



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

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

Full Council Meeting

Thursday 26th January 2023

AGENDA PACK

*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*



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Meeting of the Town Council - Minutes Thursday 24th November 2022 at 7.00pm

Present: In Chair – Cllr Stones

Broadfields

Emmie Bromley
John Garvani
Eddie Hyndes
Raymond Jones

Brownberrie

Dawn Collins
Christine Glover
Margaret Townsley

Hall Park

Simon Dowling
Katharine Firth
Richard Hardcastle
Peter Mallott
Tracy Stones

Victoria

Jude Arbuckle
Mark Fletcher

Woodside

Chris Calvert

In attendance: B Crabtree - Clerk

HTC/22.46 To receive apologies for absence and to consider the reason for the absence

Apologies were received from Cllr SL Dowling, Cllr Harris, Cllr Jacques, Cllr Capitano and reasons were approved.

HTC/22.47 Declaration of Disclosable Pecuniary and other Interests

Cllr Collins declared an interest in item HTC/22.53.6.

HTC/22.48 To consider questions and comments from members of the public at the Chairman's discretion

Two members of public were present regarding the North Ives Farm which after 31 years as a livery yard, have been refused their application for it to remain as a livery yard and instead LCC plan to lease the farm to someone who will use it for cattle and sheep. They raised their concerns about the proposed plans and asked for the TC's support. It was agreed to invite them and LCC to the next F&GP meeting for the committee to consider.

HTC/22.49 Minutes of the previous meeting

Resolved to approve the minutes of the meeting held on 29th September 2022 as a true and accurate record with one amendment.

HTC/22.50 To receive and note the minutes of the following meetings:

The following minutes were noted, and queries were raised, see item HTC/22.54.

Planning, Licensing and Traffic Committee	20 th October 2022
Staffing and Employment Committee	27 th September 2022 and 31 st October 2022
Finance and General Purposes Committee	10 th November 2022
Community and Environment Committee	3 rd November 2022

HTC/22.51 Police report

Police Sergeant Sarah Jenness attended along with PCSO Andrews and gave an update which included the following:

22.51.1 To note and consider the latest crime statistics for Horsforth.

The crime statistics since 29th September 2022 include: 1 robbery, 5 vehicle thefts, 24 thefts from vehicles including 15 that were left insecure, 10 burglaries and 4 business burglaries.

22.51.2 To consider any other policing matters.

Further policing matters were noted:

- A multiagency meeting has been arranged on 13th December 2022 to try and combat the antisocial behaviour occurring at the new playground on Drury Road. Patrols are currently being carried out in the area.
- Extra funding has been provided to increase staffing the off-road bike team to help deal with the electric scooters/motorbikes issue in the area. It was noted that the Police need to be made aware about the location of the motorbikes so that they can obtain search warrants. It was noted that the presence of the motorbikes has decreased in the area due to police patrols. This was discussed.
- The antisocial behaviour at Morrisons was noted and the Police are aware and are working with the youth services and carrying out home visits.
- It was confirmed that posting images/videos of crimes on Facebook will impact an investigation and should be sent to 101 instead.
- As from the week commencing 28th November 2022, children in Year 7 and 8 can attend the Youth Club on a Tuesday and Year 9 and above on a Friday.

HTC/22.52 Financial Matters

22.52.1 To consider and approve the accounts and cash book entries to 31st October 2022.

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

22.52.2 To consider and approve the schedule of payments.

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

22.52.3 To note the Interim Internal Audit Report and agree any necessary action.

The Interim Internal Audit Report was noted, and the Clerk confirmed that she will investigate the current bank accounts and the Financial Services Compensation Scheme.

HTC/22.53 To consider matters requested by Councillors/the Clerk and agree any necessary action:

22.53.1 To consider and agree to provide First Aid training for Councillors

Resolved to defer until after the elections in 2023.

22.53.2 To note the resignation of Cllr Batchelor and receive an update about the Victoria Ward vacancy

The resignation of Cllr Batchelor was noted, and all expressed their thanks for the work she has done with the TC.

It was noted that we are within the 6-month period before the scheduled elections in May 2023 and an election shall not be held to fill the vacancy until the next ordinary election. The Clerk made Cllrs aware that they may decide to co-opt a Cllr to fill the vacancy and it was **resolved** not to co-opt a Cllr.

22.53.3 To note half yearly attendance figures.

The attendance register was noted with one amendment.

22.53.4 To consider and agree to register for the Local Council Award.

Resolved to register and apply for the Local Council Award at a cost of up to £200.

22.53.5 To consider and agree to adopt the Councillor-Officer Protocol

Resolved to adopt the Councillor-Officer Protocol.

22.53.6 To consider replacing the plants at the Jubilee Garden at a cost of £350

Resolved to agree to replace the plants at the Jubilee Garden at a cost of £350.

Resolved to extend the meeting to 9.15pm.

HTC/22.54 To receive an update and consider/agree any action for the following committees:

22.54.1 Finance and General Purposes

It was noted that Cllr Garvani is investigating the costs of installing fencing and a bin at the new playground near Drury Avenue.

22.54.2 Planning, Licensing and Traffic

Cllr Hardcastle reported that LCC had stated that Calverley Lane and Low Hall Road are not suitable to be included in the proposed 20mph speed limit order.

22.54.3 Community and Environment

It was noted that the committee resolved not to extend the road closure this year due to the Horsforth Town Team not being a registered group with no bank account and the Committee felt that the information provided was not sufficient. There were concerns about how much the TC would be required to do to ensure the event was safe in the short timeframe. The committee did say they would be willing to consider the proposal again in 2023 when they have more time to plan.

22.54.4 Staffing and Employment

It was noted that the Clerk has commenced her full-time role and the back pay for the Clerk and previous Clerk has now been arranged after the notification of the NJC Salary Award for 2022-2023.

HTC/22.55 To receive an update and consider/agree any action for the following working groups:

22.55.1 3 & 5 Development Group

Cllr Collins reported that contractors are currently working on the fire alarm.

22.55.2 Community Infrastructure Levy Advisory Group

Cllr Hardcastle reported that the group had not met due to the meeting not being quorate.

22.55.3 Editorial Working Group

Cllr Stones reported that the latest Horsforth Matters has been published and will be delivered to residential properties by 25th November 2022.

22.55.4 Neighbourhood Plan Working Group

It was noted that a meeting has not been convened but the Neighbourhood Plan will be reviewed.

22.55.5 Event Working Groups:

a) Remembrance Service

Cllr Stones reported that the Remembrance Service went well this year and there was a new route for the parade. It was noted that there had been some complaints about the new route not going the full length of Stanhope Drive and about the Cllrs being mentioned as VIPS. This was discussed.

b) Christmas Event

See item HTC/22.54.3.

c) Annual Event

Resolved to defer to the next Community and Environment Meeting.

HTC/22.56 Reports from external organisations

To consider reports and any action required in relation to:

22.56.1 Dementia Friendly

The report provided by Cllr Calvert prior to the meeting was noted. See Appendix 2.

22.56.2 Horsforth Fairtrade

It was noted that a report provided by Cllr Heaviside will be sent to all Cllrs by email.

22.56.3 Young People's Champion Horsforth School

a) To welcome the Chairs of the newly formed Parliament and to answer any questions

The head students of the Sixth Form at Horsforth School attended the meeting and introduced themselves. They would like to bridge the gap between the students, teachers and community. They have recently established their own council and would like to build a relationship with the Town

Council. It was noted that a sixth form library has opened, and they would like to find a way of obtaining funding to improve the library resources. This was discussed and the Clerk will send them information about the available grants.

22.56.4 Horsforth Community Assets Project (ABCD).

Claire Evans, Horsforth Asset Based Community Development Officer and Verity O'Hara the Asset Based Community Development Officer gave the following information about Asset Based Community Development in Leeds.

- The programme has been funded for the last 9 years and there are currently 13 sites throughout Leeds including Horsforth.
- The aim is to find and recognise assets and gifts that people have in the area that can be used to benefit the community.
- Claire Evans is the Community Builder for Horsforth. Community Builders work with the community to develop, asset map the community, work and support the individuals.
- It was noted that Horsforth is included due to the original pilot and exploring potential areas with learning difficulties. At the time, HFT (Home Farm Trust) was included as one of the organisations to work with and HFT was supported in Horsforth. Going forward, they are prioritising areas with high levels of poverty.
- One of the main aims is to reduce social isolation in the community.
- There is a 'Small Sparks' fund available that can be used to kick start ideas in the community.
- A leaflet was provided which gives further information about ABCD, see Appendix 3.

HTC/22.57 Matters for information

To note the following:

- **Information previously circulated to members, including consultation documents**

No information received.

- **Matters raised by members of the public**

No matters were raised.

HTC/22.58 Council Surgery

Cllr Jones and Cllr SM Dowling agreed to attend the next Council surgery.

HTC/22.59 Items for future agenda

HTC/22.60 Date of next meeting

Resolved that the next Full Council meeting is to be held on 26th January 2022 and the deadline for agenda items is 16th January 2022. It was noted that the meeting venue is to be confirmed.

The meeting closed at 9.15pm.

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
Schedule of Payments

Payee	Details	Amount	Comments
3D Productions	Remembrance Service - Equipment	£396.60	Clerk authorised with delegated powers
Yorkshire Internal Audit Services	Interim Internal audit	£340.00	Approved at the Annual Meeting of the Council held on 7.7.2022
Horsforth Sports Club	Grant – Pitch Improvements	£3400.00	Approved at F&GP Meeting held on 10.11.2022
J. Sou	Salary (Backpay)	£639.22	Approved at Full Council meeting held on 24 th November 2022

Appendix 2

Report to Horsforth Town Council by Dementia Champion Chris Calvert
Full Council meeting dated 24th November 2022

Since my last report to the full council, there have been some changes in Dementia Friendly Horsforth. We held our AGM on 10th October and Janice Pritlove announced beforehand she would be standing down as Chair of the group. The group then, unanimously, elected me as the new Chair of the steering group. It is an honour to have been chosen to chair Dementia Friendly Horsforth moving forward. I would like to pay tribute to Janice Pritlove and her fantastic work as the previous chair. She will remain a part of the steering group. Working collaboratively with me.

