



## **Horsforth Town Council**

Mechanics Institute  
Town Street  
Horsforth  
Leeds  
LS18 5BL

**[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – [0113 258 0988](tel:01132580988)**

### **Annual Meeting of the Town Council**

**Thursday 18<sup>th</sup> May 2023**

#### **AGENDA PACK**

*Distribution: E Bromley, D Brosnan, D Collins, M Connors, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani, J Garvani, S Gomersall, A Goulden, R Hardcastle, R Harris, B Heaviside, E Hyndes, R Jones, A Martin, E Richards, T Stones, J Tumalan, A Wishart*



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### Meeting of the Town Council - Minutes Thursday 23<sup>rd</sup> March 2023 at 7.00pm

**Present: In Chair** – Cllr Stones

#### **Broadfields**

John Garvani  
Eddie Hyndes  
Raymond Jones

#### **Brownberrie**

Reiss Capitano  
Christine Glover  
Rob Harris

#### **Hall Park**

Simon Dowling  
Katharine Firth  
Richard Hardcastle  
Peter Mallott  
Tracy Stones

#### **Victoria**

Jude Arbuckle  
Mark Fletcher

#### **Woodside**

Chris Calvert

**In attendance:** Clerk and one member of public.

#### **HTC/22.76 To receive apologies for absence and to consider the reason for the absence**

Apologies were received from Cllr Collins, Cllr SL Dowling, Cllr Townsley and reasons were approved.

#### **HTC/22.77 Declaration of Disclosable Pecuniary and other Interests**

None declared.

#### **HTC/22.78 To consider questions and comments from members of the public at the Chairman's discretion**

One member of public was present.

#### **HTC/22.79 Minutes of the previous meeting**

**Resolved** to approve the minutes of the meeting of the Town Council held on 26<sup>th</sup> January 2023.

#### **HTC/22.80 To receive and note the minutes of the following meetings.**

The following minutes were noted.

Planning, Licensing and Traffic Committee	19 <sup>th</sup> January 2023, 16 <sup>th</sup> February 2023
Staffing and Employment Committee	16 <sup>th</sup> January 2023, 23 <sup>rd</sup> January 2023
Finance and General Purposes Committee	9 <sup>th</sup> March 2023
Community and Environment Committee	2 <sup>nd</sup> March 2023

#### **HTC/22.81 Police report**

##### **22.81.1 To note and consider the latest crime statistics for Horsforth.**

The PCSO's had to leave due to an incident they had to attend. They provided the statistics, and it was agreed that the Clerk will circulate the statistics to all Cllrs via email.

##### **22.81.2 To consider any other policing matters.**

No other matters to consider.

## **HTC/22.82 Financial Matters**

### **22.82.1 To consider and approve the accounts and cash book entries to 28<sup>th</sup> February 2023**

**Resolved** to approve the accounts and cash book entries to 28<sup>th</sup> February 2023

### **22.82.2 To consider and approve the schedule of payments.**

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

It was noted that the cost for IT support is increasing by £20 due to the purchase of two laptops and the Clerk will obtain quotes for antivirus software.

## **HTC/22.83 Internal checks and reviews**

**To note the following and decide any action.**

### **22.83.1 Review of internal audit**

It was noted that the internal audit review had been carried out and the Clerk had dealt with the queries raised.

### **22.83.2 Internal control checks**

It was noted that the internal control check had been carried out but the second page needed to be completed and it will be completed in the next week.

### **22.83.3 Review of risk management**

It was noted that the risk management review had been carried out and the Clerk had dealt with the queries raised.

## **HTC/22.84 Policies and Documents**

**To consider the following policies and documents and agree to approve/adopt:**

- 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, 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
- Asset Register

**Resolved** to defer this item to the next meeting.

#### **HTC/22.85 Local Council Award Scheme**

**To consider and resolve that the Town Council meets all the requirements and is eligible for the Foundation Award.**

**Resolved** to defer this item until the next application deadline.

#### **HTC/22.86 To receive an update and consider/agree any action for the following committees:**

##### **22.86.1 Finance and General Purposes**

It was noted that an update had been given at the Annual Town Meeting.

##### **22.86.2 Planning, Licensing and Traffic**

No update.

##### **22.86.3 Community and Environment**

It was noted that an update had been given at the Annual Town Meeting.

##### **22.86.4 Staffing and Employment**

No update.

#### **HTC/22.87 To receive an update and consider/agree any action for the following working groups:**

##### **22.87.1 3 & 5 Development Group**

###### **a) To consider providing an additional grant scheme**

**Resolved** to defer to the next Finance and General Purposes Committee meeting.

##### **22.87.2 Community Infrastructure Levy Advisory Group**

###### **a) To note the available CIL funding, time limits, consider and agree the recommendation from the advisory group and any other action**

It was noted that the advisory Group had met and agreed a number of projects to spend the CIL funding but the quotes they had received earlier in the day were higher than expected. It was **resolved** that the CIL Advisory Group will arrange another meeting to consider the quotes received and will give a recommendation at the next meeting.

##### **22.87.3 Editorial Working Group**

It was noted that Horsforth Matters was published in November and it has been agreed to provide one paper copy per year and to provide information online throughout the year.

The new website has been launched and is working well.

##### **22.87.4 Neighbourhood Plan Working Group**

It was noted that the Planning, Licensing and Traffic Committee had agreed to review the Neighbourhood Plan after the elections and the document is used when considering planning applications.

##### **22.87.5 Event Working Groups:**

###### **a) Remembrance Service**

No update.

###### **b) Christmas Event**

No update.

###### **c) Annual Event**

It was noted that that the Finance and General Purposes Committee had agreed to grant £2400 to Horsforth Town Team towards the Coronation event. The Annual Event working group are working with them and providing competitions leading up to the event. It was noted that the costs for prizes were higher than anticipated and it was **resolved** to increase the budget to £143.

The working group proposed that the TC has a horse mascot for future events and it was agreed that Cllrs may donate funds towards it.

#### **HTC/22.88 Reports from external organisations**

**To consider reports and any action required in relation to:**

### **22.88.1 Dementia Friendly**

Cllr Calvert had provided the report in advance of the meeting which included:

Dementia Friendly Horsforth is hosting a talk by Dr Wendy Mitchell on 29th April at St Margarets Parish Centre, tickets will be available via Eventbrite, Horsforth Morrisons Community Champion, and the Chair of Horsforth Town Council.

They are also in the process of organising Dementia Action Week 2023, which will take place 15th – 21st May this year. They have booked a band called the Idle Guits who will be performing at Central Methodist Church at 2pm on 16th May, there will be a play called The Purple List performed at 7pm on 17th May, the potential venue is Horsforth School, tickets will be charged at £2, with a pay as you feel option for refreshments.

On 18th May there will be a Quiz Night at The Kings Arms at 7pm, raising funds for The Alzheimer's Society. On Friday 19th May, the Grove Methodist Church will be hosting a cinema night showing The Note Book at 6.45pm. There will also be further Dementia Friendly and Dementia Awareness events taking place throughout Dementia Action Week in Horsforth.

They have been informed by Leeds Older People's Forum that Horsforth Golf Club, Banyan, and Calverlands have all now become certified Dementia Friendly businesses. They have also re-opened communication with Jordan's solicitors who would like a member of their team to join our steering group after their last representative moved away

### **22.88.2 Horsforth Fairtrade**

No update.

### **22.88.3 Young People's Champion**

No update.

### **HTC/22.89 Matters for information**

It was noted that the elections are being held in May and the notice of election will be published no later than 27<sup>th</sup> March 2023. There will be a period of sensitivity from the day of the notice to the election day.

### **HTC/22.90 Council Surgery**

It was noted that there will be no Council Surgery in May as it will be first meeting after the election.

### **HTC/22.91 Items for future agenda**

None requested.

### **HTC/22.92 Date of next meeting**

**Resolved** that the next meeting is being held on 18<sup>th</sup> May 2023 and it is the Annual Meeting of the Town Council. The deadline for agenda items is 8<sup>th</sup> May 2023.

