



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

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

Finance and General Purposes Committee

Thursday 9th March 2023

AGENDA PACK

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



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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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Schedule of Payments for the Finance and General Purposes Committee meeting being held on 9th March 2023

Payee	Details	Amount	Comments
YLCA	Staff training	£30.00	Clerk authorised with delegated powers
Mayfly Group	Meter Box for 3&5 The Green	£58.33	Clerk authorised with delegated powers
Rialtas	Accounts package License and support	£193.81	Clerk authorised with delegated powers
Hydrofire	3&5 The Green – fire equipment service	£506.80	Clerk authorised with delegated powers
Vision ICT	New Website – final 50%	£1000.00	Approved at F&GP Meeting in 2019 (FGP/19.88)
St Margarets Church	Room Hire	£59.75	Clerk authorised with delegated powers
SLCC	Clerks Membership	£296.00	Clerk authorised with delegated powers
Leeds City Council	Chairs and barriers for Remembrance Service	£160.00	Clerk authorised with delegated powers
Leeds City Council	Watering floral displays	£3511.20	Approved at the C&E Meeting held on 3 rd March 2022 (CE/21.83)
Leeds City Council	Watering HIB planters	£3655.65	Approved at the C&E Meeting held on 3 rd March 2022 (CE/21.83)
Leeds City Council	Chairs and barriers for Christmas event	£160.000	Clerk authorised with delegated powers
HP	Laptop x 2	£1178.00	Clerk authorised with delegated powers
Amazon	Stationary	£20.72	Clerk authorised with delegated powers
Staff Salaries	Salaries	£2739.90	Clerk authorised with delegated powers and signed contract
West Yorkshire Pension Fund	Pension contributions	£825.38	Clerk authorised with delegated powers and signed contract

Beatson Signs	Roll of Honour	£120.00	Approved at Full Council meeting held on 26 th January 2023 (HTC/22.68.6)
Crooks Architecture LTD	3&5 The Green – Interim invoice	£11439.16	Outstanding
Leeds City Council	Festive lights	£13093.00	Approved at the F&GP Meeting held on 16 th June 2022
Leeds City Council	Festive lights installation and 2 x stars	£300.00	Approved at the F&GP Meeting held on 16 th June 2022
Leeds City Council	3&5 The Green – Business rates	£6784.00 (£682 per month)	Outstanding
SLCC	Clerk Membership	£296.00	Outstanding
SLCC	Admin Membership	TBC	Outstanding
Vision ICT	Annual website and email hosting	£672.00	Outstanding
Rialtas	Install software on desktop	£25.00	Outstanding