On 14th November the group also held our Management Committee, we deal more with the organisational aspects of Dementia Friendly Horsforth, this is a smaller group than that of the main steering group and includes the chair, treasurer, information lead, secretary and 2 to 3 other steering group members.

On next steering group meeting is Monday 5th December and we may be joined (via Zoom) by a member of the Leeds Alzheimer's Society.

There is currently a regular Dementia Café running every Wednesday afternoon at 1.30pm to 3.00pm at Calverlands Day Centre off Church Road.

Horsforth Town Council Dementia Champion
Councillor Chris Calvert
November 2022

Appendix 3

Leaflet provided by ABCD



What is Asset Based Community Development?

Asset Based Community Development (ABCD) and asset-based approaches begin by finding out what the people living in a community care enough about to work on together to change, develop and/or sustain. Key to the approach is finding and recognising the assets of an area and the gifts that people have; these can be anything that can be used to benefit the local community. Local assets could be a patch of unused land, a neighbour who knows the local baby groups, a local business who is happy to share their office space, a fast-food restaurant where young adults meet or a retired teacher looking to meet new people. They will be different in every area, but whatever they are these community assets are the key building blocks of sustainable community building efforts. **The assumption is that, given the tools and the opportunity, small groups of local residents can change the things that they believe need changing in their community better than anyone else.**

ABCD and asset-based approaches are about building sustainable communities, building connections between people that live in the area so that people can act on things that are important to them. The things people choose to act on are often very different to what statutory/public sector agencies would prioritise.

For a service driven organisation such as a Local Authority, ABCD includes a desire to move from 'doing to' people, or 'for people' or even 'with people', to done by the people.

Deficit / medical model	Charity / Social model
TO	FOR
Co-production	ABCD
WITH	BY

Four Ways of Serving People
(Source: Nurture Development)

The story so far

The ABCD programme in Leeds has developed steadily over the last few years, from three test and learn Pathfinder sites in 2013 to currently having thirteen with five of these starting in January 2022. Pathfinders are hosted by third sector organisation who employ a Community Builder to develop, and asset map their community, support Community Connectors, and manage a 'Small Sparks' fund to kick start ideas from the community in the community. In addition to this, the 'Hey Neighbour' programme trialled a way to encourage neighbourliness through a city-wide small sparks scheme. This proved so successful that 3-year funding has now been secured.

We have a strong Third Sector in Leeds and many of our partners are working with us to develop ABCD and asset-based approaches and create opportunities for people to come together to share ideas and showcase work. Leeds City Council has a vibrant steering group with teams across the Council represented offering an opportunity to share learning and collaborate.

Although the geographical footprint of the ABCD programme is still relatively small, the impact of ABCD has been far reaching. An evaluation by Leeds Beckett [University Asset Based Community Development: Evaluation of Leeds ABCD - Leeds Beckett Repository](#) and the stories and case studies coming from the Pathfinders demonstrate the impact on people and neighbourhoods and the value of this way of working.



So, what next?

The pandemic impacted everyone, but with a responsive Third Sector working in partnership with the Council to set up community volunteer hubs and an amazing response to a call for volunteering with over 8000 people signing up, the experience highlighted the fantastic community spirit in Leeds.

The recently published [Best City Ambition](https://leeds.gov.uk) (leeds.gov.uk) puts a strong emphasis on working with Communities in a different way. ABCD and asset-based thinking run throughout the ambition.

Our Team Leeds approach

Investing in prevention and using asset-based approaches to build community capacity, focusing on what people can do, not what they can't.

Living well – Thriving communities

Ensure the sustainability and self-reliance of communities through asset and strength-based approaches and meaningful community engagement, that builds community capacity and resilience, promotes good friendships, and inspires people to find their own solutions and change the things they believe need changing in their community

Achieving our ambition: Strategies, partners, and evidence

Draw on the evaluation of ABCD and working in communities' reviews to work with people, the third sector, community committees, local care partnerships, and other key stakeholders to ensure the ambition is meaningful at a local level and rooted in Leeds communities, guiding prioritisation and investment

We know that taking an asset-based approach in working with communities will prevent and delay people needing formal services and mean they live more independent and healthier lives for longer and it will shift the emphasis on communities identifying the solutions and doing things by themselves.

We will work at strategic, operational, local levels to really embed ABCD and asset-based approaches as an ethos and a way of working that the whole city adopts and have set out our direction for delivery in the plan on a page below.

Asset Based Community Development (ABCD) in Leeds					
Why?	Our ambition To expand Asset Based Community Development across Leeds, shifting power to people and supporting communities to thrive.				
What?	Our priorities				
	Raise the profile: This will include championing the approach, utilising the ABCD website and social media presence, celebrating success and showcasing our work nationally and internationally.	Build on the ‘pathfinder’ model: This will include expanding the number of ABCD ‘pathfinders’, working with partners to develop new ways of working and identifying opportunities for external funding and innovative investment.	Focus on social capital, community building and neighbourliness: This will include developing city-wide opportunities to work with public sector colleagues, support voluntary, people led action within communities.	Asset-based approaches underpin and transform ways of operating in Leeds: This will include, establishing a clear narrative for asset-based working, developing community champions, shaping strategies, implementing a new citywide training and development offer, and strengthening ABCD networks and events.	
How?	Our key principles				
	People driven <ul style="list-style-type: none">• People are the instigators of change not passive recipients	Relationship oriented <ul style="list-style-type: none">• Relationships and friendships drive the approach not systems and processes	Asset-based <ul style="list-style-type: none">• We focus on people’s gifts and talents - what’s strong, not what’s wrong	Placed-based <ul style="list-style-type: none">• The person defines their neighbourhood or Community of Interest which will have the biggest impact for change	Inclusion focused <ul style="list-style-type: none">• Everyone has gifts and all will be welcomed to contribute
How?	Our values				
	Being open, honest, and trusted <ul style="list-style-type: none">• People and communities generate change and are at the heart of every decision• We will provide clear messaging on any developments and opportunities for ABCD	Treating People fairly <ul style="list-style-type: none">• We recognise that every person has a voice and will seek to hear those voices to make change	Spending money wisely <ul style="list-style-type: none">• We will use resources in the most practical and efficient way	Working as a team for Leeds <ul style="list-style-type: none">• We will work together with organisations, groups, and people on developing the asset-based way in Leeds	Working with communities <ul style="list-style-type: none">• We recognise that people and communities are the best placed to understand what works best for them and will be guided by them.• We will pursue what we can do with and by communities rather than to and for.
Who?	Our Team Leeds approach				
	This way of working is led by people. We will work with people and our partners including the Third Sector as a team to develop ABCD and asset-based working in Leeds.				
Where?	We will work across the city but prioritise areas with higher levels of poverty and inequality. We will work in partnership to complement existing community building activity. We will aim to work within neighbourhoods and communities including the Local Care Partnership footprint.				
So?	Outcomes				
	People have good friends.	Communities identify and work to bring about the changes they want to see.	People and communities are better connected and more resilient.	People live happier, more independent lives for longer	



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Extraordinary Meeting of the Town Council - Minutes Thursday 13th October 2022 at 7pm

Present: In Chair – Cllr Stones

Broadfields

Emmie Bromley
John Garvani
Eddie Hyndes
Raymond Jones

Brownberrie

Reiss Capitano
Dawn Collins
Christine Glover
Margaret Townsley

Hall Park

Richard Hardcastle
Peter Mallott
Tracy Stones

Victoria

Jude Arbuckle
Mark Fletcher
Becky Heaviside
Charlotte Sellers

Woodside

Chris Calvert

HTC/22.42 To receive apologies for absence and to consider the reason for the absence

Apologies were received from Cllr Jacques, Cllrs SL Dowling, Cllr SM Dowling, Cllr Firth, Cllr Harris and Cllr Batchelor and reasons were approved.

HTC/22.43 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/22.44 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

HTC/22.45 3 & 5 The Green

22.45.1 To view the internal drawings and plans of the ground and first floor

Cllrs viewed the internal drawings and plans.

22.45.2 To discuss and ask T. Crooks, the Architect any questions

Cllr discussed the plans and asked the architect questions.

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



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Planning, Licensing & Traffic Committee Minutes Thursday 17th November 2022 at 7pm Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Present: In Chair – Cllr R. Hardcastle (Chair)

J Arbuckle, C Calvert, M Fletcher, C Glover, E Hydnes, M. Townsley, T Stones

In attendance: B. Crabtree – Clerk

PLT/22.57 To receive apologies for absence and to consider the reason for the absence

Apologies were received from Cllr Jones and reasons were approved.

PLT/22.58 Declaration of Disclosable Pecuniary and other Interests

Cllr Hardcastle declared an interest in item PLT/22.62.2, application 22/07227/FU/NW.

PLT/22.59 To consider questions and comments from members of the public at the Chairman's discretion

One member of public was present and raised concerns about Leeds Bradford Airport and the increased number of night flights. He made Cllrs aware that The Group for Action on Leeds Bradford Airport (GALBA) has been monitoring the night flights and it was noted that there were over 600 additional night flights during summer 2022. He raised concerns about residents living under the flight path. He made Cllrs aware that GALBA has written a complaint and supplied the flight data to LCC who is responsible for monitoring and enforcing the rules and asked the TC to support the comments raised. All agreed to support the comments and the Clerk was requested to write a letter to LCC.

PLT/22.60 Minutes of the previous meetings

Resolved to approve the minutes of the meeting held on Thursday 20th October 2022 and the additional apologies were approved for the meeting.

