



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 20th July 2023

AGENDA PACK

*Distribution: Cllrs D. Brosnan, S. Dowling, M. Fletcher, G. Garvani, J. Garvani,
R. Hardcastle, A. Martin, T. Stones, J. Tumalan*



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

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

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

In attendance: B. Crabtree – Clerk

FGP/22.44 To consider apologies and the reason for absence

All Cllrs were present.

FGP/22.45 Declaration of Disclosable Pecuniary and other Interests

None declared.

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

One member of public was present.

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

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

FGP/22.48 Financial Matters

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

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

22.48.2 To review the reserves

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

22.48.3 To consider and approve the schedule of payments

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

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

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

FGP/22.49 Recommendations from Community and Environment Committee

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

22.49.1 Grants and sponsorship

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

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

22.49.2 Watering the community planters

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

22.49.3 Annual Event

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

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

FGP/22.50 Internal checks and reviews

To note the following and decide any action:

22.50.1 Review of internal audit

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

22.50.2 Internal control checks

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

22.50.3 Review of risk management

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

FGP/22.51 Website and Social Media

22.51.1 To note the website statistics.

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

22.51.2 To receive an update and agree any necessary action

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

FGP/22.52 Exclusion of press and public

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

FGP/22.53 3&5 The Green

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

FGP/22.54 Recruitment

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

FGP/22.55 Policies and Documents

To review and recommend to Council the renewal/adoption of the following Council's policies:

- **Standing Orders**
- **Financial Regulations**
- **Code of Conduct**
- **Risk Management Policy**
- **Records Management Policy**
- **New Councillor Handbook**
- **Scheme of Delegation**
- **Publication Scheme**
- **General Privacy Notice**
- **Action Plan**
- **Data Audit**
- **Privacy Notice for employees, councillors and volunteers.**
- **Information and Data Protection Policy**
- **Security Incident Policy**
- **Media Policy**
- **Website Accessibility Statement**
- **Statement of Intent as to Community Engagement**
- **Statement of Internal Controls**
- **Grievance Policy**
- **Disciplinary Policy**
- **Dignity at Work Policy**
- **Equality & Diversity Policy**
- **Training Statement of Intent**
- **Pension Policy**
- **Lone Working Policy**

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

FGP/22.56 Matters for information

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

FGP/22.57 Items for future agenda

No items were requested.

FGP/22.58 Date of the next meeting

Next meeting date: 20th July 2023

Deadline for agenda items: 10th July 2023

The meeting dates were noted.

The meeting closed at 8.25pm.

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

**Appendix 1
Schedule of Payments**

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

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

Horsforth Town Council
Cash Book
Year ended 31 March 2024

Period 01.04.23 to 30.04.2023

Bank Payments															
Date	Details	Current	Deposit	Vat	Creditors	Comm &	Planning	Salaries	Office	Training	Election	3&5 The Green	Designated	Restricted	S137
		Account	Account			Environ'mt	Lic & Traffic						Funds	Funds	EXPENDITURE
01.04.2023	Brought Forward	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17.04.2023	Lloyds Credit Card														
	Giff Gaff	6		1	5	Telephone									
	Giff Gaff	6		1	5	Telephone									
	Bannerworld	84.6		14.1	70.5	Band concerts									
	HP - Laptop accessories	79.95		13.33	66.62	Office equipment									
	Bank Charges	3			3	Bank charges									
21.04.2023	Enlightened - IT	96.6		16.1	80.5	Monthly IT									
21.04.2023	Commerce Business Solutions	80.82		13.48					67.34	Stationary/Printing					
24.04.2023	Sofire	984		164									820	3&5 refurb	
24.04.2023	LCC - Business Rates (2022-2023)	2562.59			2562.59										
24.04.2023	LCC - Business Rates	682										682	Business Rates		
24.04.2023	Salary costs	885.32						885.32	Pension						
24.04.2023	Salary costs	597.51						597.51	Salary						
24.04.2023	Salary costs	2067.87						2067.87	Salary						
25.04.2023	Zen Internet Ltd - Office Broadband	35.4		5.9					29.5	Broadband					
	Carried Forward	8,171.66	0.00	228.91	2,793.21	0.00	0.00	3,550.70	96.84	0.00	0.00	682.00	820.00	0.00	0.00