Meeting closed at 7.39pm

*Distribution: Cllrs J Arbuckle, 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 for the Finance and General Purposes**  
**Committee meeting being held on 23<sup>rd</sup> March 2023**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
Churches Together – Perfectly Pitched	Grant	£500.00	Approved at F&GP Committee meeting held on 9 <sup>th</sup> March 2023 (FGP/22.49.1)
Churches Together	Sponsorship	£500.00	Approved at F&GP Committee meeting held on 9 <sup>th</sup> March 2023 (FGP/22.49.1)
7th Airedale (St Margaret's) Scouts	Grant	£485.00	Approved at F&GP Committee meeting held on 9 <sup>th</sup> March 2023 (FGP/22.49.1)
Robert Holler Electrical	Isolate meters in 3&5	£145.00	Clerk authorised with delegated powers - Outstanding
Sofire	Upgrade existing fire alarm	£820.00	Clerk authorised with delegated powers - Outstanding
Banner World	Band concert banners	£84.60	Approved at C&E Committee meeting held on 2 <sup>nd</sup> March 2023 (CE/22.34)
YLCA	Admin Assistant – Induction Training	£50.00	Clerk authorised with delegated powers
West Yorkshire Pension Fund	Pension Contribution	£869.71	Clerk authorised with delegated powers - Outstanding
Salaries	Staff Salaries	£2720.43	Clerk authorised with delegated powers
HMRC	PAYE & NI – Quarter 4	£3242.41	Clerk authorised with delegated powers - Outstanding
HP	Laptop accessories	£80.00	Outstanding
Amazon	Health & Safety Law Poster	£10.00	Outstanding

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### Planning, Licensing & Traffic Committee Minutes Thursday 13<sup>th</sup> April 2023 at 7pm Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

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

Cllrs C Calvert, M Fletcher, E Hyndes, R Jones, T Stones, C Glover, and J Arbuckle

**In attendance:** S. White – Administration Assistant

#### **PLT/22.148 To receive apologies for absence and to consider the reason for the absence**

Apologies were received from Cllr M Townsley and her reason approved.

#### **PLT/22.149 Declaration of Disclosable Pecuniary and other Interests**

Cllr R. Hardcastle on item 'PLT/22.153 New Planning Applications' declared he knew the owner of the property in question. Application 23/01811/FU/NW.

#### **PLT/22.150 To consider questions and comments from members of the public at the Chairman's discretion**

No members of public were present.

#### **PLT/22.151 Minutes of the previous meetings**

**Resolved** to approve the minutes of the meeting held on Thursday 16<sup>th</sup> March 2023.

#### **PLT/22.152 Leeds City Council Planning Decisions**

The planning decisions were noted.

#### **PLT/22.153 New Planning Applications**

**153.1 To note the planning applications received since the meeting held on 16<sup>th</sup> February 2023 and the comments made by the Proper Officer whilst she had delegated powers to comment. See agenda pack.**

No comments were made prior to the meeting.

**153.2 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/22.154 Planning Appeals & Planning Appeal Decisions**

The appeals were noted.

#### **PLT/22.155 Planning Enforcement**

No planning enforcements to note.

#### **PLT/22.156 Licensing Applications**



The licensing applications were noted.

#### **PLT/22.157 Traffic**

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

##### **157.1 Complaints**

**a) To consider correspondence received regarding access problems to the resident's street due to parked cars on Cragwood Road.**

This was discussed and it was **resolved** that as new double yellow lines will be implemented in 6-8 weeks, there will be no need further action from Horsforth Town Council as it stands.

**b) To consider correspondence received regarding parking of lots of cars from residents of nearby street on Bank Gardens. Additionally, a problem with no signs indicating speed bumps and cars driving at speed over them.**

This was discussed and **resolved** that Horsforth Town Council cannot make any comment.

##### **157.2 Traffic schemes**

Nothing new to report.

##### **157.3 Speed indicator device (SID) updates and any data**

Is was agreed to not remove the SID before this council closes.

#### **PLT/22.158 Leeds Bradford Airport (LBA)**

**To consider the following:**

##### **158.1 Leeds Bradford Airport Consultative Committee**

The report into the inquiry of how other airport committees operate arrived 13.04.23. Councillors have not had a chance to read through as too close to this month's Planning, Licensing & Traffic Committee meeting.

##### **158.2 Leeds Bradford Airspace Change – to receive and note updates (if any)**

No update

##### **158.3 Any other matters relating to LBA**

No further information.

#### **PLT/22.159 Neighbourhood Plan.**

No update. It was noted that work on this is to be put on hold until after the elections.

#### **PLT/22.160 Leeds City Council Core Strategy and Site Allocation Plan**

No update.

#### **PLT/22.161 Matters for information.**

None.

#### **PLT/22.162 Items for future agenda**

Normal agenda.

#### **PLT/22.163 Date of the next meeting**

**Next meeting of the Committee: 15<sup>th</sup> June 2023**

**Deadline for agenda items: 5<sup>th</sup> June 2023**

The meeting dates were noted.

Meeting concluded at 7.40pm.

*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/22.153 – comments on new planning applications**

<b>Reference</b>	<b>Application Validated</b>	<b>Deadline for comments</b>	<b>Address</b>	<b>Proposal</b>	<b>HTC Response</b>
<a href="#">23/01578/FU</a>	Fri 10 Mar 2023	Thu 13 Apr 2023	201 Low Lane Horsforth Leeds LS18 5QW	Single storey rear extension	Horsforth Town Council neither supports nor objects to this application
<a href="#">23/01686/FU</a>	Wed 15 Mar 2023	Sat 15 Apr 2023	3 South Lee Horsforth Leeds LS18 5LX	New front porch to front and replacing bay window with a small single storey front extension	Horsforth Town Council neither supports nor objects to this application
<a href="#">23/01421/FU</a>	Tue 21 Mar 2023	Wed 12 Apr 2023	127 Broadway Horsforth Leeds LS18 4HL	One new dwelling	Horsforth Town Council neither supports nor objects to this application
<a href="#">23/01542/FU</a>	Thu 09 Mar 2023	Sun 16 Apr 2023	28 St Margarets Avenue Horsforth Leeds LS18 5RY	Demolition of existing rear conservatory; single storey rear extension	Horsforth Town Council neither supports nor objects to this application
<a href="#">23/01629/FU</a>	Thu 23 Mar 2023	Sun 16 Apr 2023	12 Hall Park Avenue Horsforth Leeds LS18 5LN	Single storey front side and rear extension	Horsforth Town Council noted that there is no access to rear of the property except through the property itself.
<a href="#">23/01648/FU</a>	Mon 27 Mar 2023	Wed 19 Apr 2023	Ashley Cottage Rein Road Horsforth Leeds LS18 4TA	Porch to front	Horsforth Town Council neither supports nor objects to this application
<a href="#">23/01777/FU</a>	Mon 20 Mar 2023	Wed 19 Apr 2023	8 Fairfax View Horsforth Leeds LS18 5SZ	Single storey front extension	Horsforth Town Council neither supports nor objects to this application
<a href="#">23/01760/FU</a>	Fri 17 Mar 2023	Thu 20 Apr 2023	48 West End Lane Horsforth Leeds LS18 5JP	Loft Conversion and rear dormer	Horsforth Town Council neither supports nor objects to this application
<a href="#">23/01827/FU/NW</a>	Tue 21 Mar 2023	Fri 21 Apr 2023	The Brownberries Brownberrie Lane Horsforth Leeds LS18 5HE	Alterations including single storey rear extension; first floor balcony to rear with new door	Horsforth Town Council neither supports nor objects to this application

				and balustrade; single storey extension to front	
<a href="#">23/01761/FU</a>	Fri 17 Mar 2023	Fri 21 Apr 2023	2A Southway Horsforth Leeds LS18 5RP	Single storey front extension with carport to front/side	Horsforth Town Council neither supports nor objects to this application
<a href="#">23/01811/FU/NW</a>	Mon 03 Apr 2023	Thu 27 Apr 2023	40 Hunger Hills Avenue Horsforth Leeds LS18 5JT	Alterations including two storey part single storey side extension	Horsforth Town Council neither supports nor objects to this application.
<a href="#">23/01421/FU</a>	Tue 21 Mar 2023	Thu 27 Apr 2023	127 Broadway Horsforth Leeds LS18 4HL	One new dwelling	Duplicate application
<a href="#">23/01649/FU/NW</a>	Wed 05 Apr 2023	Thu 27 Apr 2023	Leeds Trinity University College Brownberrie Lane Horsforth Leeds LS18 5HD	Construction of a new atrium roof; internal extension of first floor; installation of 7.no air handling units, associated steel galvanised ducting and various condenser units; Installation of companionway ladder and handrail on the atrium east and west elevations	Horsforth Town Council has a pipeline concern. Draw attention to the HSE report in the planning application.