PLT/22.61 Leeds City Council Planning Decisions

The planning decisions were noted.

PLT/22.62 New Planning Applications

62.1 To note the planning applications received since the meeting held on 20th October 2022 and the comments made by the Proper Officer whilst she had delegated powers to comment. See agenda pack.

The comments submitted by the Proper Officer for recent applications were noted.

62.2 To consider and comment on planning applications received from Leeds City Council since the last meeting of the Committee.

Resolved to comment on the planning applications as per the attached list. It was noted that further planning applications had been received since the agenda was published and all agreed to delegate powers to the Clerk to submit comments after consulting the Chairman as a standing instruction.

PLT/22.63 Planning Appeals & Planning Appeal Decisions

The appeals were noted.

PLT/22.64 Planning Enforcement

No planning enforcements to note.

PLT/22.65 Licensing Applications

The licensing applications were noted.

PLT/22.66 Traffic

To consider and approve any action in relation to traffic issues, including the following:

66.1 Complaints

None received.

66.2 Traffic schemes

The following schemes were noted:

- After the consultation on the proposed junction improvements at Fink Hill, Leeds City Council has now arranged for the works to be carried out. The works will commence on 21st November 2022 and will last for approximately 12 months.
- It was noted that Hawksworth Road will be closed for the construction of pedestrian islands at the junction with Low Lane, Hawksworth Road And Butcher Hill.
- The public consultation for the Scotland Lane & Whitehouse Lane Sustainable Transport Improvements is now live and the Clerk will include it on the next agenda for Cllrs to consider.

66.3 Speed indicator device (SID) updates and any data

No update.

66.4 To consider the LCC Mass Transit Vision consultation

Resolved that the Cllrs will submit their own comments.

PLT/22.67 Leeds Bradford Airport (LBA)

To consider the following:

67.1 Leeds Bradford Airport Consultative Committee

No update.

67.2 Leeds Bradford Airspace Change – to receive and note updates (if any)

No update.

67.3 Any other matters relating to LBA

See item PLT/22.59.

PLT/22.68 Neighbourhood Plan.

It was noted that a review will be carried out and all Cllrs will be asked if they would like to engage and any other persons that were originally involved in preparing the Neighbourhood Plan.

PLT/22.69 Leeds City Council Core Strategy and Site Allocation Plan

No update.

PLT/22.70 To consider matters requested by Councillors and agree any necessary action:

70.1 Crabtree land

The Clerk reported that she has made enquiries to find out if there are any future plans for the land but has not yet received a response.

70.2 Newlay Weir

It was noted that representatives from the Environment Agency were unable to attend evening meetings. All agreed to wait until a further update is received.

PLT/22.71 To consider correspondence received and agree any necessary action:

71.1 To note LCC's response regarding the proposed Speed Limit Order

LCC's response regarding the proposed speed limit order was noted.

PLT/22.72 Matters for information.

None.

PLT/22.73 Items for future agenda

Public footpath – Lee Lane

PLT/22.74 Date of the next meeting

Next meeting of the Committee: 15th December 2022

Deadline for agenda items: 5th December 2022

The meeting dates were noted.

*Distribution: Cllrs J Arbuckle, C Calvert, M Fletcher, C Glover,
R Hardcastle, E Hyndes, R Jones, T Stones, M Townsley*

Minute No. PLT/22.62 – comments on new planning applications

Reference	Application Validated	Address	Proposal	Comments
22/07227/FU/NW	24/11/2022	1 Redbeck Cottages Low Hall Road	Dormer window with feature glazing, and new rooflight, to rear	Horsforth Town Council neither supports nor objects to this application.
22/07036/FU/NW	23/11/2022	54 Outwood Lane	Part single storey, part two storey rear extension incorporating a balcony at first floor level	Horsforth Town Council neither supports nor objects to this application.
22/06795/FU/NW	16/11/2022	Horsforth School Lee Lane	Installation of new street lighting columns to area of new vehicle hardstanding, reconfigured car parking and pedestrian routes	Horsforth Town Council neither supports nor objects to this application.
22/07296/FU	09/11/2022	7 Throstle Nest View	Alterations including conversion of external store to habitable room incorporating raising the roof (300m)	Horsforth Town Council neither supports nor objects to this application.
22/07290/FU	31/10/2022	20 Outwood Walk	Single detached dwelling with rear balcony	Horsforth Town Council neither supports nor objects to this application.
22/07067/FU	20/10/2022	18 Stanhope Avenue	Single storey rear and side extension with alterations to external terrace area	Horsforth Town Council neither supports nor objects to this application.
22/07119/FU	08/11/2022	12 Manor Gate	Single storey detached garden room	Horsforth Town Council neither supports nor objects to this application.



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Planning, Licensing & Traffic Committee Minutes Thursday 15th December 2022 at 7pm Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Present: In Chair – Cllr R. Hardcastle (Chair)
C Calvert, M Fletcher, E Hyndes, R Jones, T Stones, M Townsley
In attendance: B. Crabtree – Clerk

PLT/22.75 To receive apologies for absence and to consider the reason for the absence
Apologies were received from Cllr Glover and Cllr Arbuckle and reasons were approved.

PLT/22.76 Declaration of Disclosable Pecuniary and other Interests
Cllr Townsley declared an interest in item PLT/22.80.1, application 22/07818/FU.

PLT/22.77 To consider questions and comments from members of the public at the Chairman's discretion
Two members of public were present regarding North Ives Farm and raised their concerns about LCCs decision with letting the land including the process, who made the decision and the criteria used to identify the preferred bidder. This was discussed. It was noted that the LCC are due to agree the lease with the preferred bidder shortly.
Resolved to write to LCC to request that they attend a meeting before the lease is agreed with the preferred bidder to respond to the concerns raised and to discuss the matter.

PLT/22.78 Minutes of the previous meetings
Resolved to approve the minutes of the meeting held on Thursday 17th November 2022.

PLT/22.79 Leeds City Council Planning Decisions
The planning decisions were noted.

PLT/22.80 New Planning Applications

- 80.1 To note the planning applications received since the meeting held on 20th October 2022 and the comments made by the Proper Officer whilst she had delegated powers to comment. See agenda pack.**
The comments submitted by the Proper Officer for recent applications were noted.
- 80.2 To consider and comment on planning applications received from Leeds City Council since the last meeting of the Committee.**
Resolved to comment on the planning applications as per Appendix 1.

PLT/22.81 Planning Appeals & Planning Appeal Decisions
The appeals were noted, and it was **resolved** to object to the appeal with reference number APP/N4720/W/22/3305953 (Banyan, New Road Side) as it would cause increased noise and disturbance for neighbouring properties and loss of parking.

PLT/22.82 Planning Enforcement

No planning enforcements to note. The Clerk was requested to contact LCC to query the fact that the TC has not received any enforcement cases in the last few months.

PLT/22.83 Licensing Applications

The licensing applications were noted.

PLT/22.84 Traffic

To consider and approve any action in relation to traffic issues, including the following:

84.1 Complaints

- a) **To consider correspondence received regarding parking near the Memorial on Stanhope Drive.**

The correspondence was noted, and it was **resolved** that it is not in the Town Councils remit and has no power to deal with the matter.

84.2 Traffic schemes

- a) **To consider the public consultation for the Scotland Lane & Whitehouse Lane Sustainable Transport Improvements.**

It was noted that the proposed works will straighten and widen the road to facilitate access to the airport and all agreed that the TC neither supports nor objects to the proposal.

84.3 Speed indicator device (SID) updates and any data

Cllr Jones reported that there is still a fault when downloading the data and Cllr Garvani is looking into the issue.

PLT/22.85 Leeds Bradford Airport (LBA)

To consider the following:

85.1 Leeds Bradford Airport Consultative Committee

Cllr Jones reported the following:

- LBA are spending £500,000 on a new entrance.
- There are currently 150 vacancies.
- The airspace has been thrown into confusion due to the closure of Doncaster airport.
- The traffic has increased to 90% since the Covid pandemic.
- Whizz airlines are now operating from LBA and they are currently making adjustments to sort the issues that this has caused.
- LBA are currently in negotiations with airline companies due to the closure of Doncaster airport.
- LBA would not answer Cllr Jones query about the increased night flights and said it was sensitive.

85.2 Leeds Bradford Airspace Change – to receive and note updates (if any)

No update.

85.3 Any other matters relating to LBA

No further information.

PLT/22.86 Neighbourhood Plan.

It was noted that the Neighbourhood Plan was used when discussing North Ives Farm.

PLT/22.87 Leeds City Council Core Strategy and Site Allocation Plan

No update.

PLT/22.88 To consider matters requested by Councillors and agree any necessary action:

88.1 Crabtree land

The Clerk reported that she had received information confirming that there are no current plans for the site, and this was discussed.

88.2 North Ives Farm

See item PLT/22.77.

PLT/22.89 To consider correspondence received and agree any necessary action:

89.1 To consider the proposed Public Path Creation Order to upgrade Horsforth Footpath Number 51, Lee Lane Horsforth, LS18 5RH to LS18 5RF.

Resolved that the TC neither supports nor objects to the proposal but would like to ensure that the current surfacing remains for historical value.

PLT/22.90 To consider the Committee Budget for 2023-2024.

Resolved to approve the Committee Budget for 2023-2024 as per Appendix 2.

PLT/22.91 Matters for information

No further matters.

PLT/22.92 Items for future agenda

No items were requested.

PLT/22.93 Date of the next meeting

Next meeting of the Committee: 19th January 2023

Deadline for agenda items: 9th January 2023

The meeting dates were noted.

