



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

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

Full Council Meeting

Thursday 27th July 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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Annual Meeting of the Town Council - Minutes Thursday 18th May 2023 at 7.00pm

Broadfields

Becky Cousins
Simon Dowling
John Garvani
Eddie Hyndes
Raymond Jones

Brownberrie

Emmie Bromley
Rob Harris
Andrew Martin
Andrew Wishart

Hall Park

Becky Heaviside
Julio Tumalan
Tracy Stones
Richard Hardcastle

Victoria

Dave Brosnan
Martin Connors
Mark Fletcher
Gill Garvani

Woodside

Francesca Gains
Aiden Goulden

In attendance: Becky Crabtree - Clerk, Steph White – Administration Assistant and one member of public.

Cllr Stones took the Chair at the start of the meeting until Cllr Dowling was elected the Chairman.

HTC/23.1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

Resolved to elect Cllr Dowling as Chairman of the Council and the declaration of acceptance of office was signed

HTC/23.2 To elect the Vice Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

Resolved to elect Cllr G Garvani as Vice Chairman of the Council and the declaration of acceptance of office was signed

HTC/23.3 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr Collins, Cllr Gomersall, Cllr Richards and reasons were approved.

HTC/23.4 Declaration of Disclosable Pecuniary and other Interests

Cllr Tumalan, Cllr J Garvani, Cllr Heaviside, Cllr Brosnan and Cllr Bromley declared an interest at Item HTC/23.8.7.

HTC/23.5 Public Participation

One member of public was present.

HTC/23.6 To approve the minutes of the Full Council meeting held on 23rd March 2023.

Resolved to approve the minutes of the Full Council meeting held on 23rd March 2023.

HTC/23.7 To receive and note the minutes of the following Committee meetings:

The following minutes were noted.

Planning, Licensing and Traffic Committee: 13th April 2023.

HTC/23.8 Financial Matters.

23.8.1 To consider and approve the end of year accounts to 31st March 2023

Resolved to approve the end of year accounts to 31st March 2023.

23.8.2 To note the Internal Auditor's Final Report 2022/2023 and agree any action required.

The Internal Auditors Final Report for 2022/2023 was noted.

23.8.3 To note the Annual Internal Audit Report for 2022/2023 included at page 3 of the Annual Governance and Accountability Return 2022/2023

The Annual Internal Audit Report for 2022/2023 was noted. The Clerk reported that she had queried with the Internal Auditor why Assertion M was ticked yes, and he confirmed that he felt it was correct and he will explain why to the External Auditor if they query it.

23.8.4 To approve Section 1 - Annual Governance Statement 2022/2023 for Horsforth Town Council on page 4 of the Annual Governance and Accountability Return 2022/2023

Resolved to approve Section 1 - Annual Governance Statement of the Annual Governance and Accountability Return for 2022/2023.

23.8.5 To approve Section 2 - Accounting Statements 2022/2023 for Horsforth Town Council on page 5 of the Annual Governance and Accountability Return 2022/2023

Resolved to approve Section 2 - Accounting Statements of the Annual Governance and Accountability Return for 2022/2023.

23.8.6 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities. This includes:

- **Annual Internal Audit Report 2022/2023**
- **Section 1 – Annual Governance Statement 2022/2023**
- **Section 2 – Accounting Statements 2022/2023**
- **Analysis of variances**
- **Bank Reconciliation to 31 March 2023**
- **Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.**
- **Declaration that the accounting statements are as yet unaudited.**

Resolved to approve the publication of the documents.

23.8.7 To approve the Schedule of Payments and Income

It was noted that the F&GP Committee had resolved in March to grant £2400 to the Horsforth Town Team towards their plans for the Coronation Event with a condition that they provide a copy of specific documents including their constitution. The Clerk noted that the document was not signed and contacted SLCC for advice. SLCC responded advising to make the Cllrs aware and agree that they are satisfied with the documents.

Cllr Tumalan, Cllr Brosnan, Cllr Bromley and Cllr Heaviside and Cllr J Garvani declared an interest and left the room.

Resolved to accept the documents received from the Horsforth Town Team and to pay the grant. Cllr Tumalan, Cllr Brosnan, Cllr Bromley and Cllr Heaviside and Cllr J Garvani entered the room.

It was noted that the Clock needs repairing, and it was **resolved** to agree the quote of £150 for the site visit and the Clerk will raise the Cllr's concerns about the ongoing maintenance costs.

Resolved to approve the Schedule of Payments and Income including the additional payments.