Check total

8,171.66

8,171.66

Total Expenditure 2023-2024(for budget page)

5,149.54

Cash book payments (for rec)

8,171.66

01.04.2023-30.04.2023

Bank Receipts															
Date	Details	Current	Deposit	Vat	Debtors	Other	Precept	Comm &	Grant Income	Designated	Office	Buildings	Staff	Events	Restricted
		Account	Account		2022			Environ'mt		Funds			Training		Funds
		£	£	£	£	£	£	£	£	£	£	£	£	£	£
01.04.2023	Balances brought forward	244,795.44	85,836.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05.04.2023	Leeds City Council	126,035.00					126,035.00	Precept							
05.04.2023	Leeds City Council	4,927.00							4,927.00	CTS Grant					
05.04.2023	K. James	78.60						78.60	Sponsorship						
28.04.2023	Virgin Money		156.36			156.36	Interest								
	Carried Forward	375,836.04	85,993.19	0.00	0.00	156.36	126,035.00	78.60	4,927.00	0.00	0.00	0.00	0.00	0.00	0.00

Check total

461,829.23

461,829.23

Total Income 2023-2024 (for budget page)

131,196.96

Cash book receipts (for rec)

461,829.23

Cash book balances (agrees to bank rec)

453,657.57

367,664.38

85,993.19

Total Income 2023-2024 (for budget page)

131,196.96

Total Expenditure 2023-2024 (for budget page)

5,149.54

Agreed to Budget

126,047.42

Horsforth Town Council
Cash Book
Year ended 31 March 2024

Period 01.05.23 to 31.05.2023

Bank Payments															
Date	Details	Current	Deposit	Vat	Creditors	Comm &	Planning	Salaries	Office	Training	Election	3&5 The Green	Designated	Restricted	S137
		Account	Account			Environ'mt	Lic & Traffic						Funds	Funds	EXPENDITURE
01.05.2023	Brought Forward	8,171.66	0.00	228.91	2,793.21	0.00	0.00	3,550.70	96.84	0.00	0.00	682.00	820.00	0.00	0.00
02.05.2023	BNP Paribas	64.80		10.80					54.00	Copier lease					
09.05.2023	YLCA	1,944.00							1,944.00	Membership					
09.05.2023	QAI Services	720		120									600	3&5 Refurb	
09.05.2023	Leeds City Council	678										678	The Green - Rates		
09.05.2023	Horsforth in Bloom	60				60	Garden maintenance								
16.05.2023	Lloyds Credit Card														
	Giff Gaff	6		1					5	Telephone					
	Giff Gaff	6		1					5	Telephone					
	The Koin Club	79.92		13.32		66.6	Annual Event								
	Bannerworld	78.6		13.1		65.5	Annual Event								
	My party wear	5.2				5.2	Annual Event								
	The Koin Club	14.98		2.5		12.48	Annual Event								
	Bank charges	3							3	Bank charges					
19.05.2023	Horsforth Town Team	2400				2400	Annual Event								
19.05.2023	Yorkshire Audit	340							340	Audit					
19.05.2023	T&B Bookkeeping	656.7		109.45					547.25	Payroll					
19.05.2023	St Margarets Parish Centre	66.75							66.75	Room hire					
22.05.2023	Enlightened - IT	120.6		20.1					100.5	Monthly IT					
22.05.2023	Commerce Business Solutions	71.55		11.92					59.63	Stationary/Printing					
22.05.2023	Salary costs	632.17						632.17	Salary						
22.05.2023	Salary costs	2067.87						2067.87	Salary						
22.05.2023	Salary costs	885.32						885.32	Pension						
25.05.2023	Zen Internet Ltd - Office Broadband	35.4		5.9					29.5	Broadband					
30.05.2023	Public Works Loan	4905.18										4905.18	Loan Repayment		
	Carried Forward	24,013.70		538.00	2,793.21	2,609.78		7,136.06	3,251.47			6,265.18	1,420.00		
	Check total	24,013.70		24,013.70											
	Total Expenditure 2023-2024(for budget page)					20,682.49									
	Cash book payments (for rec)		24,013.70												