*Distribution: Cllrs J Arbuckle, C Calvert, M Fletcher, C Glover,
R Hardcastle, E Hyndes, R Jones, T Stones, M Townsley*

Appendix 1 - Minute No. PLT/22.80 – comments on new planning applications

Reference	Application Validated	Address	Proposal	HTC Response
22/07794/FU	21/11/2022	119 Hall Lane	Single storey side and rear extension and conversion of existing garage to habitable room	Horsforth Town Council neither supports nor objects to this application.
22/07798/FU	Mon 21 Nov 2022	136 Broadgate Lane	Single storey rear and side extension	Horsforth Town Council neither supports nor objects to this application as there is insufficient information.
22/07935/FU	Wed 30 Nov 2022	3 The Avenue	Rear single storey infill extension with bi folding doors and new flat roof; alterations to windows including new first floor window and flat rooflights to rear; new inverted dormer to form new larger window and rooflight to side; associated landscaping to rear	Horsforth Town Council neither supports nor objects to this application.
22/07944/FU	Mon 28 Nov 2022	13 Perth Mount	Dormer to the rear; Garden store to side; Cladding to front;	Horsforth Town Council neither supports nor

			Alterations to existing rear balcony	objects to this application.
22/07169/FU	Tue 25 Oct 2022	39 West End Rise	Part two storey part single storey rear extension with first floor balcony; single storey front extension; rendering of existing building and timber cladding to front single storey element; alterations to existing window form and location including 2 new first floor windows in the north side elevation; roof light to front roof slope.	Horsforth Town Council neither supports nor objects to this application.
22/07818/FU/NW	Thu 24 Nov 2022	64 Rawdon Road	Alterations including demolition of side conservatory; construction of new conservatory to rear; extension and alterations to basement; part two storey, part single storey front extension, with gables extended and new rooflights; remodelling of roof; remodelling of annex with single storey extensions; removal of existing outbuilding, new timber bin store; additional car port, garage and parking alterations to front; external alterations including new access steps to front terrace with stone balustrade; new steel gates; replacement of rear tarmac yard with terraced area with steps to lawn, drive and parking area, stone retaining wall	Horsforth Town Council neither supports nor objects to this application.
22/07899/FU	Mon 05 Dec 2022	7 Newlay Lane	Single storey rear extension. Alterations to windows and entrance door	Horsforth Town Council neither supports nor objects to this application.

Appendix 2 – Minute No. PLT/22.90 – Agreed budget

Budget Heading		
		2023-24
INCOME/FUNDS		
From precept		500
Designated fund		0
Total Income/Funds		500
EXPENDITURE		
SID rotation		100
SID relocation		200
Total expenditure		300
Difference between income and expenditure		200



Horsforth Town Council

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Staffing and Employment Minutes

Thursday 8th December 2022 at 7pm

Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Present: In Chair – Cllr T Stones (Chair)

S Dowling, J Garvani, R Hardcastle, R Jones, M Townsley

In attendance: B. Crabtree – Clerk

SE/22.29 To receive apologies and consider reasons for absence

Apologies were received from Cllr Collins and Cllr Firth and reasons were approved.

SE/22.30 Declaration of Disclosable Pecuniary and other Interests

None declared.

SE/22.31 To consider questions and comments from members of the public at the Chairman's discretion.

No members of public were present.

SE/22.32 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee held on 31st October 2022.

SE/22.33 Exclusion of press and public

No members of public were present.

SE/22.34 To review present staffing

The Clerk left the room.

34.1 Resolved that any Councillor can meet with the Clerk to discuss and conduct Council business. Any review of Clerk performance or role will be conducted with another Staffing member present or at a Staffing Meeting.

The Clerk entered the room.

The Clerk gave an update about the work she has carried out and how she feels within her role.

SE/22.35 Recruitment update

35.1 The current staffing and the Staffing and Structure Review that was carried out earlier in the year was noted and discussed.

35.2 Resolved to appoint an Administration Assistant for 16 hours per week with a possible increase in hours within the next year and salary NJC SCP 7-12. The proposed advert and Job Description was agreed with amendments. The closing date for applications is at noon on 9th January 2023, shortlisting will take place on 9th January 2023 at 7pm and the interviews will take place week commencing 16th January 2023.

The Clerk was asked to leave the room to allow the Cllrs to consider a proposal.

Resolved to increase the Clerks salary by one increment from the first day that the new Administrative Assistant begins their new job if the Clerk agrees to be their line manager and train the new member of staff. The Clerk was delegated powers for any associated costs.
The Clerk entered the room.
The Cllrs offered the proposal to the Clerk and it was agreed. A contract variation will be prepared and signed by the Chairman and Clerk.

SE/22.36 To consider the staffing budget for 2023-2024.

Resolved to approve the staffing budget for 2023-2024.

SE/22.37 To confirm the date of the next meeting

Resolved that the next meeting will be held on 9th January 2023 at 7pm.

Distribution: D Collins, S Dowling, K Firth, J Garvani, R Hardcastle, R Jones, T Stones, M Townsley



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Staffing and Employment Minutes

Monday 9th January 2023 at 7pm

Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Present: In Chair – Cllr T Stones (Chair)

D Collins, SM Dowling, K Firth, R Hardcastle, R Jones,

In attendance: B. Crabtree – Clerk

SE/22.38 To receive apologies and consider reasons for absence.

Apologies were received from Cllr Garvani and Cllr Townsley and reasons were approved.

SE/22.39 Declaration of Disclosable Pecuniary and other Interests

None declared.

SE/22.40 To consider questions and comments from members of the public at the Chairman's discretion.

No members of public were present.

SE/22.41 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee held on 8th December 2022.

SE/22.42 Exclusion of press and public

No members of public were present.

SE/22.43 Recruitment

22.43.1 To consider applications and shortlist for interview;

Members of the interview panel considered the applications and agreed the candidates to invite to an interview on 16th January 2023.

22.43.2 To consider membership of the interview panel;

Resolved that Cllr SM Dowling, Cllr Collins and the Clerk would be members of the interview panel and Cllr Kirth would be a reserve.

22.43.3 To consider the interview process and questions

Resolved to agree the proposed interview questions with amendments.

SE/22.44 Staffing Matters

To consider the following matters and agree any necessary action:

22.44.1 Appraisal process

Resolved to defer to the next meeting.

22.44.2 KPIs for staff

Resolved to defer to the next meeting.

22.44.3 Monthly meetings - staff members

Resolved to defer to the next meeting.

22.44.4 Probation process for new staff

Resolved to defer to the next meeting.

22.44.5 Training standards for staff

Resolved to defer to the next meeting.

22.44.6 Induction for staff

Resolved to defer to the next meeting. It was noted that the Clerk is preparing a Staff handbook.

22.44.7 Staffing policies and procedures

Resolved to defer to the next meeting.

SE/22.45 To confirm the date of the next meeting

Resolved that the next meeting will be held on 16th January 2023 at 8.30pm.

Distribution: D Collins, S Dowling, K Firth, J Garvani, R Hardcastle, R Jones, T Stones, M Townsley



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Finance and General Purposes Committee Minutes Thursday 12th January 2023 at 7pm Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

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

D Collins, SM Dowling, M Fletcher, J Garvani, R Hardcastle, R Harris, R Jones, E Hyndes.

In attendance: B. Crabtree – Clerk

FGP/22.31 To consider apologies and the reason for absence

Apologies were received from Cllr Arbuckle and Cllr Firth reasons were approved.

FGP/22.32 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/22.33 To consider questions and comments from members of the public at the Chairman's discretion.

No members of public were present.

FGP/22.34 To confirm and accept the minutes of the Finance and General Purposes meeting held on 10th November 2022.

Resolved to approve the minutes of the meeting held on 10th November 2022 as a true and accurate record.

FGP/22.35 Financial Matters

22.35.1 To consider recommending that the Council approves the accounts and cash book entries to 31st December 2022.

Resolved to recommend that the Council approves the accounts and cash book entries to 31st December 2022.

22.35.2 To review the reserves.

The reserves were reviewed, and it was **resolved** to amend them for the financial year ending 31st March 2023.

The Community Infrastructure Levy was considered and Cllr Hardcastle proposed to allocate £70,000 to 3&5 The Green. A recorded vote was requested. For: Cllr Hardcastle, Cllr Stones and Cllr Collins, Against: None. Abstained: Cllr SM Dowling, Cllr Fletcher, Cllr Garvani, Cllr Harris, Cllr Jones, and Cllr Hyndes. It was **resolved** that the motion is carried. See Appendix 2.

22.35.3 To consider and approve the schedule of payments.

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

22.35.4 To consider the budget and precept for 2023-2024 to make recommendations to the Full Council

The draft budget was reviewed, and amendments were made. It was **resolved** to recommend to the Full Council a budget of £173,381 and the earmarked reserves as shown in Appendix 2.

It was noted that the indicative tax base for 2023-2024 is 7431.3 and it was **resolved** to recommend to Full Council a precept demand of £126,035 which would mean that there would be no increase for the council taxpayer and the total band D charge would remain at £16.96.

22.35.5 To receive an update about the Town Councils bank accounts and agree any necessary action

It was noted that the Financial Services Compensation Scheme (FSCS) protects customers from losing some of their cash if authorised financial services firms go bust. FSCS would cover up to £85,000 and one of the Town Councils bank accounts exceeds this amount. The Clerk proposed that the TC opens up an account with Metro bank as previously agreed, keep the Virgin Money account open and open a further account to ensure there is no shortfall and all funds are covered.

Resolved to defer the decision until after the elections.

22.35.6 To note the external auditor report and certificate

The conclusion of the external audit was noted.

FGP/22.36 Internal checks and reviews

To note the following and decide any action:

22.36.1 Review of internal audit

It was noted that the review is due to be carried out and will be completed by the next meeting.

22.36.2 Internal control checks

It was noted that the internal control check is due to be carried out and will be completed by the next meeting.

22.36.3 Review of risk management

It was noted that the review is due to be carried out and will be completed by the next meeting.

FGP/22.37 Website and Social Media

22.37.1 To note the website statistics

The website statistics were noted.

