeting.

HTC/22.73 Council Surgery

Resolved that there will be no Councillor Surgery in March due to the Annual Town Meeting being held.

HTC/22.74 Items for future agenda

None.

HTC/22.75 Date of next meeting

Resolved that the Annual Town Meeting will be held on 23rd March 2023 at 6.15pm and the Full Council meeting will be held at 7pm. The deadline for agenda items is 13th March 2023.

Meeting closed at 9pm.

Distribution: Cllrs J Arbuckle, B Batchelor, E Bromley, C Calvert, R Capitano, D Collins, SL Dowling, SM Dowling, K Firth, M Fletcher, J Garvani, C Glover, R Hardcastle, R Harris, B Heaviside, E Hyndes, R Jacques, R Jones, P Mallott, C Sellers, T Stones, M Townsley

Appendix 1

Agreed Budget for the financial year 2023-2024

	2023-2024
	AGREED BUDGET
EXPENDITURE	
Community and Environment	
Grants & sponsorship	£4,500
Award scheme	£200
Civic Service	£100
Horsforth Gala	£100
Remembrance Service	£1,000
Annual Town Meeting	£50
Horsforth Matters	£1,500
Band concerts	£1,200
Annual Event	£2,500
Christmas motifs, lights and trees	£15,000
Christmas Switch-On event	£5,000
HTC baskets and planters - inc watering	£5,600
Community planters (HIB/Fairtrade) watering x1/week	£4,000
Jubilee Garden - maintenance	£1,000
Jubilee Garden - repairs	
Total	£41,750
Balance of budget to tfr to QPJ DF	
Planning, Licensing and Traffic	£500
Total	£500
Salaries	
Basic salary costs	£61,605
Total	£61,605
Office	
Office Equipment & Photocopier Lease	£1,000
IT Support	£1,175
Stationery & Printing	£900
Postage	£100
Telephone and Broadband	£900
Subscriptions	£2,325
Audit, Accounts & Data Protection	£3,000
Miscellaneous, Quality Council & recruitment	£200

Bank Charges	£145
Chairman's Allowance	£100
Meeting Expenses & Refreshments	£185
Room Hire	£1,300
Legal & Professional Fees	£1,030
Email and Website	£737
Clock Maintenance	£500
Defibrillator Maintenance	£2,000
Combined Insurance	£1,834
Total	£17,431
Training	
Staff Training	£1,500
Councillor Training	£2,000
Transfer to recruitment	
Total	£3,500
Election	
	£12,500
Total	£12,500
Property Overheads	
<u>3&5 The Green (Costs once premises in use)</u>	
Loan repayment	£9,811
Site H&S & Statutory Inspections	£1,000
Site Premises Insurance	£4,000
No 3 Cleaning Charges	£1,000
No 3 Business Rates	£6,784
No 3 Light, Heat, Power & Water	£10,000
Site Management & Maintenance	£500
Transfer to DF Pre - acquisition funds	
Total	£33,095
Horsforth Museum - Grant re No5 The Green Rent	
	£3,000
Total	£3,000
£173,381	

Agreed Designated Funds 2023-2024

		£
DESIGNATED FUNDS		
NEIGHBOURHOOD PLAN		£3,243.00
ELECTION		£3,750.00
3 & 5 THE GREEN - REFURBISHMENT		£118,254.00
3 & 5 THE GREEN - PRE-ACQUISITION COSTS		£2,418.00

MECHANICS INSTITUTE	£4,500.00
TOTAL DESIGNATED FUNDS C/F	£132,165.00
RESTRICTED FUNDS	
COMMUNITY INFRASTRUCTURE LEVY	£75,573.00
3 & 5 THE GREEN - PWLB	£89,899.00
TOTAL RESTRICTED FUNDS C/F	£165,472.00

Appendix 2