01.05.2023-31.05.2023

Bank Receipts																
Date	Details	Current	Deposit	Vat	Debtors	Other	Precept	Comm &	Grant Income	Designated	Office	Buildings	Staff	Events	Restricted	
		Account	Account		2022			Environ'mt		Funds			Training		Funds	
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	
01.05.2023	Balances brought forward	375,836.04	85,993.19	0.00	0.00	234.96	126,035.00	0.00	4,927.00	0.00	0.00	0.00	0.00	0.00	0.00	
09.05.2023	Leeds City Council	175.54													175.54	
31.05.2023	Virgin		173.48			173.48	Bank interest									
	Carried Forward	376,011.58	86,166.67	0.00	0.00	408.44	126,035.00	0.00	4,927.00	0.00	0.00	0.00	0.00	0.00	175.54	
	Check total	462,178.25		593,375.21												
	Total Income 2023-2024 (for budget page)					131,545.98										
	Cash book receipts (for rec)	462,178.25														
	Cash book balances (agrees to bank rec)	438,164.55	351,997.88	86,166.67												
	Total Income 2023-2024 (for budget page)	131,545.98														
	Total Expenditure 2023-2024 (for budget page)	20,682.49														
	Agreed to Budget	110,863.49														

Horsforth Town Council
Bank Reconciliation as at 31.05.2023
Prepared by Becky Crabtree 05.06.2023

At next y/end
S / L term

Balance per bank statements as at 31.05.2023
Current Account

Virgin (formerly Yorkshire Bank) (per stmt 02.06.2023)	84,882.65	Short term
Unity Trust Bank (per Stmt 31.05.2023)	267,445.07	Short term
Nationwide Building Society (Per stmt 31.03.23)	85,836.83	Short term

Term deposit accounts

438,164.55

Add uncredited receipts

0.00

Less unrepresented cheques

0.00

0.00

Net Balances as at 31.05.2023

438,164.55

Cash book

Opening balances as at 01.04.2023

330,632.27

Add cash book receipts

131,545.98

Less cash book payments

24,013.70

Closing cash book balance as at 31.05.2023

438,164.55

Difference 0.00

Horsforth Town Council
Remaining General Funds at 31.05.2023

	£	£	£
Bank Balances per reconciliation as at 31.05.2023			
Virgin (formerly Yorkshire Bank) (per stmt 02.06.2023)		84,882.65	
Unity Trust Bank (per Stmt 31.05.23)		267,445.07	
Nationwide Building Society (Per stmt 31.03.23)		85,836.83	
			438,165
 Unspent General Budgets			
Community & Environment	39,183		
Planning, Licensing & Traffic	500		
Salaries	54,469		
Office	14,180		
Training	3,500		
Election	12,500		
Property Overheads	26,830		
Horsforth Museum	3,000		
		154,162	
 Unspent Designated Fund Balances			
Neighbourhood Plan	3,243		
Election	3,750		
3&5 The Green - Refurbishment	116,834		
3&5 The Green - Pre-acquisition costs	2,418		
Mechanics Institute	4,500		
		130,745	
 Unspent Restricted Fund			
CIL	71,173		
3&5 The Green - PWLB	89,899		
		161,072	
 Unspent Funds			445,979
 Remaining General Funds			-7,814

Horsforth Town Council
Annual Budget and Expenditure 2023-2024
Updated 26.06.2023