22.37.2 To consider any matters relating to social media

It was noted that posts on social media or the website need to be TC related. If the posts relate to an invitation, it can only be posted in a TC capacity and invitations to events need to go through the Clerk in an official capacity.

22.37.3 To receive an update and agree any necessary action

When setting the budget, Cllrs discussed decreasing the number of Horsforth Matters to one per year and considered providing E-Newsletters to save costs on printing and delivery. The Clerk offered to send some examples of E-Newsletters to the Editorial Working Group.

FGP/22.38 Exclusion of press and public

No members of public were present.

FGP/22.39 3&5 The Green

22.39.1 To receive an update and agree any necessary action

Cllr Collins gave the following report:

- The architect has confirmed that the final specification will be completed by the end of January, and it was **resolved** to request that it goes out to tender by 1st February 2023.
- The architect has estimated that the project is going to cost £250,000 and this was discussed.
- It was noted that the deferred payment of £35,000 is required to be paid by 31st March 2023 to avoid paying interest. It was **resolved** to pay the balance before the deadline.
- The TC is currently paying for the electric and gas for 3&5 and The Museum is paying for The Stables. The Clerk has contacted Engie to ask for quotes for a new contract for the gas and electricity as the TC is currently out of contract and paying deemed rates. An Extraordinary meeting will be held to agree a new contract as soon as possible. Engie has confirmed that the TC is eligible for the Energy Bill Relief Scheme and the Clerk is going to find out when the TC will receive the discount.
- There is an intermittent fault with the fire alarm in the Stables and one contractor has said that the panel needs replacing. Cllr Collins is obtaining quotes for the repair.
- The new gas service installation has been agreed but it states on the quote that the TC has to install a uni-meter box in advance of the works. A contractor who is installing the boiler at the Museum has quoted £70 to install the box and the Clerk is arranging the installation so the gas works can be completed as soon as possible.

- The arrangements with the Museum were discussed and it was **resolved** to prepare a letter asking the Museum if they would like to continue managing the Stables. The letter will state that from 1st March 2023, the Museum will be required to pay rent for 5 The Green and The stables, pay their share of the utility costs and the full cost of the maintenance and services of the equipment and systems in the Museum and The Stables.
- The Architect is rebranding as Crooks Architecture Ltd, and it was **resolved** that the Chairman and Clerk will sign the agreement.
- It was noted that the TC is eligible for the National Lottery Community Fund and the Clerk is looking into the application.

Resolved to extend the meeting by 30 minutes.

FGP/22.40 Recruitment

22.40.1 To receive an update about staffing and agree any necessary action

It was noted that the Staffing and Employment Committee have agreed to advertise for an Administration Assistant for 16 hours a week. The interview panel has been agreed and the candidates have been shortlisted for an interview. The interviews are to be held on 16th January 2023 and an S&E Committee Meeting is being held on the same day to consider the interview panels recommendation.

22.40.2 To note the information received from West Yorkshire Pension Fund

The information was noted, and the Clerk will resend the email.

FGP/22.41 Matters for information

No other matters were noted.

FGP/22.42 Items for future agenda

No items were requested.

FGP/22.4. Date of the next meeting

Next meeting date: 9th March 2023 at 7pm

Deadline for agenda items: 27th January 2023

The meeting dates were noted.

The meeting closed at 9.11pm.

*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
Giff Gaff	Telephone	£6.00	Clerk authorised with delegated powers
Leeds City Council	Room hire for Remembrance Service	£24.04	Clerk authorised with delegated powers
YPO	Stationary & paper	£56.24	Clerk authorised with delegated powers
PPL PRS	Music License	£94.47	Clerk authorised with delegated powers
Royal British Legion	Wreath	£54.50	Clerk authorised with delegated powers
West Yorkshire Pension Fund	Pensions	£896.08	Clerk authorised with delegated powers
T&B Bookkeeping	Bookkeeping	£405.00	Clerk authorised with delegated powers

St Margaret's Church	Room Hire	£94.50	Clerk authorised with delegated powers
Horsforth in Bloom	Plants for Jubilee Garden	£350.00	Approved at the Full Council meeting held on 24 th November 2022
Sofire	Fire Alarm works (second 50% payment)	£2763.98	Clerk authorised with delegated powers
YLCA	Advert	£15.00	Clerk delegated powers at meeting held on 8 th December 2022.
Larkfield Engraving	Good Citizen Award trophy	£30.00	Clerk authorised with delegated powers
Horsforth in Bloom	Jubilee Garden maintenance	£60.00	Clerk authorised with delegated powers
PKF Littlejohn	External Audit	£1000.00	Payment outstanding
R. Crabtree	Salary	£2213.21	Paid in accordance with Financial Regulations
West Yorkshire Pension Fund	Pension	£672.75	Paid in accordance with Financial Regulations
HMRC	PAYE & NI	£2345.56	Paid in accordance with Financial Regulations
Engie	3&5 Electricity	£4001.59	Clerk authorised with delegated powers
Engie	3&5 Gas	£3151.88	Clerk authorised with delegated powers
Brian Jones Structural Design	Structural engineering consultancy for 3&5 The Green – Visit and calculation	£889.00	Payment outstanding
Brian Jones Structural Design	Structural engineering consultancy for 3&5 The Green – Drawing	£165.00	Payment outstanding
Inspectas Compliance LTD	Survey – 3&5 The Green	£450.00	Payment outstanding
SLCC	Job Advert – Jan 2022	£309.00	Clerk authorised with delegated powers
R. Crabtree	Expenses (Postage, stationary and frames for Award Scheme)	£90.80	Clerk authorised with delegated powers
Leeds City Council	Purchase of 3&5 The Green (Final Payment due 31/03/2023)	£35,000.00	Payment outstanding

Appendix 2 Budget and Earmarked Reserves

Proposed Budget 2023-2024 to be recommended to the Full Council on 26th January 2023

	2022-2023	2023-2024
EXPENDITURE	APPROVED BUDGET	PROPOSED BUDGET
Community and Environment		
Grants & sponsorship		
Award scheme	£3,500	£4,500
Civic Service	£200	£200
Horsforth Gala	£100	£100
Remembrance Service	£100	£100

Annual Town Meeting	£1,000	£1,000
Horsforth Matters	£50	£50
Band concerts	£3,200	£1,500
Annual Event	£975	£1,200
Christmas motifs, lights and trees	£1,650	£2,500
Christmas Switch-On event	£14,700	£15,000
HTC baskets and planters - inc watering	£2,200	£5,000
Community planters (HIB/Fairtrade) watering x1/week	£5,450	£5,600
Jubilee Garden - maintenance	£3,640	£4,000
Jubilee Garden - repairs	£1,000	£1,000
Total		
	£37,765	£41,750
Planning, Licensing and Traffic		
Total	£500	£500
	£500	£500
Cold Calling Control Zone/Other		
Total	£500	£0
	£500	£0
Climate Change		
	£1,000	£0
Salaries		
Basic salary costs		
Transfer to Staffing and Structure Review	£75,811	£61,605
Overtime		
Total	£1,500	£0
	£77,311	£61,605
Office		
Office Equipment & Photocopier Lease		
IT Support	£1,030	£1,000
Stationery & Printing	£1,300	£1,175
Postage	£775	£900
Telephone and Broadband	£100	£100
Subscriptions	£930	£900
Audit, Accounts & Data Protection	£2,325	£2,325
Miscellaneous, Quality Council & recruitment	£1,805	£3,000
Bank Charges	£155	£200
Chairman's Allowance	£145	£145
Meeting Expenses & Refreshments	£200	£100
Room Hire	£185	£185
Legal & Professional Fees	£1,100	£1,300
Email and Website	£1,030	£1,030
Clock Maintenance	£685	£737
Defibrillator Maintenance	£415	£500
Roll Of Honour	£1,030	£2,000
Combined Insurance	£125	£0
Total	£1,340	£1,834
	£14,675	£17,431
Training		
Staff Training		

Councillor Training	£2,000	£1,500
Transfer to recruitment	£1,000	£2,000
Total		
	£3,000	£3,500
Recruitment		
	£0	£0
Election	£10,000	£12,500
Total		
	£10,000	£12,500
Property Overheads		
3&5 The Green (Costs once premises in use)		
Loan repayment		
Site H&S & Statutory Inspections	£9,811	£9,811
Site Premises Insurance	£3,710	£1,000
No 3 Cleaning Charges	£3,710	£4,000
No 3 Business Rates	£3,090	£1,000
No 3 Light, Heat, Power & Water	£2,475	£6,784
Site Management & Maintenance	£6,180	£10,000
Transfer to DF Pre - acquisition funds	£1,545	£500
Total		
	£30,521	£33,095
Horsforth Museum - Grant re No5 The Green Rent		
Total	£3,000	£3,000
	£3,000	£3,000
	£178,272	£173,381

Proposed Designated Funds 2023-2024 to be recommended to the Full Council on 26th January 2023

	£
Designated Funds	
Neighbourhood Plan	£3,243.00
Election	£3,750.00
3 & 5 The Green - Refurbishment	£48,254.00
3 & 5 The Green - Pre-Acquisition Costs	£2,418.00
Mechanics Institute	£4,500.00
Total Designated Funds C/F	£62,165.00
Restricted Funds	
Community Infrastructure Levy	
3&5 The Green	£70,000.00
Other projects	£5,573.00
3 & 5 The Green - PWLB	£89,899.00
Total Restricted Funds C/F	£165,472.00



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Community and Environment Committee Minutes

Thursday 1st December 2022 at 7pm

Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Present: In Chair – Cllr C. Calvert (Chair)

R. Hardcastle, E Hyndes, P Mallott, T Stones and M Townsley

In attendance: B. Crabtree – Clerk

CE/22.6 To accept apologies and the reason for absence

Apologies were received from Cllr Capitano and reasons were approved.