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**Horsforth Town Council****Bank Reconciliation as at 31.03.23****Prepared by Tracy Sutcliffe (Bookkeeper) on 22.04.23**At next y/end  
S / L term**Balance per bank statements as at 31.03.23**

<b>Current Account</b>	<b>Virgin (formerly Yorkshire Bank) (per stmt 31.03.23)</b>	<b>84,552.81</b>	<b>Short term</b>
	<b>Unity Trust Bank (per Stmt 31.03.23)</b>	<b>160,242.63</b>	<b>Short term</b>
	<b>Nationwide Building Society (Per stmt 31.03.23)</b>	<b>85,836.83</b>	<b>Short term</b>

**Term deposit accounts**

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**330,632.27****Add uncredited receipts****0.00****Less unrepresented cheques**

0.00

**0.00****Net Balances as at 31.03.23****330,632.27****Cash book****Opening balances as at 1 April 2022****446,587.95**

Add cash book receipts

**137,296.35**

Less cash book payments

**253,252.03****Closing cash book balance as at 31 March 2023****330,632.27**

Difference

0.00

ITEM 8.1

Annual Budget and Expenditure 2022-2023  
Updated 31.03.23

		Annual Budget 2022-2023		Income & Expenditure		Budget Remaining	
		£	£	As At 31.03.23		As At 31.03.23	
		£	£	£	£	£	£
<b>INCOME</b>							
	Precept	126,019		126,019		0	
	Council Tax Support Grant	4,676		4,676		0	
	Bank Interest Received	100		1,043			
<b>3 &amp; 5 The Green</b>							
	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	
<b>TOTAL INCOME</b>			<b>133,795</b>		<b>131,738</b>		<b>0</b>
<b>EXPENDITURE</b>							
<b>Community &amp; Environment</b>							
	Grants & Sponsorship (budget inc £1,650 from Special Events)	5,150		5,385		-235	
	Award Scheme	200		43		157	
	Civic Service	100		0		100	
	Horsforth Gala	100		30		70	
	Remembrance Service	1,000		679		321	
	Annual Town Meeting	50		0		50	
	Horsforth Matters	3,200		3,978		-778	
	Band Concerts	975		1,046		-71	
	Special Events and Projects (Annual Event)	0	Moved to G&S	0		0	
	Christmas Motifs, Lights & Trees	14,700		14,343		357	
	Christmas Switch On Event	2,200		1,714		486	
	HTC Floral Displays - Installation & Water	5,450		5,374		76	
	Community Watering - HIB & Fairtrade	3,640		3,656		-16	
	Garden Maintenance	1,000		1,070		-70	
			<b>37,765</b>		<b>37,317</b>		<b>448</b>
<b>Planning, Licensing &amp; Traffic</b>			<b>500</b>		<b>0</b>		<b>500</b>
<b>Cold Calling Control Zone / Other</b>			<b>500</b>		<b>0</b>		<b>500</b>
<b>Climate Change</b>			<b>1,000</b>		<b>0</b>		<b>1,000</b>
<b>Salaries</b>							
	Basic Salary Costs	75,811		43,657			
	Overtime	1,500		220			
			<b>77,311</b>		<b>43,877</b>		<b>33,434</b>
<b>Office</b>							
	Office Equipment & Photocopier Lease	1,030		1,437		-407	
	IT Support	1,300		1,072		229	
	Stationery & Printing	775		1,120		-345	
	Postage	100		6		94	
	Telephone and Broadband	930		861		69	
	Subscriptions	2,325		2,205		120	
	Audit, Accounts & Data Protection	1,805		3,997		-2,192	
	Miscellaneous, Quality Council & Recruitment	155		526		-371	
	Bank Charges	145		147		-2	
	Chairman's Allowance	200		95		105	
	Meeting Expenses & Refreshments	185		42		143	
	Room Hire	1,100		318		783	
	Legal & Professional Fees	1,030		0		1,030	
	Website Maintenance	260		1,719		-1,459	
	Email	425		72		353	
	Clock Maintenance	415		705		-290	
	Defibrillator Maintenance	1,030		40		990	
	Roll Of Honour	125		120		5	
	Combined Insurance	1,340		1,833		-493	
			<b>14,675</b>		<b>16,315</b>		<b>-1,640</b>
<b>Staff Training</b>							
	Staff Training	2,000		800		1,200	
	Councillor Training	1,000		25		975	
			<b>3,000</b>		<b>825</b>		<b>2,175</b>
<b>Election</b>			<b>10,000</b>		<b>7,745</b>		<b>2,255</b>

<b>Property Overheads</b>							
	<b>3 &amp; 5 The Green</b>						
	Loan repayment	9,811		9,798		13	
	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		6,886		-4,411	
	No 3 Light, Heat, Power & Water	6,180		12,117		-5,937	
	Site Management & Maintenance	1,545		936		609	
			<b>30,521</b>		<b>29,737</b>		<b>784</b>
	<b>Horsforth Museum - Gant re No 5 The Green Rent</b>		<b>3,000</b>		<b>0</b>		<b>3,000</b>
	<b>TOTAL EXPENDITURE</b>		<b>178,272</b>		<b>135,815</b>		<b>42,457</b>
	<b>SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE</b>		<b>-44,477</b>		<b>-4,077</b>		

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

		As At 31.03.23	
		£	£
<b>DESIGNATED FUNDS</b>			
<b>NEIGHBOURHOOD PLAN</b>			
	Balance B/F 01.04.22	4,037	
	Income	0	
	Expenditure	794	
	Transfer of funds	0	
	<b>Balance C/F 31.03.23</b>		<b>3,243</b>
<b>ELECTION</b>			
	Balance B/F 01.04.22	3,750	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	<b>Balance C/F 31.03.23</b>		<b>3,750</b>
<b>3 &amp; 5 THE GREEN - REFURBISHMENT</b>			
	Balance B/F 01.04.22	69,100	
	Income	0	
	Expenditure	33,848	
	Transfer of funds	0	
	<b>Balance C/F 31.03.23</b>		<b>35,252</b>
<b>3 &amp; 5 THE GREEN - ADDITIONAL PURCHASE COST</b>			
	Expenditure provided for in year end accounts	35,000	
	31.03.22, but expenditure will be made in the year		
	ended 31 March 2023	35,000	
	<b>Balance C/F 31.03.23</b>		<b>0</b>
<b>3 &amp; 5 THE GREEN - PRE-ACQUISITION COSTS</b>			
	Balance B/F 01.04.22	2,418	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	<b>Balance C/F 31.03.23</b>		<b>2,418</b>
<b>FREE SCHOOL MEALS</b>			
	Balance B/F 01.04.22	2,750	
	Income	0	
	Expenditure	0	

	Transfer of funds		0
	<b>Balance C/F 31.03.23</b>		<b>2,750</b>
<b>MECHANICS INSTITUTE</b>			
	<b>Balance B/F 01.04.22</b>		<b>4,500</b>
	Income		0
	Expenditure		0
	Transfer of funds		0
	<b>Balance C/F 31.03.23</b>		<b>4,500</b>
<b>QUEEN'S PLATINUM JUBILEE</b>			
	<b>Balance B/F 01.04.22</b>		<b>3,660</b>
	Income		0
	Expenditure		3,534
	Transfer of funds		0
	<b>Balance C/F 31.03.23</b>		<b>126</b>
<b>TOTAL DESIGNATED FUNDS C/F</b>			<b>52,040</b>
<b>RESTRICTED FUNDS</b>			
<b>COMMUNITY INFRASTRUCTURE LEVY</b>			
	<b>Balance B/F 01.04.22</b>		<b>80,666</b>
	Income		0
	Expenditure		9,493
	Transfer of funds		0
	<b>Balance C/F 31.03.23</b>		<b>71,173</b>
<b>3 &amp; 5 THE GREEN - PWLB</b>			
	<b>Balance B/F 01.04.22</b>		<b>89,899</b>
	Income (Loan)		0
	Expenditure (repayment)		0
	Transfer of funds		0
	<b>Balance C/F 31.03.23</b>		<b>89,899</b>
<b>TOTAL RESTRICTED FUNDS C/F</b>			<b>161,072</b>

**RECONCILIATION TO CASH BOOK**

**CHECK TOTAL**

General income less expenditure	-4,077
Designated income	0
Designated expenditure	-73,175
Restricted fund income	0
Restricted fund expenditure	-9,493
<b>CASH BOOK TOTAL</b>	<b>-86,746</b>

**CASH BOOK TOTAL 2022-2023** **-82,961.07**  
**(CB Receipts less payments - per cash book)**

**Difference** **-3,785**

**Provisions 2023**

Creditors	-7,618
Accruals	-2,709
Prepayments	3,111

**Reverse Prepayments 2022**

Vision ICT	-719
------------	------

**Reverse Accruals 2022**

Loan interest	2,221
Salaries	1,199
Bookkeeping	360
Defib	90
Rememb Serv	190
Christmas switch on	90
<b>TOTAL ADJUSTMENTS</b>	<b>-3,785</b>