		Annual Budget		Income & Expenditure		Budget Remaining	
		2023-2024		As At 31.05.2023		As At 31.05.2023	
		£	£	£	£	£	£
INCOME							
	Precept	126,035		126,035		0	
	Council Tax Support Grant	4,927		4,927		0	
	Bank Interest Received	100		330			
	Other			254			
	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			134,062		131,546		0
EXPENDITURE							
	Community & Environment						
	Grants & Sponsorship	4,500		0		4,500	
	Award Scheme	200		0		200	
	Civic Service	100		0		100	
	Horsforth Gala	100		0		100	
	Remembrance Service	1,000		0		1,000	
	Annual Town Meeting	50		0		50	
	Horsforth Matters	1,500		0		1,500	
	Band Concerts	1,200		0		1,200	
	Special Events and Projects (Annual Event)	2,543		2,550		-7	
	Christmas Motifs, Lights & Trees	15,000		0		15,000	
	Christmas Switch On Event	5,000		0		5,000	
	HTC Floral Displays - Installation & Water	5,600		0		5,600	
	Community Watering - HIB & Fairtrade	4,000		0		4,000	
	Garden Maintenance	1,000		60		940	
			41,793		2,610		39,183
	Planning, Licensing & Traffic		500		0		500
	Salaries						
	Basic Salary Costs	61,605		7,136			
			61,605		7,136		54,469
	Office						
	Office Equipment & Photocopier Lease	1,000		54		946	
	IT Support	1,175		101		1,075	
	Stationery & Printing	900		127		773	
	Postage	100		0		100	
	Telephone and Broadband	900		69		831	
	Subscriptions	2,325		1,944		381	
	Audit, Accounts & Data Protection	3,000		887		2,113	
	Miscellaneous, Quality Council & Recruitment	200		0		200	
	Bank Charges	145		3		142	
	Chairman's Allowance	100		0		100	
	Meeting Expenses & Refreshments	185		0		185	
	Room Hire	1,300		67		1,233	
	Legal & Professional Fees	1,030		0		1,030	
	Email and website	737		0		737	
	Clock Maintenance	500		0		500	
	Defibrillator Maintenance	2,000		0		2,000	
	Combined Insurance	1,834		0		1,834	
			17,431		3,251		14,180
	Training						
	Staff Training	1,500		0		1,500	
	Councillor Training	2,000		0		2,000	
			3,500		0		3,500
	Election		12,500		0		12,500
	Property Overheads						
	3 & 5 The Green						
	Loan repayment	9,811		4,905		4,906	
	Site H&S & Statutory Inspections	1,000		0		1,000	
	Site Premises Insurance	4,000		0		4,000	
	No 3 Cleaning Charges	1,000		0		1,000	
	No 3 Business Rates	6,784		1,360		5,424	
	No 3 Light, Heat, Power & Water	10,000		0		10,000	
	Site Management & Maintenance	500		0		500	
			33,095		6,265		26,830
	Horsforth Museum - Grant re No 5 The Green Rent		3,000		0		3,000
TOTAL EXPENDITURE			173,424		19,262		154,162
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE			-39,362		112,283		

Received £79 sponsorship towards banners

Horsforth Town Council
Annual Budget and Expenditure 2023-2024
Designated Funds
Horsforth Town Council

		As At 31.05.2023	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.05.23	3,243	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.05.2023		3,243

ELECTION				
	Balance B/F 01.05.23		3,750	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	Balance C/F 31.05.2023			3,750
3 & 5 THE GREEN - REFURBISHMENT				
	Balance B/F 01.05.23		35,252	
	Income		0	
	Expenditure		1,420	
	Transfer of funds	Increase DF for 2023-2024 from General reserves	83,002	
	Balance C/F 31.05.2023			116,834
3 & 5 THE GREEN - PRE-ACQUISITION COSTS				
	Balance B/F 01.05.23		2,418	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	Balance C/F 31.05.2023			2,418
MECHANICS INSTITUTE				
	Balance B/F 01.05.23		4,500	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	Balance C/F 31.05.2023			4,500
QUEEN'S PLATINUM JUBILEE				
	Balance B/F 01.05.23		126	
	Income		0	
	Expenditure			
	Transfer of funds	Allocated to General Funds for 2023/2024	126	
	Balance C/F 31.05.2023			0
FREE SCHOOL MEALS				
	Balance B/F 01.05.23		2,750	
	Income		0	
	Expenditure		0	
	Transfer of funds	Allocated to General Funds for 2023/2024	2,750	
	Balance C/F 31.05.2023			0
TOTAL DESIGNATED FUNDS C/F				130,745
RESTRICTED FUNDS				
COMMUNITY INFRASTRUCTURE LEVY				
	Balance B/F 01.05.23		71,173	
	Income		0	
	Expenditure		0	
	Transfer of funds		0	
	Balance C/F 31.05.2023			71,173
3 & 5 THE GREEN - PWLB				
	Balance B/F 01.05.23		89,899	
	Income (Loan)		0	
	Expenditure (repayment)		0	
	Transfer of funds		0	
	Balance C/F 31.05.2023			89,899
TOTAL RESTRICTED FUNDS C/F				161,072