CE/22.7 Declaration of Disclosable Pecuniary and other Interests

None declared.

CE/22.8 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

CE/22.9 To approve the minutes of the Community and Environment Committee meeting held on 16th June 2022 and the Extraordinary Meeting held on 3rd November 2022.

Resolved to approve the minutes of the meeting held on 16th June 2022 and the Extraordinary Meeting held on 3rd November 2022 as a true and accurate record.

CE/22.10 To review and agree the Terms of Reference.

Resolved to agree the Terms of Reference.

CE/22.11 Grant/Sponsorship feedback

The feedback from recent applicants was noted and the Clerk reported that she has received a grant application that will be considered at the next Committee meeting.

CE/22.12 Good Citizen and Young Achiever Awards Scheme

Resolved to agree to purchase a glass star award at a cost of £30.

CE/22.13 Events

To receive updates/feedback from the Events Working Groups and agree any necessary action:

13.1 Remembrance Service

Cllr Stones reported that the Remembrance Service went well, the service was appropriate, and the atmosphere and ethos was in place. It was felt that the first hymn was not appropriate.

13.2 Christmas Event

The plans for the Christmas Light Switch On were discussed including the guests attending, the road barriers and the event schedule.

13.3 Annual Event

Resolved to plan an event to celebrate the coronation of King Charles III on Sunday 7th May 2023. It was noted that the elections are being held on 5th May 2023, but all Cllrs were in agreement to still plan the event. It was agreed that the Event Working Groups should meet in January to begin planning the events.

CE/22.14 Horsforth Matters

It was noted that the Clerk still has 1000 copies of the latest edition, and all agreed to place some copies in the Library, Farmers Market and Horsforth Live at Home. The Clerk has received positive feedback.

The new website was discussed, and all agreed to ensure it is ready and include it on the next Full Council Agenda so that it can be launched soon after.

CE/22.15 Jubilee Garden

It was noted that Full Council agreed to replace the plants at the Jubilee Garden at a cost of £350.

CE/22.16 Floral displays

Cllr Mallott reported that it seems LCC has not been watering all the planters and also there are now additional planters.

Resolved that Cllr Mallott will do an inventory and obtain a quote to be considered at the next Full Council meeting.

CE/22.17 Band Concerts

It was reported that the bands are performing on 4th June 2023, 2nd July 2023 and 6th August 2023 as part of Summer Bands in Leeds Parks 2023. The bands that are performing will be confirmed in February.

CE/22.18 Hall Park

It was noted that Friends of Horsforth Hall Park have not begun work yet on the Community Garden Project. Carols in the Park is being held on 11th December 2022 at 4pm.

CE/22.19 Litter

It was noted that the litter is taken care of by Horsforth Litter Pickers, and it was **resolved** to include an item on the next Full Council agenda to consider working with them on an action day to show the TC's support.

CE/22.20 Committee Budget

Resolved to approve the budget for 2023-2024. See Appendix 1.

CE/22.21 To consider matters requested by Councillors and agree any necessary action:

21.1 To consider purchasing a set of lamp-post flagpoles in readiness for Christmas to be placed along Town Street, Station Road, and New Roadside, working in partnership with local businesses to possibly sponsor a flagpole attachment.

Resolved that further information is required before the Committee can consider the proposal and the Clerk and Cllr Stones will investigate. This will be added to the next agenda.

CE/22.22 Items for future agenda

- Flagpoles
- Invite a Horsforth Town Team representative to liaise with them for the Christmas Light Switch on 2023.
- Planters and watering

CE/22.23 Date of the next Meeting

Next meeting of the Committee: 2nd March 2023

Deadline for agenda items: 20th February 2023

The meeting dates were noted.

The meeting closed at 8.24pm.

*Distribution: Cllrs E Bromley, C Calvert, R. Capitano, SL Dowling, J Garvani,
R Hardcastle, E Hyndes, P Mallott, T Stones, M Townsley*

Appendix 1

Budget approved for 2023-2024 to be recommend to Full Council

	2023-2024
Budget Heading	Proposed Budget
INCOME/FUNDS	
From precept	46,624
Unspent CE annual event budget 2021-22	
Platinum Jubilee 2022 designated fund	126
Grants/sponsorship:	
ONWCC grant (Christmas lights)	
Christmas tree sponsorship	
Donations/sales - annual event	
Gala competition fees	
Total Income/Funds	46,750
EXPENDITURE	
Grants & sponsorship	4,500
Award scheme	200
Civic Service	100
Horsforth Gala	100
Remembrance Service	1,000
Annual Town Meeting	50
Horsforth Matters	6,500
Band concerts	1,200
Annual Event	5,000
Event insurance	
Christmas motifs, lights and trees	15,000
Christmas Switch-On event	2,500
HTC baskets and planters - inc watering	- 5,600
Community planters (HIB/Fairtrade) watering x1/week	4,000
Jubilee Garden - maintenance	1,000
Total expenditure	46,750

Horsforth Town Council
 Bank Reconciliation as at 31.12.22
 Prepared by Tracy Sutcliffe (Bookkeeper) on 06.01.23

At next y/end
 S / L term

Balance per bank statements as at		
Current Account	Yorkshire Bank (per stmt 01.11.19)	83,994.43 Short term
	Unity Trust Bank (per Stmt 31.12.22)	257,773.26 Short term
	Nationwide Building Society (Per stmt 31.03.22)	85,352.54 Short term

Term deposit accounts

427,120.23

Add uncredited receipts

0.00

Less unpresented cheques

0.00

0.00

Net Balances as at 31.12.22

427,120.23

Cash book

Opening balances as at 1 April 2022

0.00

Add cash book receipts

582,841.63

Less cash book payments

155,721.40

Closing cash book balance as at 31 October 2022

427,120.23

Difference

0.00

Period 01.11.22-31.11.22

Bank Payments																	
Date	Details	Invoice Ref	Current Account	Deposit Account	Vat	Creditors 2022	Planning Lic & Traffic	CCCZ / Other	Comm & Environ'mt	3&5 The Green Pre- Acqu costs	Election	Salaries	Office	3&5 The Green	Staff Training	Designated Funds	CIL EXPENDITURE
31.10.22	Brought Forward		99,614.47	0.00	6,723.29	19,549.73	0.00	0.00	5,446.23	0.00	7,744.67	22,730.35	8,199.39	24,493.08	400.00	4,327.73	0.00
31.10.22	J Sou Net Pay Overpayment refunded		-164.76									-164.76	Net Pay				
08.11.22	Friends Hall Park	114	500.00						500.00	Grants & Sponsorship							
08.11.22	ACE Leaflet Distribution	115	2,179.88		179.98				1,999.90	Horsforth Matters							
16.11.22	Lloyds Credit Card	116															
	Bank Charges		3.00										3.00	Bank Charges			
17.11.22	British Gas	117	8,671.57		1,445.26									7,226.31	Refurb		
17.11.22	Rialtas	118	240.00		40.00										200.00	Training	
17.11.22	Leeds City Council	119	5,093.00														5093.00
17.11.22	Horsforth in Bloom	120	120.00						120.00	Garden Maintenance							
17.11.22	Engie - Gas	121	536.40		25.54									510.86	Light/Heat		
17.11.22	3D Productions	122	396.60		66.10				330.50	Remembrance							
17.11.22	Public Access Defibs UK	123	130.00										130.00	Defib Maintenance			
17.11.22	Leeds City Council (Nov payment of £848.00)	124	848.00											848.00	Rates		
17.11.22	Engie - Electric	125	1,318.98		219.83									1,099.15	Light/Heat		
21.11.22	Enlightened IT	126	96.60		16.10								80.50	Monthly IT			
22.11.22	R Crabtree Net Pay	127	2,461.20									2,461.20	Net Pay				
24.11.22	Commerce Buisness Systems	128	67.50		11.25								56.25	Staty/printing			
25.11.22	Zen Internet Ltd - Office Broadband	129	35.40		5.90								29.50	Broadband			
25.11.22	Cheque 300170 RBL		42.50														
25.11.22	Cheque 300170 RBL Returned		-42.50														
30.11.21	Cheque void - Royal British Legion	300168	-42.50						-42.50	Remembrance							
28.11.22	PWLB	130	4,905.18											4,905.18	Loan Repayment		
30.11.22	Leeds City Council (Dec payment of £848.00)	131	848.00											848.00	Rates		
30.11.22	Horsforth Sports Club	132	3,400.00						3,400.00	Grants & Sponsorship							
30.11.22	RBL	133	97.00						97.00	Remembrance							
30.11.22	West Yorkshire Pensions	134	896.08									896.08	Pensions				
30.11.22	J Sou Backpay	135	639.22									639.22	Backpay				
30.11.22	Yorkshire Internal Audit Services	136	340.00										340.00	Audit			
30.11.22	PPL PRS	137	94.47		15.75				78.72	Chistmas Switch On							
30.11.22	Aire Valley Tree Services	138	1,140.00		190.00				950.00	Christmas Trees							
30.11.22	YPO	139	67.49		11.25								56.24	Stationary			
30.11.22	Leeds City Council	140	24.04						24.04	Remembrance							
12.12.22	BT	141	130.91		21.82								109.09	Telephone			
14.12.22	R Crabtree Expenses	142															
	Ink Cartridges		30.79		5.13								25.66	Staty/printing			
	Paper		31.26		5.21								26.05	Staty/printing			
	Picture Frames		18.00						18.00	Award Scheme							
	Postage		4.45										4.45	Postage			
	Refreshments for Council meeting		6.30										6.30	Meeting Expenses			
14.12.22	Horsforth in Bloom	143	350.00						350.00	Garden Maintenance							
14.12.22	T&B Bookkeeping Services Ltd	144	486.00		81.00								405.00	Accounts			
14.12.22	3D Productions	145	1,825.99		304.33				1521.66	Chistmas Switch On							
14.12.22	St Margarets Church	146	94.50										94.50	Room Hire			
16.12.22	Lloyds Credit Card	147															
	Giff Gaff		6.00		1.00								5.00	Telephone			
	Bank Charges		3.00										3.00	Bank Charges			
	Ethical Superstore		52.00		8.67				43.33	Chistmas Switch On							
16.12.22	Lloyds Credit Card (second card)	148															
	Bank Charges		3.00										3.00	Bank Charges			
22.12.22	Enlightened IT	149	96.60		16.10								80.50	Monthly IT			
22.12.22	Commerce Buisness Systems	150	67.51		11.26								56.25	Staty/printing			
23.12.22	HMRC PAYE Q3	151	2,345.56									2345.56	PAYE				
23.12.22	So Fire	152	3,316.78		552.8									2,763.98	Refurbishment		
23.12.22	Leeds City Council (Jan 2023 payment of £848.00)	153	848.00											848.00	Rates		
23.12.22	Larkfield Glass Engraving	154	30.00		5.00				25.00	Award Scheme							
23.12.22	Horsforth in Bloom	155	60.00						60.00	Garden Maintenance							
23.12.22	SLCC Enterprises	156	370.80		61.80								309.00	Recruitment			
23.12.22	Mark Houlston (Yorkshire Decorators) Ltd	157	1,008.00		168.00									840.00	Refurbishment		
23.12.22	Engie - Electric (Sept/Nov)	158	3,410.53		568.42									2,842.11	Light/Heat		
23.12.22	Engie - Gas (Nov/Dec)	159	3,624.68		446.74									3,177.94	Light/Heat		
23.12.22	West Yorkshire Pensions	160	672.75									672.75	Pension				
23.12.22	R Crabtree Net Pay	161	2,211.46									2211.46	Net Pay				
23.12.22	YLCA	162	15.00										15.00	Recruitment			
28.12.22	Leeds City Council (overpayment returned)		-18.59											-18.59	Rates		
28.12.22	Zen Internet Ltd - Office Broadband	163	35.40		5.90								29.50	Broadband			
31.12.22	Bank Charges	164	27.90										27.90	Bank Charges			
	Carried Forward		155,721.40	0.00	11,213.43	19,549.73	0.00	0.00	14,921.88	0.00	7,744.67	31,791.86	10,095.08	50,384.02	600.00	4,327.73	5093.00
	Check total		155,721.40		155,721.40												
	Total Expenditure 2022-2023 (for budget page)																
	Cash book payments (for rec)		155,721.40														