ITEM 8.1

Horsforth Town Council  
Cash Book  
Year ended 31 March 2023

Period 01.03.23-31.03.23

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
28.02.23	Brought Forward		176,065.16	0.00	13,458.55	19,549.73	0.00	0.00	22,528.73	0.00	7,744.67	38,243.10	13,391.30	51,098.35	630.00	4,327.73	5,093.00
13.03.23	Rialtas Business Solutions Ltd	199	30.00		5.00								25.00	IT Support			
13.03.23	HP inc UK	200	1,385.33		230.89								1154.44	Equipment			
13.03.23	Horsforth in Bloom	201	120.00						120.00	Garden Maintenance							
13.03.23	SLCC Enterprises	202	36.00		6.00										30.00	Training	
13.03.23	Leeds City Council	203	15,711.60		2,618.60				13,093.00	Christmas Motifs/lights							
13.03.23	YLCA	204	100.00												100.00	Training	
13.03.23	SLCC Enterprises	205	18.00		3.00										15.00	Training	
13.03.23	Leeds City Council	206	35,000.00													35,000.00	3&5 the Green
13.03.23	HydroFire Ltd		612.16		101.36									510.80	Overheads		
13.03.23	HydroFire Ltd Bounce Back		-612.16		-101.36									-510.80	Overheads		
13.03.23	Crooks Architecture Ltd	207	13,726.99		2,287.83									11,439.16	Refurbishments		
13.03.23	Leeds City Council	208	84.00		14.00								70.00	Misc/QC/recruitment			
13.03.23	Leeds City Council	209	360.00		60.00				300.00	Christmas Motifs/lights							
13.03.23	Beaston Signs Ltd	210	144.00		24.00								120.00	Roll of Honour			
13.03.23	Vision ICT Ltd	211	806.40		134.40								672.00	Website Maintenance			
13.03.23	SLCC Enterprises	212	296.00										296.00	Subscriptions			
14.03.23	BT	213	131.80		21.97								109.83	Telephone			
16.03.23	Lloyds Credit Card	214															
	Giff Gaff		6.00		1.00								5.00	Telephone			
	Bank Charges		3.00										3.00	Bank Charges			
	Amazon		20.72		3.45								17.27	Stationary			
22.03.23	Commerce Buisness Systems	215	69.07		11.51								57.56	Staty/printing			
22.03.23	Salary Costs	216	2,051.47									2051.47		Salary Costs			
22.03.23	Salary Costs	217	668.96									668.96		Salary Costs			
24.03.23	Enlightened IT	218	96.60		16.10								80.50	Monthly IT			
27.03.23	Zen Internet Ltd - Office Broadband	219	35.40		5.90								29.50	Broadband			
30.03.23	7th Airedale Scouts	220	485.00						485.00	Grants/Sponsorship							
30.03.23	Salary Costs	221	869.71									869.71		Salary Costs			
30.03.23	HydroFire Ltd	222	612.16		101.36									510.80	Overheads		
30.03.23	Churches Together	223	500.00						500.00	Grants/Sponsorship							
30.03.23	YLCA	224	50.00												50.00		
30.03.23	Salary Costs	225	3,242.41									3242.41		Salary Costs			
30.03.23	Churches Together	226	500.00						500.00	Grants/Sponsorship							
31.03.23	Bank Charges	227	26.25										26.25	Bank charges			
	Carried Forward		253,252.03	0.00	19,003.56	19,549.73	0.00	0.00	37,526.73	0.00	7,744.67	45,075.65	16,057.65	63,048.31	825.00	39,327.73	5093.00
	Check total		253,252.03		253,252.03												
	<b>Total Expenditure 2022-2023 (for budget page)</b>																
	Cash book payments (for rec)		253,252.03														

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
			£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
28.02.23	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
31.03.23	Nationwide Interest Received			484.29			484.29										
31.03.23	Virgin (Formerly Yorkshire Bank) Interest Received (this period & prior interest where no statement was seen)			558.38			558.38										
	Carried Forward		497,489.09	86,395.21	0.00	5,558.68	1,042.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Check total		583,884.30		583,884.30												
	<b>Total Income 2022-2023 (for budget page)</b>																
	Cash book receipts (for rec)		137,296.35														
	<b>Cash book balances (agrees to bank rec)</b>	<b>330,632.27</b>	244,237.06	86,395.21													

**Total Income 2022-2023 (for budget page)** 131,737.67  
**Total Expenditure 2022-2023 (for budget page)** 214,698.74  
**Agreed to Budget** -82,961.07

## ITEM 8.1

**Horsforth Town Council**  
**Remaining General Funds at 31.03.23**

	£	£	£
<b>Bank Balances per reconciliation as at 31.03.23</b>			
Virgin (formerly Yorkshire Bank) (per stmt 31.03.23)		84,552.81	
Unity Trust Bank (per Stmt 31.03.23)		160,242.63	
Nationwide Building Society (Per stmt 31.03.23)		85,836.83	
			<b>330,632</b>
 <b>Unspent General Budgets</b>			
Community & Environment	448		
Planning, Licensing & Traffic	500		
Cold Calling	500		
Climate Change	1,000		
Salaries	33,434		
Office	-1,640		
Staff Training	2,175		
Election	2,255		
Property Overheads	784		
Horsforth Museum	3,000		
		<b>42,456</b>	
 <b>Unspent Designated Fund Balances</b>			
Neighbourhood Plan	3,243		
Election	3,750		
3&5 The Green - Refurbishment	35,252		
3&5 The Green - Pre-acquisition costs	2,418		
Free School Meals	2,750		
Mechanics Institute	4,500		
Queen's Platinum Jubilee	126		
		<b>52,039</b>	
 <b>Unspent Restricted Fund</b>			
CIL	71,173		
3&5 The Green - PWLB	89,899		
		<b>161,072</b>	
 <b>Unspent Funds</b>			<b>255,567</b>

YORKSHIRE INTERNAL AUDIT SERVICES  
JASPER COTTAGE SESSAY THIRSK YO7 3BE  
TEL, 01845 501660

Mz B Crabtree,  
Town Clerk to  
Horsforth Town Council,  
Mechanics Institute and Library,  
Town Street,  
Horsforth,  
Leeds.LS18 5BC

9<sup>th</sup> May 2023

To the Chairman and Members of Horsforth Town Council,  
Internal Audit of Accounts for the Financial Year ending  
31<sup>st</sup> March 2023, final visit.

I am pleased to inform you that my interim audit of accounts at Horsforth Town Council is complete. Matters arising were discussed with the Clerk, the more important of which are detailed below :-

Cash Book / Bank Account Reconciliation Statement

I checked and agreed the cash book / bank account reconciliation statement as at the 31<sup>st</sup> March 2023 and confirm that the Town Councils` cash balance at that time was £330,663.

Annual Return 2022/2023

I checked and agreed the accounting and internal control entries of the Return which may now be submitted to the External Auditor.

Issues Discussed.

1] The new RBS/RIALTA Accounting System

The Town Clerk has made considerable progress in mastering the intricacies of the new system, but she feels a little further training would complete the process.

I recommend therefore that additional training in the new system be provided and that the present in house spreadsheet accounting system continues to be run in parallel.

2] 3-5 The Green

a] I recommend that the financial implications of the refurbishment of The Green should be discussed and a forward plan / budget drawn up.

b] The insurance requirements for The Green should be reviewed.

3] The energy contracts for gas and electricity should be reviewed.

Internal Controls

I confirm I have carried out appropriate tests and checks on the accounts and internal controls selected from our YIAS Internal Audit Plan and found them to be in order.

Yours sincerely,

K C Stephenson

PARTNERS :- K C Stephenson      Tel:- 0113 2585610  
                 R F Entwistle            Tel:- 01845 501660  
                 e-mail – [yias2002@gmail.com](mailto:yias2002@gmail.com)

Annual Internal Audit Report 2022/23

HORSFORTH TOWN COUNCIL

WWW.HORSFORTHTOWNCOUNCIL.GOV.UK

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 15/11/22 4/5/23  
 Name of person who carried out the internal audit: K STEPHENSON

Signature of person who carried out the internal audit: *K Stephenson*  
 Date: 4/5/23

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**  
**\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

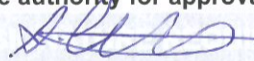
## HORSFORTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	342,095	394,165	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	124,201	126,019	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	297,310	5,719	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	43,554	43,877	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	7,126	9,798	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	318,761	129,807	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	394,165	342,421	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	446,588	330,633	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	270,731	271,885	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	288,343	285,278	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	✓			<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