RECONCILIATION TO CASH BOOK

CHECK TOTAL

General income less expenditure	112,283
Designated Income	0
Designated expenditure	-1,420
Restricted fund income	0
Restricted fund expenditure	0
CASH BOOK TOTAL	110,863

CASH BOOK TOTAL 2023-2024	110,863.49
(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 Finance & General Purposes Committee meeting being held on 20th July 2023

Payee	Details	Amount	Comments
Salaries	Staff Salaries - June	£2699.64	Clerk authorised with delegated powers
West Yorkshire Pension Fund	Pension Contribution – April	£885.32	Clerk authorised with delegated powers
British Gas	Gas – The Stables	£269.25	Clerk authorised with delegated powers
HMRC	PAYE & NI – Quarter 1	£3851.25	Clerk authorised with delegated powers
British Gas	Electricity – The Stables	£121.48	Clerk authorised with delegated powers
Vision ICT	Email	£21.60	Clerk authorised with delegated powers
Leeds City Council	No.3 The Green Business Rates	£678.00	Clerk authorised with delegated powers
SLCC	Staff training	£120.00	Approved at S&E Committee meeting held on 31 st May 2023
Horsforth Gala	Stall at Gala	£44.00	Approved at C&E Committee meeting held on 8 th June 2023
Horsforth Community Garden (Friends of Horsforth Hall Park)	Grant	£500.00	Approved at C&E Committee meeting held on 8 th June 2023
Bitdefender	Anti-virus Software	£124.99	Clerk authorised with delegated powers
Horsforth in Bloom	Garden Maintenance	£120.00	Clerk authorised with delegated powers
ICO	Data Protection Fee	£35.00	Clerk authorised with delegated powers
British Gas	Electricity – The Stables	£66.00	Clerk authorised with delegated powers
Sofire	Fire Alarm Service	£165.00	Clerk authorised with delegated powers
Leeds City Council	I.D. Badges	£94.50	Clerk authorised with delegated powers
Amazon	Stationery and Gala Expenses	£48.87	Clerk authorised with delegated powers

Internal Auditor 2023/2024

YIAS confirmed that they will no longer be carrying out internal audits.

I have contacted three auditors and asked them to quote for two internal audits for the financial year ending 31st March 2024.

The Town Council paid YIAS £720 to carry out the internal control checks for the financial year ending 31st March 2023

The following quotes have been provided:

Internal Auditor 1

Year end internal audit - £300

Interim Internal audit - £200

Total: £500

Internal Auditor 2

Year end Internal Audit - £450

Interim Internal Audit - £450

Total: £900

Internal Auditor 3

Not received quote.

Financial Report

The internal auditor carried out the interim Audit in November 2022 and stated the following:

Where balances exceed £85,000, they are not covered by the Governments` compensation scheme. "The Financial Services Compensation Scheme [FSCS]". I suggest therefore that the Council discuss this shortfall of cover with their bankers and insurance company and after taking appropriate financial advice consider whether opening several building society accounts of £85,000 or less would be a satisfactory option.

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.

The Town Council banks with the following:

Bank	Amount as of May 2023
Unity	£267,445.07
Nationwide	£85,445.07
Virgin Money	£84,882.65

The Town Councils insurance provider has said the following when asked if the policy would cover the shortfall:

Unfortunately, this is not something that the policy would cover. There may be specialist insurance policies out there that would cover this type of situation but you would need to approach a broker who can advise whether such policies exist and direct you towards one that is appropriate.

The Town Council needs to consider arrangements to ensure that the shortfall is covered.

It has been agreed previously to close Yorkshire Bank (Virgin Money) and transfer the funds to Metro bank and I started making preparations to do so.

