



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Finance and General Purposes Committee Minutes Thursday 9th March 2023 at 7pm Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Present: In Chair – Cllr T. Stones (Chair)

J Arbuckle, D Collins, SM Dowling, K Firth, M Fletcher, J Garvani, R Hardcastle, R Harris, E Hyndes, R Jones

In attendance: B. Crabtree – Clerk

FGP/22.44 To consider apologies and the reason for absence

All Cllrs were present.

FGP/22.45 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/22.46 To consider questions and comments from members of the public at the Chairman's discretion.

One member of public was present.

FGP/22.47 To confirm and accept the minutes of the Finance and General Purposes meeting held on 12th January 2023.

Resolved to approve the minutes of the meeting held on 12th January 2023 as a true and accurate record.

FGP/22.48 Financial Matters

22.48.1 To consider recommending that the Council approves the accounts and cash book entries to 28th February 2023

Resolved to recommend that the Council approves the accounts and cash book entries to 28th February 2023.

22.48.2 To review the reserves

The reserves were reviewed, and it was **resolved** that further information about the reserves and how they will be spent will be provided to residents on the website, Annual Report and Annual Town Meeting.

22.48.3 To consider and approve the schedule of payments

Resolved to approve the schedule of payments. See Appendix 1.

22.48.4 To receive an update about the Annual Governance and Accountability Return for the financial year ending 31st March 2023

The Clerk reported that she will be preparing the Annual Governance and Accountability Return at year end and it will be presented to the Full Council at the Annual Meeting of the Town Council being held on 18th May 2023.

FGP/22.49 Recommendations from Community and Environment Committee

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

22.49.1 Grants and sponsorship

The recommendation was considered, and it was **resolved** to increase the budget, vire the funds from the special events and projects 2022-2023 budget and award the following:

- a) To award sponsorship of £500 to Horsforth Churches Together towards the Good Friday Walk of Witness road closure costs.
- b) To award a grant of £500 to Horsforth Churches Together - Perfectly Pitched to provide accessible lunchtime concerts.
- c) To award a grant of £485 to 7th Airedale (St Margaret's) Scouts to improve the infrastructure of the Scout Hut.

22.49.2 Watering the community planters

Resolved not to increase the budget for watering the HIB and Fairtrade flowers. The Clerk will contact LCC and enquire how many planters they will water for £4000 and liaise with Horsforth in Bloom to work out which planters to include in the specification. It was agreed to request that the Fairtrade planters are included.

22.49.3 Annual Event

The proposed plans for the annual event were discussed and it was **resolved** to grant £2400 to Horsforth Town Team towards their plans for the Coronation Event with the condition that publicity states that the event is sponsored by Horsforth Town Council, a copy of insurance is provided, proof of the organisations bank account and constitution. Horsforth Town Team will be required to show what the funds have been spent on.

The Annual Event working group will work in conjunction with the Town Team and £100 will be used towards competitions leading up to the event. The working group are holding a meeting on 15th March 2023 and will invite the Town Team.

FGP/22.50 Internal checks and reviews

To note the following and decide any action:

22.50.1 Review of internal audit

It was noted that Cllr Collins and Cllr SM Dowling have carried out the review but one page was not completed. This will be done as soon as possible.

22.50.2 Internal control checks

It was noted that the internal control check had not been carried out and Cllr Jones and Cllr Fletcher agreed to carry out the check before 31st March 2023.

22.50.3 Review of risk management

It was noted that Cllr Collins and Cllr SM Dowling have carried out the review.

FGP/22.51 Website and Social Media

22.51.1 To note the website statistics.

It was noted that the Clerk had not received the statistics since the new website was launched. The issue has been resolved and the statistics will be provided at the next meeting.

22.51.2 To receive an update and agree any necessary action

The Clerk has updated the finance page to include further information and the Administration Assistant has received website training.

FGP/22.52 Exclusion of press and public

In view of the confidential nature of the business to be transacted at agenda items FGP/22.53 and FGP/22.54, it was **resolved** to temporarily exclude the press and public and that they be asked to withdraw from the meeting. The only member of public that was present was a Cllr and remained in the room.