01.03.22-31.03.22

Bank Receipts																	
Date	Details	Invoice Ref	Current Account	Deposit Account	Vat	Debtors 2022	Other	Precept	Comm & Environ'mt	Grant Income	Environment	Designated Funds	Office	Buildings	Staff Training	Events	Designated Funds
			£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
31.10.22	Balances brought forward		497,489.09	85,352.54	0.00	5,558.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Carried Forward		497,489.09	85,352.54	0.00	5,558.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Check total			582,841.63		582,841.63												
Total Income 2022-2023 (for budget page)							130,695.00										
Cash book receipts (for rec)			582,841.63														
Cash book balances (agrees to bank rec)			427,120.23	341,767.69	85,352.54												

Total Income 2022-2023 (for budget page)	130,695.00
Total Expenditure 2022-2023 (for budget page)	124,958.24
Agreed to Budget	5,736.76

Horsforth Town Council
Remaining General Funds at 31.12.2022

	£	£	£
Bank Balances per reconciliation as at 31.12.22			
Yorkshire Bank (per stmt 01.11.19)		83,994.43	
Unity Trust Bank (per reconciliation 31.12.22)		257,773.26	
Nationwide Building Society (per stmt 31.03.22)		85,352.54	
			427,120
Unspent General Budgets			
Community & Environment	22,843		
Planning, Licensing & Traffic	500		
Cold Calling	500		
Climate Change	1,000		
Salaries	45,519		
Office	4,580		
Staff Training	2,400		
Election	2,255		
Property Overheads	983		
Horsforth Museum	3,000		
		83,580	
Unspent Designated Fund Balances			
Neighbourhood Plan	3,243		
Election	3,750		
3&5 The Green - Refurbishment	48,254		
3&5 The Green - Additional Purchase Cost		0 NB - £35,000 was provided for 2022 & will be spent in 2023	
3&5 The Green - Pre-acquisition costs	2,418		
Free School Meals	2,750		
Mechanics Institute	4,500		
Queen's Platinum Jubilee	126		
		65,041	
Unspent Restricted Fund			
CIL	75,573		
3&5 The Green - PWLB	89,899		
		165,472	
Unspent Funds			314,093
Remaining General Funds			113,027

			Annual Budget 2022-2023		Income & Expenditure		Budget Remaining	
			£	£	£	£	£	£
INCOME								
	Precept		126,019		126,019			0
	Council Tax Support Grant		4,676		4,676			0
	Bank Interest Received		100		0			
	3 & 5 The Green							
	HLAH No3: Rent & Premises Insurance		3,000		0			0
	The Museum No5: Rent & Premises Insurance		0		0			0
	HTC The Stables: Rent & Premises Insurance		0		0			0
TOTAL INCOME				133,795		130,695		0
EXPENDITURE								
	Community & Environment							
	Grants & Sponsorship		3,500		3,900			-400
	Award Scheme		200		43			157
	Civic Service		100		0			100
	Horsforth Gala		100		30			70
	Remembrance Service		1,000		709			291
	Annual Town Meeting		50		0			50
	Horsforth Matters		3,200		3,978			-778
	Band Concerts		975		975			0
	Special Events and Projects (Annual Event)		1,650		0			1,650
	Christmas Motifs, Lights & Trees		14,700		950			13,750
	Christmas Switch On Event		2,200		1,644			556
	HTC Floral Displays - Installation & Water		5,450		1,863			3,587
	Community Watering - HIB & Fairtrade		3,640		0			3,640
	Garden Maintenance		1,000		830			170
				37,765		14,922		22,843
	Planning, Licensing & Traffic			500		0		500
	Cold Calling Control Zone / Other			500		0		500
	Climate Change			1,000		0		1,000
	Salaries							
	Basic Salary Costs		75,811		31,572			
	Overtime		1,500		220			
				77,311		31,792		45,519
	Office							
	Office Equipment & Photocopier Lease		1,030		162			868
	IT Support		1,300		725			576
	Stationery & Printing		775		816			-41
	Postage		100		6			94
	Telephone and Broadband		930		637			293
	Subscriptions		2,325		1,909			416
	Audit, Accounts & Data Protection		1,805		2,447			-642
	Miscellaneous, Quality Council & Recruitment		155		406			-251
	Bank Charges		145		109			36
	Chairman's Allowance		200		95			105
	Meeting Expenses & Refreshments		185		42			143
	Room Hire		1,100		258			842
	Legal & Professional Fees		1,030		0			1,030
	Website Maintenance		260		0			260
	Email		425		72			353
	Clock Maintenance		415		447			-32
	Defibrillator Maintenance		1,030		130			900
	Roll Of Honour		125		0			125
	Combined Insurance		1,340		1,833			-493
				14,675		10,095		4,580
	Staff Training							
	Staff Training		2,000		575			1,425

	Election		10,000		7,745		2,255
	Property Overheads						
	3 & 5 The Green						
	Loan repayment	9,811		9,810		1	
	Site H&S & Statutory Inspections	3,710		0		3,710	
	Site Premises Insurance	3,710		0		3,710	
	No 3 Cleaning Charges	3,090		0		3,090	
	No 3 Business Rates	2,475		5,171		-2,696	
	No 3 Light, Heat, Power & Water	6,180		14,556		-8,376	
	Site Management & Maintenance	1,545		0		1,545	
			30,521		29,538		983
	Horsforth Museum - Gant re No 5 The Green Rent		3,000		0		3,000
	TOTAL EXPENDITURE		178,272		94,691		83,581
	SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE		-44,477		36,004		

Horsforth Town Council
Annual Budget and Expenditure 2022-2023
Designated Funds
Horsforth Town Council

		As At 31.12.22	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.04.22	4,037	
	Income	0	
	Expenditure	794	
	Transfer of funds	0	
	Balance C/F 31.03.23		3,243
ELECTION			
	Balance B/F 01.04.22	3,750	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.03.23		3,750
3 & 5 THE GREEN - REFURBISHMENT			
	Balance B/F 01.04.22	69,100	
	Income	0	
	Expenditure	20,846	
	Transfer of funds	0	
	Balance C/F 31.03.23		48,254
3 & 5 THE GREEN - ADDITIONAL PURCHASE COST			
	Expenditure provided for in year end accounts	35,000	
	31.03.22, but expenditure will be made in the year ended 31 March 2023		
	Balance C/F 31.03.23		
3 & 5 THE GREEN - PRE-ACQUISITION COSTS			
	Balance B/F 01.04.22	2,418	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.03.23		2,418
FREE SCHOOL MEALS			
	Balance B/F 01.04.22	2,750	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.03.23		2,750
MECHANICS INSTITUTE			
	Balance B/F 01.04.22	4,500	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.03.23		4,500
QUEEN'S PLATINUM JUBILEE			
	Balance B/F 01.04.22	3,660	
	Income	0	
	Expenditure	3,534	
	Transfer of funds	0	
	Balance C/F 31.03.23		126

Yet to be approved

TOTAL DESIGNATED FUNDS C/F				65,041
RESTRICTED FUNDS				
COMMUNITY INFRASTRUCTURE LEVY				
	Balance B/F 01.04.22		80,666	
	Income		0	
	Expenditure		5,093	
	Transfer of funds		0	
	Balance C/F 31.03.23			75,573
3 & 5 THE GREEN - PWLB				
	Balance B/F 01.04.22		89,899	
	Income (Loan)		0	
	Expenditure (repayment)		0	
	Transfer of funds		0	
	Balance C/F 31.03.23			89,899
TOTAL RESTRICTED FUNDS C/F				165,472