10/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

ITEM 8.6 EXPLANATION OF VARIANCES

Horsforth Town Council					
Annual Governance and Accountability Return 2022-2023					
Explanation of Variances					
<ul style="list-style-type: none"> <li>variances of more than 15% between totals for individual boxes (except variances of less than £200);</li> <li>Variances of £100,000 or more require explanation regardless of the % variation year on year;</li> <li>a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates &amp; levies value (Box 2)</li> </ul>					
<b>Section 2</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>Variance</b>	<b>Variance</b>	<b>Detailed explanation of variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>%</b>	<b>(with amounts £)</b>
Box 1 Balances b/f	342,095	394,165			Balance b/f agrees with Box 7 c/f from last year
Box 2 Precept or rates and levies	124,201	126,019	1,818	1.5%	VARIANCE EXPLANATION NOT REQUIRED
Box 3 Total other receipts	297,310	5,719	-291,591	-98.1%	See separate sheet
Box 4 Staff costs	43,554	43,877	323	0.7%	VARIANCE EXPLANATION NOT REQUIRED
Box 5 Loan interest/capital repayments	7,126	9,798	2,672	37.5%	2021-22 new loan taken out with repayments commencing Comprises £1556 capital repayment and £5571 interest (inc accrued interest) 2022-23 comprises £3165 capital repayment and £6633 interest (inc accrued interest)
Box 6 All other payments	318,761	129,807	-188,954	-59.3%	See separate sheet
Box 7 Balances c/f	394,165	342,421	-51,744	-13.1%	See below.
Box 8 Total cash & short term investments	446,588	330,633	-115,955	-26.0%	VARIANCE EXPLANATION NOT REQUIRED
Box 9 Total fixed assets & long-term investments & assets	270,731	271,885	1,154	0.4%	VARIANCE EXPLANATION NOT REQUIRED
Box 10 Total borrowings	288,343	285,278	-3,065	-1.1%	VARIANCE EXPLANATION NOT REQUIRED
Explanation for 'high' reserves	(where Box 7 is more than twice Box 2) Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				
	<b>Earmarked reserves:</b>				
					Neighbourhood Plan 3,243
					Election expenses 3,750
					3&5 The Green - refurbishment 35,252
					3&5 The Green - additional purchase cost 0
					3&5 The Green pre acquisition costs 2,418
					Free School Meals 2,750
					Mechanics Institute 4,500
					Queen's Platinum Jubilee 126
					Community Infrastructure Levy 71,173
					3&5 The Green - PWLB monies 89,899
					213,111
					<b>General reserve 129,310</b>
					<b>Total Reserves (must agree to Box 7) 342,421</b>



ITEM 8.6. VARIANCE EXPLANATION FOR BOX 3

<b>Horsforth Town Council</b>				
<b>Annual Governance and Accountability Return 2022-23</b>				
<b>Box 3: Total Other Receipts</b>				
	<b>2021-22</b>	<b>2022-23</b>	<b>Difference</b>	<b>Notes</b>
Council Tax support grant	4,882	4,676	-206	
Community Infrastructure Levy	2,486	0	-2,486	No CIL received in 2022-23
PWLB loan	289,899	0	-289,899	Loan in 2021-22; no loan in 2022-2023
Bank Interest received	43	1,043	1,000	Interest rate increase
	<b>297,310</b>	<b>5,719</b>	<b>-291,591</b>	

**ITEM 8.6 VARIANCE EXPLANATION FOR BOX 6**

Horsforth Town Council  
Annual Governance and Accountability Return 2022-23  
Box 6: All Other Payments

	2021-22	2022-23	Variance	Notes
	£	£		
<b>EXPENDITURE</b>				
Grants & Sponsorship	3,500	5,385	1,885	The Town Council granted more funds this year to community groups.
Award Scheme	477	43	-434	Additional costs for award including trophies for 2021-22 as there were more winners that year.
Civic Service	100	0	-100	A donation of £100 for refreshments was not given in 2022-2023
Horsforth Gala	0	30	30	
Remembrance Service	364	679	315	
Horsforth Matters	0	3,978	3,978	The cost of Horsforth Matters increased in 2022-2023 as no copies were printed in 2021-22.
Band Concerts	650	1,046	396	Contributed towards two concerts in 2021-22 and three concerts in 2022-23.
Special Events and Projects (Annual Event)	490	0	-490	The Town Council planned an event for the Queens Platinum Jubilee in 2022-2023 and the cost is shown on row 52.
Christmas Motifs, Lights & Trees	14,232	14,343	111	
Christmas Switch On Event	1,889	1,714	-175	
HTC Floral Displays - Installation & Water	5,271	5,374	103	Increase in cost for floral displays and watering in 2022-2023
Community Watering - HIB & Fairtrade	3,531	3,656	125	Increase in costs for watering in 2022-2023
Garden Maintenance	780	1,070	290	In crease in costs for garden maintenance in 2022-2023
Office Equipment & Photocopier Lease	216	1,437	1,221	2021-2022: Photocopier lease: £216. 2022-2023: Photocopier Lease - £216, Purchased 2 laptops £1154.44, Laptop bags and mouse - £66.62
IT Support	1,035	1,072	37	
Stationery & Printing	907	1,120	213	Increase in office printing costs in 2022-2023
Postage	70	6	-64	
Telephone and Broadband	878	861	-17	
Subscriptions	2,127	2,205	78	
Audit, Accounts & Data Protection	2,592	3,997	1,405	2021-2022: Audits - £1020, Data Protection Fee - £35, Book keeper - £1537. 2022-2023: Audits: £1720, Data Protection Fee - £35, Book Keeper - £2048.19, Rialtas Accounts Software - £193.81
Miscellaneous & Quality Council	257	526	269	2021-2022: Recruitment - £70, Cleaning/photo frames - £74.83, Working from home allowance - £112. 2022-2023: Recruitment - £424, key cutting - £5, Condolence Book - £26.64, Quality award fee - £50, i.d. Badges - £20.24
Bank Charges	135	147	13	
Chairman's Allowance	0	95	95	
Room Hire, Meeting Expenses & Refreshments	1,440	357	-1,083	2021-2022: Room hire - £1278.50, Zoom - £162. 2022-2023: Room hire - £318, Zoom - £11.99, refreshments - £30.49
Website Maintenance	240	1,287	1,047	2021-22: web hosting £240. 2022-2023: new website - £1000, website hosting £287
Email	396	504	108	
Clock Maintenance	634	705	71	
Defibrillator Maintenance	1,944	40	-1,904	Purchased a Defib, cabinet and battery, paid for installation in 2021-2022 and paid for defib pads only in 2022-2023
Roll Of Honour	0	120	120	The Roll of Honour was updated in 2022-2023 with Chairmans names
Combined Insurance	1,130	1,833	703	Increase in cost due to purchasing 3&5 The Green
Staff Training	45	800	755	Increased staff training due to two new members of staff
Councillor Training	200	25	-175	Low intake in Councillor training in 2022-2023
Staffing & Structure Review	1,225	0	-1,225	One off report commissiond in 2021-2022 regarding staffing stucture
Election	21,100	7745	-13,355	Three by-elections held in 2021-2022 and only one by-election in 2022-2023
Site Premises Insurance	240	0	-240	£240 for buildings insurance for 3&5 The Green in 2021-2022, the building insurance cost is now included in combined insurance for 2022-2023. See above.
No 3 Business Rates	0	6,886	6,886	Started paying Non Domestic Business Rates for 3&5 The Green in 2022-2023
No 3 Light, Heat, Power & Water	0	12,117	12,117	Started paying for gas and electric for 3&5 The Green in 2022-2023
Site Management & Maintenance	0	936	936	Inspections including fire alarm service after purchase of 3&5 The Green
3&5 The Green Purchase	235,000	0	-235,000	Purchased 3&5 The Green in 2021-2022
3&5 The Green Refurbishment		33,848	33,848	Started the refurbishment of 3&5 The Green om 2022-2023
3&5 The Green - Pre Acquisition costs	13,516	0	-13,516	2021-22 legal and search fees paid on completion of property purchase
Neighbourhood Plan	0	794	794	Training and printing for neighbourhood Plan in 2022-2023
Free School Meals	1,650	0	-1,650	Paid £1650 towards Free School Meals in 2021-2022, no demand in 2022-2023
Queens Platinum Jubilee	500	3,534	3,034	Queens Platinum Jubilee Event was held in 2022-2023
Community Infrastructure Levy	0	9,493	9,493	Contributed towards an accessible roundabout:£5093 and bench/bins:£4400

**318,761      129,807      -188,954**

ITEM 8.6 VARIANCE EXPLANATION BETWEEN BOX 7 AND 8

<b>Horsforth Town Council</b>		
<b>Annual Governance and Accountability Return 2022-23</b>		
<b>Reconciliation between Box 7 and Box 8</b>		
	£	£
<b>Box 7: Balances carried forward</b>		<b>342,421</b>
Deduct:		
Debtors	19,004	
Prepayments	3,111	
<b>Total deductions</b>		<b>22,115</b>
Add:		
Creditors	7,618	
Accruals	2,709	
<b>Total additions</b>		<b>10,327</b>
<b>Box 8: Total cash and short term investments</b>		<b>330,633</b>

ITEM 8.6 EXPLANATION FOR NO RESPONSE AT ASSERTION 4

Horsforth Town Council

Annual Governance and Accountability Return 2022-23

Section 1: Annual Governance Statement 2022-2023 - Explanation for "No" Responses

Assertion 4	Horsforth Town Council 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. This was due to the Town Council requesting an extension to submit the AGAR which was after the statutory inspection period.
	The period for the exercise of public rights during the year 2023/2024 includes the first 10 working days of July 2024.