23.8.8 To consider and agree bank arrangements including bank signatories

Resolved that Cllr J Garvani, Cllr Hardcastle, Cllr Hyndes and Cllr Dowling will remain as bank signatories.

23.8.9 To appoint the following:

Resolved that:

- i. Cllr Jones and Cllr Tumalan be appointed to carry out the Council's review of internal audit no later than the end of October 2023
- ii. Cllr Cousins and Cllr Heaviside be appointed to carry out the Council's internal control checks by no later than the end of October 2022 no later than the end of October 2023
- iii. Cllr Goulden and Cllr Dowling be appointed to undertake the Council's annual review of risk management no later than the end of October 2023

23.8.10 To note that the current Internal Auditor is retiring and to consider quotes and agree for an Internal Auditor to carry out the Council's two internal audits for the financial year 2023-2024

Resolved to defer to the next F&GP Committee meeting once the Clerk has received three quotes.

23.8.11 To review and agree the Asset register for 2022-2023

Resolved to approve the Asset Register for 2022-2023.

23.8.12 To note and approve the Schedule of Regular Payments and Subscriptions

Resolved to approve the Schedule of Regular Payments and Subscriptions.

23.8.13 To approve the Community Infrastructure Levy Report for 2022/2023

Resolved to approve the Community Infrastructure Levy Report for 2022/2023

HTC/23.9 Matters requested by the Councillors/Clerk:

23.9.1 To consider and agree the New Councillor training

Resolved to arrange Whole Council training with YLCA on 5th June 2023 at 6.30pm and ask if Rawdon Parish Council would like to attend the training.

23.9.2 To receive an update about 3&5 The Green, consider the recommendation from the working group and agree any necessary action

The Clerk reported that the 3&5 The Green Working Group held a meeting recently with the architect to consider the tenders. The WG recommends that a meeting is arranged as soon as possible so that the new WG members can receive an update about the plans and another meeting soon after with the architect to consider the tenders again. It was also recommended that a Cllr works with the Clerk to complete a grant application for funding towards the refurbishment. The Clerk will contact the architect for an update about the information the WG requested.

23.9.3 To agree any necessary action for the band concerts

Cllr Brosnan agreed to put the banners up before the band concerts.

23.9.4 To agree the quote from LCC to water the Community floral displays

Resolved to approve the quote of £4014.18 from LCC to water the Community floral displays.

23.9.5 To agree to begin publishing draft minutes on the website

Resolved not to publish draft minutes on the website.

HTC/23.10 Organisational Matters

23.10.1 To note the Attendance Record for 2022-2023.

The attendance record for 2022-2023 was noted.

23.10.2 To resolve to adopt the Power of General Competence. Horsforth Town Council meets the eligibility criteria as (i) at the time of the resolution the Clerk to the Town Council is CILCA qualified, and (ii), the number of members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election is equal to or greater than two-thirds of the total number of members of the council

Resolved to adopt the General Power of Competence.

HTC/23.11 To review and approve the following Committee and Working Group Terms of Reference.

Resolved that the terms of reference for the following committees be approved en bloc:

- Finance and General Purposes Committee (FGP)
- Planning, Licensing and Traffic Committee (PLT)
- Community and Environment Committee (CE)
- Staffing and Employment Committee (SE)
- Complaints and Grievance Sub-Committee
- Event Working Groups
- CIL Advisory group
- Editorial Working Group
- 3&5 The Green Working Group

HTC/23.12 To consider committee membership and to appoint members to serve on the committees:

Resolved to appoint members to the following committees as shown on the attached table (Appendix 1):

- Finance and General Purposes Committee
- Planning, Licensing and Traffic Committee
- Community and Environment Committee
- Staffing and Employment Committee
- Complaints and Grievance Sub-Committee

HTC/23.13 To elect a Chair and Vice-Chair for each of the following committees:

23.13.1 Planning, Licensing and Traffic Committee

Resolved to elect Cllr Hardcastle as Chairman of the Planning, Licensing and Traffic Committee

Resolved to elect Cllr Connors as Vice Chairman of Planning, Licensing and Traffic Committee

23.13.2 Community and Environment Committee

Resolved to elect Cllr Gains as the Chairman of Community and Environment Committee

Resolved to elect Cllr Cousins as the Vice Chairman of Community and Environment Committee

23.13.3 Staffing and Employment Committee

Resolved to elect Cllr J Garvani as the Chairman of Staffing and Employment Committee

Resolved to elect Cllr Brosnan as the Vice Chairman of Staffing and Employment Committee