Virgin Money confirmed that there are two current councillors that are signatories so we will be able to arrange a transfer of the monies and then close the account by sending a letter.

Metro Bank requires all signatories to attend the bank (in Bradford) to show identification and I have been told the process takes 30 minutes per person. I have been told now that only three signatories are allowed for the account.

As the TC does not have a constitution, the bank requires minutes stating the following information:

- the agreement to open an account with Metro Bank
- who has been appointed to the key official roles
- who is authorised to operate the bank account and the account signing rule

The Minutes must be signed and dated within the last three months, by at least two officials.

I asked what the interest rate was and it is 0.35%.

Options to consider:

To keep the Virgin Money open, open an account with Metro Bank and one further account.

The available bank options are Santander, Lloyds, Natwest, Royal Bank of Scotland, Cambridge Building Society, Redwood and NS&I. Some brief details are below.

Santander: They are only allowing existing customers to open a bank account.

Lloyds Treasurers Account:

- Free day-to-day business banking¹
- No minimum deposit amount required
- Withdraw funds as and when needed
- Optional second signatory on the account
- Manage your account online and by phone

- Free presentation cheques to use when making a large donation or awarding a major prize
- Do not charge a monthly account fee for day to day business banking on this account
- No interest rates stated on website

Royal Bank of Scotland Treasurers Account:

- Free day-to-day banking¹ as long as you're in credit
- Additional signatory access and presentation cheques available
- Withdraw funds as and when needed, without the need to give notice
- Access a range of deposit solutions and make the most of your surplus funds
- Guidance and support from our dedicated Business Management Team
- View and manage your account however it suits you

The Cambridge Building Society Savings Account:

Information for the Council Saver is as follows:

Interest will be paid annually, on the 31st December.

They calculate the interest on the balance of the account at the end of each day.

Minimum investment	Gross p.a. / AER %
£1,000+	1.00%

Interest rates are variable, that means they may change interest rates at any time if we reasonably believe that the change is needed.

Opening the account:

- open in branch or via post
- the minimum amount required to open the account is £1,000
- invest between £1,000 and £2,500,000
- available to Parish and Town Councils
- the account must be opened with a cheque drawn from a UK bank account bearing the name of your Council
- the overall maximum holding by any one council with The Cambridge is £2,500,000

Natwest:

Existing NatWest personal or business banking customers are eligible to apply for free banking if your community account's annual credit turnover is less than £100,000 and remains at this level

Useful cheque and paying in books

Everyday support from texts and email alerts

Make banking easier by authorising up to four individual signatories

Lloyds:

The Town Council is not eligible for a community account.

NS&I:

- Interest rate is 2.30% gross/AER, variable
- Can take money out with no notice or penalty
- Payable tax on gross interest

Festive Lights 2023

Quote from Leeds City Council for 2023 Christmas Lights

	2021	2022	2023	
Budget for Christmas motifs, lights and trees	£14,300.00	£14,700.00	£15,000.00	
Budget for Christmas switch-on	£2,150.00	£2,200.00	£5,000.00	
Item				
Christmas Lights as per 2021				
Installation, recovery and storage of HTC bespoke motif	£150.00	£157.00	£169.00	
Hire of x52 motifs @£230 per motif	£11,388.00	£11,960.00	£12,896.00	
x3 sets white flashing lights for natural trees at The Green	£480.00	£504.00	£543.00	
30m lights for 15ft cut tree The Green	£480.00	£466.00	£503.00	
30m lights for 15ft cut tree New Road Side	£480.00	£466.00	£503.00	
x2 stars at Horsforth Museum @£105 per star	£219.00	£210.00	£220.00	
x2 15ft cut trees	£950.00	£950.00	£950.00	Cost to be confirmed
Total	£14,147.00	£14,713.00	£15,784.00	plus VAT
2021 discount		-£460.00		
Total with discount		£14,253.00		plus VAT
Christmas Switch On				
Electrician	£85.00	£90.00	£97.00	

The Community and Environment Committee agreed the quote for the festive lights at the meeting held on 9th June 2023.