## HORSFORTH TOWN COUNCIL

### NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

#### NOTICE

1. Date of announcement: 23<sup>rd</sup> May 2023

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:

Becky Crabtree – Clerk  
Horsforth Town Council, Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL  
Tel: 07526 567591  
Email: [admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk)

commencing on 5<sup>th</sup> June 2023 and ending on 14<sup>th</sup> July 2023

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)  
15 Westferry Circus  
Canary Wharf  
London E14 4HD  
([sba@pkf-l.com](mailto:sba@pkf-l.com))

5. This announcement is made by Becky Crabtree, Clerk



**Horsforth Town Council**

Mechanics Institute

Town Street

Horsforth

Leeds

LS18 5BL

23<sup>rd</sup> May 2023

I can advise that the accounting statements are as yet unaudited and are to be reviewed by the External Auditors (PKF Littlejohn LLP) and may be subject to change.

B Crabtree  
Clerk to the Council



## Horsforth Town Council

Mechanics Institute  
Town Street  
Horsforth  
Leeds  
LS18 5BL

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

### Schedule of Payments for the Full Council meeting being held on 18<sup>th</sup> May 2023

Payee	Details	Amount	Comments
Salaries	Staff Salaries - April	£2665.38	Clerk authorised with delegated powers
Salaries	Staff Salaries - May	£2700.04	Clerk authorised with delegated powers
West Yorkshire Pension Fund	Pension Contribution – April	£885.32	Clerk authorised with delegated powers
West Yorkshire Pension Fund	Pension Contribution - May	£885.32	Clerk authorised with delegated powers
HMRC	PAYE & NI – Quarter 4	£3242.41	Clerk authorised with delegated powers
YLCA	Membership	£1944.00	Clerk authorised with delegated powers
The Koin Club	Coins for Coronation Event	£79.92	Clerk authorised with delegated powers
Leeds City Council	No.3 The Green Business Rates	£682.00	Clerk authorised with delegated powers
Quadrant Building Control	Building Control for 3&5 The Green Refurbishment	£600.00	Clerk authorised with delegated powers
Horsforth in Bloom	Garden Maintenance	£60.00	Clerk authorised with delegated powers
Public Access Defibrillator	Defib pads	£130.00	Clerk authorised with delegated powers
St Margarets Parish Centre	Room hire	£66.75	Outstanding
British Gas	Gas – The Stables	£215.81	Outstanding
Yorkshire Internal Audit Services	Internal Audit	£340.00	Outstanding
Leeds City Council	No.3 The Green Business Rates	£678.00	Clerk authorised with delegated powers
T&B Bookkeeping	Bookkeeping	£547.25	Outstanding

### Payments received since 1<sup>st</sup> April 2023

Payee	Details	Amount
Leeds City Council	Precept	£261,035.00
Leeds City Council	CTS Grant	£4927.00
K. White	Sponsorship for the Coronation Event banner	£78.60
Leeds City Council	CIL Payment	£175.54





				Totals	£ 49,111.17			£ 70,830.45
				Less: items held as custodian	£ 16,625.00			
				Total	£ 32,486.17			
<b>Computer and other equipment - identified as Contents (c) in policy</b>								
Handset Telephones	2	Office	2017	£ 40.00	Office			Plus VAT
Coffee Maker	1	Office	Not Known	£ 222.00	Office			inc VAT
Rexel Shredder	1	Office	Not Known	£ 50.00	Office			Plus VAT
22" Acer Monitor	1	Office	Mar-12	£ 65.78	Office			Plus VAT
Belonghi Electric Radiator	1	Office	Nov-12	£ 149.99	Office			inc VAT
Rotatrim A3 trimmer	1	Office	Jan-17	£ 74.40	Office			Plus VAT
Mini Russell Hobbs Fridge	1	Office	Jun-19	£ 92.49	Office			<b>New in 2019</b>
Refurbished Dell pc, intel core i5 /3rd gen, 240gb SSD, 8gb ram, windows 10	2	Office	Aug-19	£ 580.00	Office			
Refurbished 24" monitors	2	Office	Aug-19	£ 100.00	Office			
				£ 1,374.66				
						Total	£ 2,752.90	Global blanket cover
<b>Furniture and other equipment identified as Contents (a) in the Insurance Policy</b>								
Cups & Saucers	34 each	Office	Not Known	Not Known	Office			Plus VAT
Metal Post Box	1	Outside office.	Jan-09	£ 58.00	Office			Plus VAT
Hat & Coat Stand	1	Office	Not Known	Not Known	Office			inc VAT
Roll of Honours board	1	Office	2008	£ 495.00	Office			Plus VAT
Office Display Boards	2	Office	2010	£ 137.00	Office			Plus VAT
Year Planner	1	Office	2009	£ 30.95	Office			Plus VAT
Vertical Blinds	7	Meeting Room (5) Office (2)	2011	£ 605.00	Library			Plus VAT
Projector Screen	1	Office	2010	£ 60.00	Office			inc VAT
Fire Chief Safe	1	Office	Feb-11	£ 830.63	Office			Plus VAT
Board Room Table	1	Office	Nov-08	£ 10.00	Office			inc VAT
Board Room Chairs	12	Office	Nov-08	£ 10.00	Office			est'd replacement value
Office Desk	2	Office	Nov-08	Donated	Office			Plus VAT
			Mar-12	£ 169.00				
Office Chair	2	Office	Apr-15	£ 101.52	Office			Plus VAT
		Office	Oct-14	£ 105.84				
Cushion Stacking Chairs	12	Office	Unknown	Unknown	Office			inc VAT
Metal Folding Chairs	8	Office	Not known	Unknown	Office			est'd replacement value
Metal /wood Tables	2	Office	Oct-14	£ 201.36	Office			Plus VAT
Wooden 4 Drawer Filing Cabinets	2	Office	Nov-08	Donated	Office			Plus VAT
Wooden 3 Drawer Filing Cabinets	2	Office	Nov-08	Donated	Office			Plus VAT
Wooden Office Cupboard	1	Office	Nov-08	Donated	Office			Plus VAT
Open Front Wooden Bookcase	4	Office	Oct-08	Donated	Office			Plus VAT
Metal Secure Cupboard	1	Office	Not Known	Not Known	Office			Plus VAT
Wooden bookcase - 2 shelves	1	Office	Feb-17	£ 130.00	Office			
Whiteboard	1	Office	Aug-18	£ 27.20				
Printer shelf	1	Office/with staff	Dec-20	£ 30.82	Office/staff			exc VAT
Footrest	1	Office/with staff	Dec-20	£ 21.84	Office/staff			exc VAT
				£ 3,024.16		Total	£ 7,745.12	Global blanket cover

Summary	Acquisition Value	Insurance Value	
<b>Real Property</b>	£ 235,000.00	£ 657,000.00	
<b>Fixed Assets</b>			
Total Items - any location	£ 32,486.17	£ 70,830.45	
Total computer and other office equipment	£ 1,374.66	£ 2,752.90	
Total furniture	£ 3,024.16	£ 7,745.12	
<b>Totals</b>	<b>£ 271,884.99</b>	<b>£ 738,328.47</b>	
Total long-term financial investments	£ -		
Total staffing costs per annum	£ 53,551.00	£ 50,000.00	<b>Key Personnel Cover</b>