Note: Finance and General Purposes Committee Terms of Reference provide that the Chair and Vice-Chair of Council are the Chair and Vice-Chair of the Committee

HTC/23.14 To review working and advisory groups and appointment of members and co-opted members to such groups

Resolved to appoint members to the following working and advisory groups as shown on the attached table (Appendix 2):

- Editorial Working Group
- Neighbourhood Plan Working Group
- 3&5 The Green Working Group
- Community Infrastructure Levy Advisory Group
- Annual Event Working Group
- Christmas Event Working Group
- Remembrance Service Working Group

HTC/23.15 Council representatives on external organisations

Resolved to appoint representatives to the following external organisation as shown on the attached table (Appendix 3):

- Young People's Champion
- Horsforth Fairtrade Steering Group
- Dementia Champion
- Voting representatives at Yorkshire Local Council Association branch meetings (2 members).
- Leeds Bradford Airport Consultative Committee
- Representatives to attend Outer Northwest Parish and Town Council Forum meetings

Resolved to defer appointing a representative to attend Outer Northwest Parish and Town Council Forum meetings until the Clerk has further information.

HTC/23.16 To consider and approve the following policies, procedures and governance documents

Resolved that the following documents be approved en bloc:

- Basic Governance
 - Standing Orders
 - Financial Regulations
 - Code of Conduct
 - Risk Management Policy
 - Records Management Policy
 - Scheme of Delegation
 - Staff Appraisal Policy
 - New Councillor Handbook
 - Working Group Protocol
- Openness and Accountability
 - Publication Scheme under the Freedom of Information Act
 - General Privacy Notice
 - Privacy Notice for employees, councillors, volunteers.
 - Data Audit
 - Data Protection Policy
 - Security Incident Policy
 - Complaints Procedure

- Communications
 - Annual Report for 2022-2023
 - Action Plan
 - Website Accessibility Statement
 - Media and Press Policy
 - Social Media and Electronic Communications Policy
 - Statement of Intent as to Community Engagement
- Financial
 - Audit Plan
 - Reserves Policy
 - Statement of Internal Control
 - Internal Control Checklist
 - Internal Audit Review Checklist
 - Risk Management review Checklist
 - Community Grants Policy
 - Sponsorship Policy
 - Good Citizen and Young Achievers Award Terms
 - Insurance cover

HTC/23.17 Council Surgery

Cllr G Garvani and Cllr Brosnan agreed to attend the next Council surgery.

HTC/23.18 Items for future agenda

No items requested.

HTC/23.19 Confidential Session

23.19.1 In view of the confidential nature of the business about to be transacted at item 19.2 to consider temporarily excluding the press and public and that they be asked to withdraw from the meeting.

Resolved to exclude the press and public from the meeting and asked the member of public in attendance to withdraw from the meeting.

23.19.2 To note a complaint received from a member of public.

It was noted that the Clerk had received a complaint from a member of public regarding a Cllr's conduct. The Clerk has responded to the complaint using the TC's Complaint policy.

HTC/23.20 Date of next meeting

Resolved that the next Full Council meeting is to be held on 27th July 2023 and the deadline for agenda items is 17th July 2022. It was noted that the Clerk will arrange and confirm the meeting venue.

The meeting closed at 8.20pm.

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

Appendix 1
Committee Membership 2023-2024
Appointed by Council: 18th May 2023

Committee	Finance & General Purposes	Planning, Licensing & Traffic	Community & Environment	Staffing & Employment Committee
Chair	Dowling, Simon	Hardcastle, Richard	Gains, Francesca	Garvani, John
Vice Chair	Garvani, Gill	Connors, Martin	Cousins, Becky	Brosnan, Dave
1	Brosnan, Dave	Brosnan, Dave	Bromley, Emmie	Collins, Dawn
2	Fletcher, Mark	Fletcher, Mark	Gomersall, Shiv	Dowling, Simon
3	Garvani, John	Goulden, Aiden	Hyndes, Eddie	Gains, Francesca
4	Hardcastle, Richard	Hyndes, Eddie	Richards, Emily	Hardcastle, Richard
5	Martin, Andrew	Jones, Ray	Stones, Tracy	Tumalan, Julio
6	Stones, Tracy		Tumalan, Julio	
7	Tumalan, Julio		Wishart, Andrew	

Appendix 2
Working, Steering and Advisory groups Membership 2023-2024
Appointed by Council: 18th May 2023