The budget for 2023/2024 is £15,000.00 and the C&E Committee would like the F&GP Committee to consider increasing the budget to allow for the purchase of two Christmas trees.

Grant and Sponsorship Application – summary

Organisation	Horsforth St. Margaret's C of E Primary School Parent Teacher Association
Is this a recurring event?	No
Amount requested	£ 1,536
Previous grants/sponsorship awarded by HTC	N/A
Last set of audited accounts	Provided
Constitution	Yes – available to view in the office
Public liability insurance Amount and period of cover	£10 million public liability Expiry date TBC Clerk has requested a copy.
Details of funding from other sources	At present, we have not made any other approaches for funding towards this project.
Committee/Council meeting date	20.07.2023
Decision	
<p>Details of project/event</p> <p>St Margaret's C of E Primary Schools is an above average sized, fully inclusive, two form entry school situated in the heart of Horsforth. Our pupils are Horsforth residents with 89% living within the LS18 postcode.</p> <p>There are currently 424 children enrolled within the school plus an additional 11 pupils in our specialist resource provision, The Base. A purpose-build unit designed to support 12 children in receipt of an Education Health and Care Plan (EHCP) and with complex communication needs.</p> <p>At St Margaret's our Christian values underpin all our learning and behavioural attitudes. We pride ourselves on providing high quality education in a warm family environment. We are committed to meeting the Social, Emotional Mental Health (SEMH) needs of all our children and are passionately committed to nurturing the whole child.</p> <p>The need</p> <p>In September 2023 we are welcoming a new pupil to The Base unit with a significant heart condition. The child has a health care plan in place to manage their condition which includes the recommendation of a defibrillator machine situated within school.</p> <p>We are currently seeking funding to secure two defibrillator machines within the grounds of the school. We would like to secure two units – one to be situated in the main building, and the other to be situated within The Base.</p>	

Grant and Sponsorship Application – summary

Research shows that around 270 children die in schools each year from sudden cardiac arrests. Defibrillators have the potential to save the lives, with the latest research showing that accessing these devices within 3-5 minutes of a cardiac arrest increases the chance of survival by over 40%.

By securing two units for the school this will not only enable us to meet the individual health care needs of a specific student, but also ensure the safety of all our pupils, staff and visitors.

Two units will also allow for one machine to be taken off site for school trips - an important part of learning that helps pupils to gain real-world experience that cannot be taught in the classroom. Having two units will enable all students to be part of school trips whilst ensuring their individual safety at all times.

Funding

The school have approached the Parent Teachers Association (PTA) to help with funding after receiving confirmation that the available funding to help towards the cost of defibrillators in schools ([Every school will have a life-saving defibrillator by 22/23 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/every-school-will-have-a-life-saving-defibrillator-by-22-23)) has now ended.

We have received a quote of £1,536 (£768 per unit) and we are looking to secure funding in order for our teachers and support staff to be trained and equipped ahead of the new academic year.

Summary 2021/22

	In	Out	Net
Opening (1st Sept 21)			3,407.91
Events			
Welcome Picnic		(7.00)	(7.00)
Rudolph Run	1,554.57		1,554.57
Xmas Jumper Sale	112.00		112.00
Xmas Cards	417.10		417.10
Tea Towels	305.41		305.41
Total From Events			2,382.08
Other Funds Raised			
Easy Fundraising	15.02		15.02
Lottery	1,271.70		1,271.70
Amazon Smile	31.21		31.21
Second Hand Uniform	70.42		70.42
Y6 Hoodie fundraising	300.00		300.00
Total Other Funds			1,688.35
Grants to School			
Xmas Books & Presents		(401.75)	(401.75)
Y6 Hoodies		(906.20)	(906.20)
First News		(440.00)	(440.00)
Rudolph Run		(1,554.57)	(1,554.57)
Y6 Disco		(125.00)	(125.00)
Total Grants to School			(3,427.52)
General Expenses			
Parentkind membership		(123.00)	(123.00)
Lottery Licence		(20.00)	(20.00)
Total General Expenses			(143.00)
Closing (31st Aug 2022)			3,907.82
<i>Required float</i>			<i>1,500.00</i>
Remaining balance c/f			2,407.82