ITEM 8.12

Horsforth Town Council: regular due payments 2023-2024

Details	Supplier	Frequency		Latest payment due/made (ex VAT)
Salaries		Monthly	SO	2,720.43
Tax and NI		Quarterly		3,242.41
Pension contributions		Monthly		869.71
Photocopier lease	BMP Paribas	Quarterly	DD	54.00
Photocopier printing charges	CBS	Monthly	DD	57.56
Internet	Zen	Monthly	DD	29.50
Telephone – landline	BT	Quarterly	DD	107.37
Domain renewal – gov.uk	Gov uk	Every 2 years		55.00
Website and email hosting	Vision ICT	Annual		806.40
IT support & Office 365	Enlightened IT	Monthly	DD	100.50
Bookkeeping & payroll	T. Sutcliffe	Every 2 months approx		216.00
Internal audit (Interim and End of Year)	YIAS	Twice a year		720.00
External audit	PKF	Annual		1,000.00
Annual insurance	Zurich	Annual		1,833.30
Bank service charges	Lloyds	Quarterly	DD	27.90
Data protection registration	ICO	Annual	DD	35.00
Room hire	St Margarets	Every 2 months	TFR	75.00
Fink Hill clock - annual service & maintenance agreement	Smith of Derby	Annual	TFR	258.00
Jubilee Garden maintenance	Horsforth in Bloom	Monthly		60.00
Multipay credit card fee (credit card)	Lloyds	Monthly	CC	3.00
Wreaths (3) for Armistice Day and Remembrance Service	Royal British legion	Annual		42.50
Mobile Goodybag	Giff Gaff	Monthly	DD	6.00
Accounts software support	Rialtas	Annual		193.81
Loan for 3&5 The Green	PWLB	Twice a year	DD	4,905.18
Clerk Membership	SLCC	Annual	TFR	296.00
Council Membership	YLCA	Annual	TFR	1,909.00

**Horsforth Town Council: CIL Receipts and Expenditure Report  
2022-23**

**Updated:**

<b>Date</b>	<b>Details</b>	<b>Receipts £</b>	<b>Expenditure £</b>	<b>Balance £</b>
<u>Previous Years b/f</u>				
2017-18		2,116.88	-	
2018-19		24,013.20	-	
2019-20		25,132.45		
2020-21		26,918.28		
2021-22		2,486.04		
	<b>Total previous years</b>	<b>80,666.85</b>	<b>-</b>	<b>80,666.85</b>
<u>Current Year</u>				
2022-23	Leeds City Council - Wheelchair accessible roundabout at Newlaithes Playground		5,093.00	
	<b>Total in current year</b>			<b>5,093.00</b>
	<b>Total all years</b>	<b>80,666.85</b>	<b>5,093.00</b>	<b>75,573.85</b>
	Total CIL receipts in current year retained at year end			
	Total CIL receipts from previous years retained at year end*	<u>80,666.85</u>		
	Total receipts retained	80,666.85		

<u>Receipts subject to notices served in accordance with Regulation 59E</u>	
Total CIL receipts subject to notices served in accordance with Regulation	-
Total CIL receipts subject to a notice served in accordance with	-

Note: It was agreed to purchase bins and benches for Newlaithes Playground at a cost of £4000. This has been included in the year end provisions as the payment will be carried out in 2023/2024.

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**Item 9.4.**

At the Finance and General Purposes Committee meeting held on 9<sup>th</sup> March 2023, it was **resolved** not to increase the budget for watering the HIB and Fairtrade flowers. The Clerk was asked to 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.

Please see a comparison below:

<b>What TC asked a quote for</b>	<b>What LCC will do for £4000</b>
<b>Job 3 - HIB Planters</b>	
a) 15 planters on New Road Side made up of green planters and including 3 concrete planters and 2 beer barrel containers sited on the pedestrian areas of the roundabout at the junction of the Ring Road and the A65.	11 Planters on New Road Side - Locations not specified
b) 14 Planters on Town Street	8 Planters on Town Street - Locations not specified
10 brown wooden planters.	2 large black plastic planters (directly opposite Morrisons)
2 large black plastic planters (directly opposite Morrisons)	Church Road/Hall Lane – 1 planter
c) Jubilee gardens, Town Street, outside the Brownlee/Stone building.	Horsforth Community Hub, Town Street – 2 planters
d) Jubilee Clock, junction of Hall Lane & Fink Hill, (designated centre of the town) comprising 2 green wooden ground planters and 1 horizontal narrow planter under the Jubilee clock. Jubilee Rose bed.	Jubilee Clock, Fink Hill – 2 planters at base
e) Planter within the fence of the Emmanuel Baptist area, Hall Lane/Fink Hill.	Jubilee Clock, Fink Hill – 1 planter suspended between posts
f) Planter of Horsforth Civic Society on pavement of Fink Hill opposite The Green.	Jubilee Clock, Fink Hill – circular rose bed
Total 36	Total 28
<b>Job 5 - Watering of Fairtrade Town sign planters once per week, June to September</b>	
a) Ring Road coming up from Rodley roundabout.	a) Ring Road coming up from Rodley roundabout.
b) Ring Road coming from Weetwood and towards Low Lane.	b) Ring Road coming from Weetwood and towards Low Lane.
c) Near to Horsforth Golf Club, Layton Road, Horsforth.	c) Near to Horsforth Golf Club, Layton Road, Horsforth.
Total 3	Total 3

LCC have quoted £4014.18.

Councillors are asked to consider and approve the quote.

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Councillor Attendance Record 2022/2023				JA	EB	CC	RC	DC	SLD	SMD	KF	MA	JG	CG	RH	RDH	BH	EH	RJ	RWJ	PM	CS	TS	MT			
				Arbuckle, Jude	Bromley, Emmie	Calvert, Chris	Capitano, Reiss	Collins, Dawn	Dowling, Sam L	Dowling, Simon M	Firth, Katharine	Fletcher, Mark	Garvani, John	Glover, Christine	Hardcastle, Richard	Harris, Rob	Heaviside, Becky	Hyndes, Eddie	Jacques, Rob	Jones, Raymond	Mallot, Peter	Sellers, Charlotte	Stones, Tracy	Townsley, Margaret			
HTC Meetings	Date	No of members	Quorum	JA	EB	CC	RC	DC	SLD	SMD	KF	MA	JG	CG	RH	RDH	BH	EH	RJ	RWJ	PM	CS	TS	MT	Total	Notes	
EOM	30/05/2022	22	8	1	1	1	1	1	1	1	1	1	1	1	A	A	A	1	1	1	1	1	1	1	1	18	
SE	07 June 2022	8	3	X	X	1	X	1	X	1	X	X	1	X	1	X	1	X	X	1	X	X	1	X	X	8	
SE	14 June 2022	8	3	X	X	1	X	1	X	1	X	X	1	X	1	X	1	X	X	1	X	X	1	X	X	8	
CE	16 June 2022	11	4	X	1	1	X	X	1	1	X	X	1	X	1	X	X	1	A	X	1	A	1	X	X	8	
SE	21 June 2022	8	3	X	X	1	X	1	X	1	X	X	1	X	1	X	A	X	X	1	X	X	1	X	X	7	
PLT	30-Jun-22	9	3	1	X	1	X	X	X	X	X	1	X	1	1	X	X	1	X	1	X	X	1	1	1	9	
AMTC	07-Jul-22	22	8	1	A	1	1	1	1	1	1	OA	1	A	1	1	1	1	OA	1	1	1	1	1	1	17	
FGP	14-Jul-22	11	4	1	X	X	X	OA	X	1	1	1	1	X	1	1	X	1	X	1	X	X	1	X	X	10	
3&5 WG	19-Jul-22	11	6	1	X	1	1	1	X	1	X	X	1	X	1	X	X	1	X	1	X	X	1	X	X	10	
PLT	21-Jul-22	9	3	1	X	1	X	X	X	X	X	1	X	1	1	X	X	1	X	1	X	X	1	A	8		
COUNCIL	28-Jul-22	22	8	1	1	1	1	1	A	1	1	1	A	1	1	1	A	1	OA	1	1	A	1	1	1	16	
SE	11-Aug-22	8	3	X	X	X	X	1	X	1	A	X	1	X	A	X	X	X	X	1	X	X	1	A	5		
3&5 WG	17-Aug-22	11	6	1	X	1	OA	1	X	1	X	X	1	X	1	X	X	1	X	1	X	X	1	X	X	9	
EOM	18-Aug-22	22	8	1	OA	1	1	1	A	1	1	1	1	A	1	A	1	1	A	1	1	OA	1	1	15		
3&5 WG	25-Aug-22	11	6	1	X	1	OA	1	X	A	X	X	1	X	A	X	X	1	X	1	X	X	1	X	X	7	
3&5 WG	30-Aug-22	11	6	1	X	1	1	1	X	1	X	X	1	X	A	X	X	1	X	1	X	X	1	X	X	9	
SE	31-Aug-22	8	3	X	X	X	X	1	X	A	A	X	1	X	A	X	X	X	X	1	X	X	1	OA	4		
EOM	01-Sep-22	22	8	1	A	1	1	1	A	A	1	A	A	A	A	OA	OA	1	OA	1	1	OA	1	1	10		
PLT	01-Sep-22	9	3	1	X	1	X	X	X	X	X	A	X	A	A	X	X	1	X	1	X	X	1	1	6		
CE	08-Sep-22	11	4	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	0	
SE	12-Sep-22	8	3	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	0	
FGP	15-Sep-22	11	4	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	0	
PLT	22-Sep-22	9	3	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	0	
3&5 WG	26-Sep-22	11	6	1	X	1	OA	1	X	1	X	X	1	X	1	X	X	1	X	A	X	X	1	X	X	8	
SE	27-Sep-22	8	3	X	X	X	X	1	X	1	1	X	A	X	A	X	X	X	X	1	X	X	1	A	5		
COUNCIL	29-Sep-22	22	8	1	OA	1	1	OA	OA	1	1	1	A	1	1	1	A	1	1	1	1	A	1	1	15		
EOM	13-Oct-22	22	8	1	1	1	1	1	A	A	A	1	1	OA	1	A	OA	1	A	1	OA	OA	1	OA	11		
REMEMBRANCE SERVICE WG	17-Oct-22	6	3	X	X	1	OA	1	A	X	X	X	X	X	X	X	X	1	X	X	X	X	1	X	4		
EDITORIAL WG	19-Oct-22	10	3	OA	X	1	1	1	A	A	1	X	X	X	1	X	OA	X	X	X	X	X	1	X	6		
PLT	20-Oct-22	9	3	1	X	1	X	X	X	X	X	A	X	A	1	X	X	A	X	1	X	X	1	1	6		
CHRISTMAS WG	27-Oct-22	9	3	X	X	1	OA	X	X	X	1	1	A	X	X	X	X	1	X	X	1	X	1	X	6		
SE	31-Oct-22	8	3	X	X	X	X	1	X	1	A	X	A	X	1	X	X	X	X	1	X	X	1	1	6		
CE	03-Nov-22	11	4	X	1	1	A	X	1	X	X	X	A	X	1	X	X	1	X	X	1	X	1	1	8		
FGP	10-Nov-22	11	4	1	X	X	X	1	X	1	1	1	1	X	1	A	X	1	X	1	X	X	1	X	10		
PLT	17-Nov-22	9	3	1	X	1	X	X	X	X	X	1	X	1	1	X	X	1	X	A	X	X	1	1	8		
CHRISTMAS WG	21-Nov-22	9		X	X	1	OA	X	X	X	1	1	A	X	X	X	X	1	X	X	1	X	1	X	6		
COUNCIL	24-Nov-22	22	8	1	1	1	A	1	A	1	1	1	1	1	1	A	OA	1	A	1	1	OA	1	1	15		
CE	01-Dec-22	11	4	X	OA	1	A	X	OA	X	X	X	OA	X	1	X	X	1	X	X	1	X	1	1	6		