Working Group	Editorial Working Group	Neighbourhood Plan Working Group	3&5 Development group	Community Infrastructure Levy Advisory Group
1	Fletcher, Mark	Brosnan, Dave	Brosnan, Dave	Cousins, Becky
2	Garvani, Gill	Connors, Martin	Dowling, Simon	Gains, Francesca
3	Garvani, John	Dowling, Simon	Garvani, John	Garvani, John
4	Hyndes, Eddie		Goulden, Aiden	
5	Richards, Emily		Hyndes, Eddie	
6	Wishart, Andrew		Jones, Ray	
7			Tumalan, Julio	

Working Group	Remembrance Service	Christmas Event	Annual Event
1	Bromley, Emmie	Brosnan, Dave	Brosnan, Dave
2	Dowling, Simon	Garvani, Gill	Fletcher, Mark
3	Fletcher, Mark	Gomersall, Shiv	Hyndes, Eddie
4	Hyndes, Eddie	Hyndes, Eddie	Tumalan, Julio
5	Jones, Ray	Tumalan, Julio	
6		Wishart, Andrew	

Appendix 3
External Organisation Representatives 2023-2024
Appointed by Council: 18th May 2023

Young People's Champion	Dementia Champion	YLCA branch representatives	Outer North West Parish and Town Council Forum	Horsforth Fairtrade Steering Group	Leeds Bradford Airport Consultative Committee
Cousins, Becky	Fletcher, Mark	Dowling, Simon	TBC	Heavside, Becky	Jones, Ray
		Heavside, Becky			



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Staffing and Employment Minutes

Wednesday 31st May 2023 at 7pm

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

Present: In Chair – Cllr J Garvani (Chair)

D. Collins, S. Dowling, R. Hardcastle, J. Tumalan.

In attendance: B. Crabtree – Clerk

SE/23.1 Introduction from the Chair

Cllr Garvani welcomed all to the meeting.

SE/23.2 To receive apologies and consider reasons for absence

Apologies were received from Cllr Brosnan and Cllr Gains and reasons were approved.

SE/23.3 Declaration of Disclosable Pecuniary and other Interests

The Clerk declared an interest in Item SE/23.5.3-SE/23.5.5.

SE/23.4 To consider questions and comments from members of the public at the Chairman's discretion

No members of the public were present.

SE/23.4 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee held on 23rd January 2023.

SE/23.5 To consider the following staffing matters:

23.5.1 To agree arrangements for the staffing review

It was noted that S. White has completed the probation period and it was **resolved** that the Clerk and Cllr Dowling will carry out the staffing review. The appraisal policy will be used to carry out the review. The number of hours that S. White works with the Clerk in the office was discussed and it was agreed that she will be required to work a minimum of 2 days per week in the office but the actual working hours would be flexible.

23.5.2 To agree the cost for a staff member to complete the ILCA qualification at a cost of £120 and agree any reasonable paid study time

Resolved to agree the cost for S. White to complete the ILCA qualification and allow a maximum of 2 hours per week study time in the office within her contracted weekly hours. Any additional study time out of working hours will be unpaid.

23.5.3 To note and agree that the annual leave entitlement for all employees increased by one day from 1st April 2023. (Up to 5 years' continuous service: 23 days' annual leave plus 2 extra statutory days plus public holidays.)

The increase in annual leave entitlement was noted and agreed.

23.5.4 To note and approve the annual leave that has been carried over to 2023-2024

Resolved to approve the annual leave carried over due to specific circumstances.

23.5.5 To note the new employer pension contributions from 1 April 2023

The employer pension contributions were noted.

SE/23.6 To consider the following policies and agree to recommend to Full Council to approve:

Resolved to approve the following policies en bloc with one amendment to the Annual Leave Policy.

- Equality and Diversity Policy
- Dignity at Work/Bullying and Harassment Policy
- Disciplinary Policy
- Grievance Procedure
- Health & Safety Policy
- Lone Working Policy
- Safeguarding Policy
- Annual Leave
- Special leave
- Absence Reporting Procedure
- Flexitime and time-off-in-lieu Policy
- Attendance and sickness reporting
- Homeworking Policy
- Statement of Intent for Staff and Elected members Training
- Authorities and Responsibilities of a Line Manager for the Clerk to the Council.
- Expenses Policy
- Pension Scheme Discretions Policy

SE/23.7 To confirm the date of the next meeting

Resolved that the next meeting will be held on 18th July 2023 at 7pm.

The meeting closed at 7.20pm.

Distribution: D. Brosnan, D. Collins, S. Dowling, F. Gains, J. Garvani, R. Hardcastle, J. Tumalan.