FGP/22.53 3&5 The Green

Cllr Collins gave an update regarding the tendering process. This was discussed and it was **resolved** that the Clerk will advertise on Contracts Finder as per the Financial Regulations. A working group meeting is being held on 14th March 2023 and it was agreed to hold a meeting on 21st March 2023.

FGP/22.54 Recruitment

It was noted that the Steph White, the new Administration Assistant had started her role and the Clerk is her line manager and is providing training. She will also be attending training sessions run by YLCA. It was noted that there are no vacancies at present.

FGP/22.55 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**

It was **resolved** that all Committee Cllrs will be provided with named policies to review and the policies will be considered at the Full Council meeting being held on 23rd March 2023.

FGP/22.56 Matters for information

It was noted that a resident had contacted Cllr Stones enquiring about the Town Councils budget and reserves. It was agreed that the Clerk will forward the email to the Committee members and a response will be prepared and sent by the Clerk.

FGP/22.57 Items for future agenda

No items were requested.

FGP/22.58 Date of the next meeting

Next meeting date: 20th July 2023

Deadline for agenda items: 10th July 2023

The meeting dates were noted.

The meeting closed at 8.25pm.

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

**Appendix 1
Schedule of Payments**

Payee	Details	Amount	Comments
YLCA	Staff training	£30.00	Clerk authorised with delegated powers
Mayfly Group	Meter Box for 3&5 The Green	£58.33	Clerk authorised with delegated powers
Rialtas	Accounts package License and support	£193.81	Clerk authorised with delegated powers
Hydrofire	3&5 The Green – fire equipment service	£506.80	Clerk authorised with delegated powers
Vision ICT	New Website – final 50%	£1000.00	Approved at F&GP Meeting in 2019 (FGP/19.88)
St Margaret's Church	Room Hire	£59.75	Clerk authorised with delegated powers
Leeds City Council	Chairs and barriers for Remembrance Service	£160.00	Clerk authorised with delegated powers
Leeds City Council	Watering floral displays	£3511.20	Approved at the C&E Meeting held on 3 rd March 2022 (CE/21.83)
Leeds City Council	Watering HIB planters	£3655.65	Approved at the C&E Meeting held on 3 rd March 2022 (CE/21.83)
Leeds City Council	Chairs and barriers for Christmas event	£160.000	Clerk authorised with delegated powers
HP	Laptop x 2	£1178.00	Clerk authorised with delegated powers - Outstanding
Amazon	Stationary	£20.72	Clerk authorised with delegated powers - Outstanding
Staff Salaries	Salaries	£2739.90	Clerk authorised with delegated powers and signed contract

West Yorkshire Pension Fund	Pension contributions	£825.38	Clerk authorised with delegated powers and signed contract
Beatson Signs	Roll of Honour	£120.00	Approved at Full Council meeting held on 26 th January 2023 (HTC/22.68.6) - Outstanding
Crooks Architecture LTD	3&5 The Green – Interim invoice	£11439.16	Outstanding
Leeds City Council	Festive lights	£13093.00	Approved at the F&GP Meeting held on 16 th June 2022 – Outstanding
Leeds City Council	Festive lights installation and 2 x stars	£300.00	Approved at the F&GP Meeting held on 16 th June 2022 - Outstanding
Leeds City Council	3&5 The Green – Business rates	£6784.00 (£682 per month)	Outstanding
SLCC	Clerk Membership	£296.00	Outstanding
SLCC	Admin Assistant Membership	TBC	Outstanding
Vision ICT	Annual website and email hosting	£672.00	Outstanding
Rialtas	Install software on desktop	£25.00	Outstanding
Horsforth in Bloom	Garden maintenance	£120.00	Outstanding
SLCC	Clerk training – 2 courses	£45.00	Outstanding
Leeds City Council	Vacancy advert	£70.00	Outstanding
YLCA	Health and Safety Training	£100.00	Outstanding