HTC Meetings	Date	No of members	Quorum	JA	EB	CC	RC	DC	SLD	SMD	KF	MA	JG	CG	RH	RDH	BH	EH	RJ	RWJ	PM	CS	TS	MT	Total	Notes
SE	08-Dec-22	8	3	X	X	X	X	A	X	1	A	X	1	X	1	X	X	X	X	1	X	X	1	1	6	
PLT	15-Dec-22	9	3	A	X	1	X	X	X	X	X	1	X	A	1	X	X	1	X	1	X	X	1	1	7	
SE	09-Jan-23	8	3	X	X	X	X	1	X	1	1	X	A	X	1	X	X	X	1	X	1	X	1	A	6	
FGP	12-Jan-23	11	4	A	X	X	X	1	X	1	A	1	1	X	1	1	X	1	X	1	X	X	1	X	9	
SE	16-Jan-23	8	3	X	X	X	X	1	X	1	1	X	A	X	1	X	X	X	X	1	X	X	1	A	6	
PLT	19-Jan-23	9	3	A	X	1	X	X	X	X	X	1	X	A	1	X	X	1	X	1	X	X	1	A	6	
SE	23-Jan-23	8	3	X	X	X	X	1	X	A	A	X	A	X	1	X	X	X	X	1	X	X	1	A	4	
COUNCIL	26-Jan-23	22	8	1	1	1	1	1	A	1	1	1	A	A	1	A	1	1	OA	1	1	1	1	A	15	
3&5 WG	07-Feb-23	11	6	OA	X	1	1	1	X	1	X	X	1	X	1	X	X	1	X	1	X	X	1	X	9	
CIL WG	09-Feb-23	5	3	X	X	X	X	X	X	1	X	X	1	X	1	X	X	X	X	X	1	X	1	X	5	
PLT	16-Feb-23	9	3	1	X	1	X	X	X	X	X	1	X	1	1	X	X	1	X	1	X	X	1	A	8	
ANNUAL EVENT WG	23-Feb-23	9	3	X	X	X	1	X	X	A	1	X	X	X	A	X	X	1	X	1	X	X	1	X	5	
CE	02-Mar-23	11	4	X	OA	1	1	X	1	X	X	X	1	X	1	X	X	1	X	X	1	X	1	1	9	
FGP	09-Mar-23	11	4	1	X	X	X	1	X	1	1	1	1	X	1	1	X	1	X	1	X	X	1	X	11	
3&5 WG	14-Mar-23	11	6	OA	X	1	1	1	X	1	X	X	OA	X	1	X	X	1	X	1	X	X	1	X	8	
ANNUAL EVENT WG	15-Mar-23	9	3	X	X	X	1	X	X	A	1	X	X	X	1	X	X	1	X	1	X	X	1	X	6	
PLT	16-Mar-23	9	3	1	X	1	X	X	X	X	X	1	X	1	1	X	X	1	X	1	X	X	1	1	9	
ATM	23-Mar-23	22	8	1	OA	1	1	A	A	1	1	1	1	1	1	1	OA	1	OA	1	1	OA	1	A	14	
COUNCIL	23-Mar-23	22	8	1	OA	1	1	A	A	1	1	1	1	1	1	1	OA	1	OA	1	1	OA	1	A	14	
3&5 WG	28-Mar-23	11	6	1	X	1	1	1	X	1	X	X	A	X	1	X	X	1	X	A	X	X	1	X	8	
ANNUAL EVENT WG	12.04.2023	9	3	X	X	X	1	X	X	1	1	X	X	X	A	X	X	1	X	1	X	X	1	X	6	
PLT	13-Apr-23	9	3	1	X	1	X	X	X	X	X	1	X	1	A	X	X	1	X	1	X	X	1	A	7	
3&5 WG	02-May-23	11	6	X	X	1	OA	1	X	1	X	X	1	X	1	X	X	1	X	1	X	X	1	X	8	
<b>Total attendance</b>				<b>28</b>	<b>7</b>	<b>41</b>	<b>20</b>	<b>32</b>	<b>5</b>	<b>33</b>	<b>22</b>	<b>23</b>	<b>27</b>	<b>12</b>	<b>43</b>	<b>8</b>	<b>5</b>	<b>43</b>	<b>3</b>	<b>44</b>	<b>17</b>	<b>3</b>	<b>57</b>	<b>18</b>		
<b>Total possible attendance</b>				<b>34</b>	<b>15</b>	<b>41</b>	<b>29</b>	<b>37</b>	<b>17</b>	<b>41</b>	<b>29</b>	<b>27</b>	<b>42</b>	<b>21</b>	<b>54</b>	<b>15</b>	<b>15</b>	<b>44</b>	<b>13</b>	<b>47</b>	<b>18</b>	<b>12</b>	<b>57</b>	<b>32</b>		
<b>Total reasons for absence accepted</b>				<b>3</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>10</b>	<b>8</b>	<b>7</b>	<b>3</b>	<b>13</b>	<b>8</b>	<b>11</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>12</b>		
<b>Total other absences</b>				<b>3</b>	<b>6</b>	<b>0</b>	<b>7</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>2</b>		
<b>% attendance and accepted absences</b>				<b>91%</b>	<b>60%</b>	<b>100%</b>	<b>79%</b>	<b>95%</b>	<b>88%</b>	<b>100%</b>	<b>100%</b>	<b>96%</b>	<b>95%</b>	<b>95%</b>	<b>100%</b>	<b>93%</b>	<b>60%</b>	<b>100%</b>	<b>54%</b>	<b>100%</b>	<b>94%</b>	<b>50%</b>	<b>100%</b>	<b>94%</b>		
<b>% actual attendance record</b>				<b>82%</b>	<b>47%</b>	<b>100%</b>	<b>69%</b>	<b>86%</b>	<b>29%</b>	<b>80%</b>	<b>76%</b>	<b>85%</b>	<b>64%</b>	<b>57%</b>	<b>80%</b>	<b>53%</b>	<b>33%</b>	<b>98%</b>	<b>23%</b>	<b>94%</b>	<b>94%</b>	<b>25%</b>	<b>100%</b>	<b>56%</b>		
<b>Key:</b>																										
X - Not a member																										
1 - Present																										
A - Apologies received and reasons accepted																										
OA - Absent, no apologies/reason given within time																										
NA - Apologies/reason not accepted																										
C - Meeting cancelled																										