RECONCILIATION TO CASH BOOK

CHECK TOTAL

General income less expenditure	36,004
Designated Income	0
Designated expenditure	-25,174
Restricted fund income	0
Restricted fund expenditure	-5,093
CASH BOOK TOTAL	5,737

CASH BOOK TOTAL 2022-2023	5,736.76
(CB Receipts less payments - per cash book)	

Difference	0
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TOTAL ADJUSTMENTS	0
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Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

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

Schedule of Payments for the Full Council meeting being held on 26th January 2022

Payee	Details	Amount	Comments
Smith of Derby	Fink Hill Clock Service	£258.00	Clerk authorised with delegated powers
T&B Bookkeeping Services	Bookkeeping	£216.00	Clerk authorised with delegated powers
West Yorkshire Pension Fund	Pension	£672.75	Clerk authorised with delegated powers
R. Crabtree	Salary	£2213.21	Clerk authorised with delegated powers

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Horsforth Town Council - WY0043**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority is required by law to publish its AGAR, including the signed external auditor report, by 30 September this year; however, we are unable to certify completion of our review work on the AGAR and supporting documentation prior to 30 September to allow the smaller authority to fulfil this requirement, as the period set by the smaller authority for the exercise of public rights does not expire until on or after 30 September 2022

Our fee note for the limited assurance review will be issued when we certify completion.

Other matters not affecting our opinion which we draw to the attention of the authority:

Please see above.

3 External auditor certificate 2021/22

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022

We do not certify completion because:

The period set by the smaller authority for the exercise of public rights does not expire until on or after 30 September 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Final External Auditor Report and Certificate 2021/22 in respect of Horsforth Town Council – WY0043

Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor report 2021/22

On 28 September 2022, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2022. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority failed to approve the AGAR in time to publish it before 1 July 2022, the date required by the Accounts and Audit Regulations 2015, and did not disclose this by answering 'No' to Section 1, Box 1.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2022/23 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2022/23 and ensure that it makes proper provision for the exercise of public rights during 2023/24.

External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

PKF Littlejohn LLP

PKF Littlejohn LLP

14/12/2022



Budget and Precept Report – January 2023

Background

Town/Parish Councils have a statutory duty to prepare an annual budget.

The budget process:

- Results in the council setting the precept for the following financial year
- Enables progress monitoring during the year by comparing actual spending against planned spending.

The precept requirement must be advised to Leeds City Council Council no later than 10th February 2023.

A draft budget was considered by the Finance and General Purposes Committee on 12th January 2023 and the Committee's recommendation is provided on the separate worksheet.

The draft budget has the following comments:

1. Budget heading
2. Budget set for 2021/2022
3. Actual expenditure for 2021/2022
4. Budget set for 2022/2023
5. Current expenditure for 2022/2023
6. Expected year end expenditure for 2022/2023
7. Proposed budget to consider for 2023/2024
8. Notes for proposed budget

Reserves

The council must review its level of reserves (Designated Funds) as, whilst there are no statutory levels only guidance, significant levels may give rise to comment by the auditor.

The purpose of the reserve funds:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary borrowing
- A contingency to cushion the impact of unexpected events and emergencies

The guidelines are as follows:

General Reserves – These are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies

Designated Funds – Money is allocated for a specific purpose but may not be spent in that financial year.

Restricted Funds – Monies or grants allocated for a specific project only that must not be used for any other purpose.

What the council needs to do

- Consider what services it wishes to provide and how these will be funded through the budget.
- Review/resolve to approve the councils reserves and how these are allocated.
- Approve the final budget for the next financial year 2023/2024 at the full council meeting.
- Set the precept at the January meeting. Please find precept information from previous years below to give you an idea ahead of discussing the draft budget.

Precept information for previous years and calculations for 2023/2024

1. The precept is calculated by multiplying the Indicative Tax Base (which varies from year to year) by the proposed Band D household charge.
2. Leeds City Council also passes on a lump sum of money from Central Government (the Local Council Tax Support scheme).
3. These 2 sums are added together and the precept element is collected from local households by LCC on the Town Council's behalf.
4. Please see the details below for previous years:

Year	Budget	Precept	Taxbase	Band D charge	Increase in Band D from previous year		CTSG	Total Precept & CTSG	Difference between budget & total precept & CTSG
					Amount £	% increase			
2016-17	139,230	109,550	7,015.5	15.62	0.00	0.0%	5,937	115,487	23,743
2017-18	129,872	109,950	7,077.6	15.53	-0.09	-0.6%	5,308	115,258	14,614
2018-19	116,550	114,710	7,239.2	15.85	0.32	2.1%	4,958	119,668	-3,118
2019-20	134,661	119,800	7,203.3	16.63	0.78	4.9%	4,576	124,376	10,285
2020-21	163,021	125,300	7,388.6	16.96	0.33	2.0%	4,649	129,949	33,072
2021-22	152,652	124,201	7,323.8	16.96	0.00	0.0%	4,882	129,083	23,569
2022-23	178,272	126,019	7,431.0	16.96	0.00	0.0%	4,676	130,695	47,577

5. In 2023/2024 the Indicative Tax Base is 7431.3 and the LCTS grant is £4927.

The table below shows some examples of what the precept would be for 2023/2024.

Band D Charge	Total precept	Total with LCTS Grant
£16.50	£122,616.45	£127,543
£16.96 (current level of precept)	£126,035	£130,962
£17.50	£130,047	£134,975

HORSFORTH TOWN COUNCIL MEETINGS - 2023-2024

	2023													2024												
Day	MAY		JUNE		JULY		AUG		SEPT		OCT		NOV		DEC		JAN		FEB		MAR		APR		MAY	Day
Mon	1 Bank Holiday															1 New Years Day						1 Easter Monday			Mon	
Tues	2					1										2						2			Tues	
Wed	3					2						1				3						3		1	Wed	
Thu	4 ELECTIONS	1				3						2				4		1				4		2	Thu	
Fri	5	2				4		1				3		1		5		2		1		5		3	Fri	
Sat	6		3		1		5		2			4		2		6		3		2		6		4	Sat	
Sun	7		4		2		6		3		1	5		3		7		4		3		7		5	Sun	
Mon	8 Bank Holiday		5		3		7		4		2	6		4		8		5		4		8		6 Bank Holiday	Mon	
Tues	9		6		4		8		5		3	7		5		9		6		5		9		7	Tues	
Wed	10		7		5		9		6		4	8		6		10		7		6		10		8	Wed	
Thu	11 F&GP	8 C&E	6		10		7 C&E	5		9		7 C&E	11 F&GP	8		7 C&E	11	9		7 C&E	11		9		Thu	
Fri	12		9		7		11		8		6	10		8		12		9		8		12		10	Fri	
Sat	13		10		8		12		9		7	11		9		13		10		9		13		11	Sat	
Sun	14		11		9		13		10		8	12		10		14		11		10		14		12	Sun	
Mon	15		12		10		14		11		9	13		11		15		12		11		15		13	Mon	
Tues	16		13		11		15		12		10	14		12		16		13		12		16		14	Tues	
Wed	17		14		12		16		13		11	15		13		17		14		13		17		15	Wed	
Thu	18 AMTC	15 PL&T	13 F&GP		17		14 F&GP	12		16 F&GP	14		18 PL&T	15		14 F&GP	18		16		14 F&GP	18		16	Thu	
Fri	19		16		14		18		15		13	17		15		19		16		15		19		17	Fri	
Sat	20		17		15		19		16		14	18		16		20		17		16		20		18	Sat	
Sun	21		18		16		20		17		15	19		17		21		18		17		21		19	Sun	
Mon	22		19		17		21		18		16	20		18		22		19		18		22		20	Mon	
Tues	23		20		18		22		19		17	21		19		23		20		19		23		21	Tues	
Wed	24		21		19		23		20		18	22		20		24		21		20		24		22	Wed	
Thu	25 PL&T	22		20 PL&T	24 PL&T	21 PL&T	19 PL&T	23 PL&T	21 PL&T	25 COUNCIL	22 PL&T	21 PL&T	23 COUNCIL	22 PL&T	21 PL&T	25 PL&T	23 AMTC			21 PL&T	25 PL&T	23 AMTC			Thu	
Fri	26		23		21		25		22		20	24		22		26		23		22		26		24	Fri	
Sat	27		24		22		26		23		21	25		23		27		24		23		27		25	Sat	
Sun	28		25		23		27		24		22	26		24		28		25		24		28		26	Sun	
Mon	29 Bank Holiday		26		24		28 Bank Holiday	25		23		27		25 Christmas		29		26		25		29		27 Bank Holiday	Mon	
Tues	30		27		25		29		26		24	28		26 Office closed		30		27		26		30		28	Tues	
Wed	31		28		26		30		27		25	29		27 Office closed		31		28		27				29	Wed	
Thu		29		27 COUNCIL	31		28 COUNCIL	26		30 COUNCIL	28		29 Office closed				29			28 COUNCIL				30	Thurs	
Fri		30		28			29		27					29 Office closed						29 Good Friday				31	Fri	
Sat				29					30		28			30						30					Sat	
Sun				30					29		29			31						31					Sun	
Mon				31							30														Mon	
Tues											31														Tues	
Day	MAY		JUNE		JULY		AUG		SEPT		OCT		NOV		DEC		JAN		FEB		MAR		APR		MAY	Day
	Key AMTC - Annual Meeting of the Town Council, followed by the first Council meeting of the Council year ATM - Annual Town Meeting C&E - Community & Environment Committee F&GP - Finance & General Purposes Committee PL&T - Planning, Licensing & Traffic Committee												All meetings start at 7pm, unless otherwise stated													