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Staffing and Employment Minutes

Tuesday 18th July 2023 at 7pm

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

Present: In Chair – Cllr J Garvani (Chair)

D. Brosnan, D. Collins, S. Dowling, R. Hardcastle, J. Tumalan.

In attendance: B. Crabtree – Clerk

SE/23.8 Introduction from the Chair

Cllr Garvani welcomed all to the meeting.

SE/23.9 To receive apologies and consider reasons for absence

Apologies were received from Cllr Gains and reasons were approved.

SE/23.10 Declaration of Disclosable Pecuniary and other Interests

None declared.

SE/23.11 To consider questions and comments from members of the public at the Chairman's discretion.

No members of public were present.

SE/23.12 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee held on 31st May 2023.

SE/23.13 Exclusion of press and public

No members of public were present.

SE/23.14 To consider the following staffing matters:

23.14.1 To receive an update about the staffing review

The Clerk and Cllr Dowling reported that they had carried out a staffing review with S. White and gave positive feedback. It was noted that she has completed the first ILCA module.

23.14.2 To consider and agree any necessary action as a result of the review and agree a recommendation to propose to the F&GP Committee

Resolved to increase S. White's working hours to 18 hours per week whilst she completes the ILCA course and the Committee will carry out a review once completed.

It was agreed that the appraisal form will be used as a running document and the Clerk and S. White will have regular meetings until her annual appraisal.

SE/23.15 To confirm the date of the next meeting

Resolved that the next meeting will be held at the Stables on 19th September 2023 at 7pm.

Distribution: D. Brosnan, D. Collins, S. Dowling, F. Gains, J. Garvani, R. Hardcastle, J. Tumalan.



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Community and Environment Committee Minutes

Thursday 8th June 2023 at 7pm

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

Present: In Chair – Cllr F. Gains (Chair)

Cllrs E. Bromley, B. Cousins, E. Hyndes, T. Stones, J. Tumalan, A. Wishart

In attendance: B. Crabtree – Clerk

CE/23.1 Introduction from Chair

Cllr Gains welcomed all to the meeting and thanked the previous members of the Committee for their hard work.

CE/23.2 To accept apologies and the reason for absence

Apologies were received from Cllr Gomersall and Cllr Richards and reasons were approved.

CE/23.3 Declaration of Disclosable Pecuniary and other Interests

Cllr Tumalan declared an interest in item CE/23.8.2, Cllr Stones declared an interest in item CE/23.12 and Cllr Hyndes declared an interest in item CE/23.8.3.

CE/23.4 To consider questions and comments from members of the public at the Chairman's discretion

Two members of public from Horsforth Community Garden, a project of Friends of Hall Park were in attendance regarding a grant they had applied for.

CE/23.5 To approve the minutes of the Community and Environment Committee meeting held on 2nd March 2023.

Resolved to approve the minutes of the meeting held on 2nd March 2023 as a true and accurate record.

CE/23.6 Grant/Sponsorship

23.6.1 To receive feedback from previous applications/sponsorship.

The Clerk reported feedback that Horsforth Churches Together had provided after receiving two grants earlier in the year for Perfectly Pitched and the Walk of Witness. The information will be published on the TC website.

23.6.2 To consider grant and sponsorship applications received.

Resolved to award a grant of £500 to Horsforth Community Garden, a project of Friends of Horsforth Hall Park towards raised beds for growing vegetables and herbs.

CE/23.7 Good Citizen and Young Achiever Awards Scheme

The Clerk reported that she had not received any nominations yet. The deadline for nominations is 13th October 2023 and all agreed to publicise the Award Scheme and contact local schools. This will be discussed further at the next meeting.

CE/23.8 Events

To receive updates/feedback from the Events Working Groups, elect a Lead for each Events Working Group and agree any necessary action:

23.8.1 Remembrance Service

Resolved to elect Cllr Dowling as the Lead of the group. It was noted that the working group has not met yet.

23.8.2 Christmas Event

Resolved to elect Cllr Hyndes as the Lead of the group. The working group have met to start planning the event. It was noted that they are hoping to make the event bigger this year.

Cllr Tumalan left the room.

Resolved that the Town Council will work in partnership with Horsforth Town Team to organise the event. It was agreed that they need to ensure that HTT and HTC have clear responsibilities leading up to the event and on the day.

Cllr Tumalan entered the room.

23.8.3 Annual Event

The Annual Event 2024 was discussed. It was **resolved** to defer the item to allow the working group to meet and present recommendations at the next meeting.

i. To consider arrangements for the Coronation Coins

It was noted that the TC has 6 coins left after the Coronation event and it was agreed to award four coins to the winners of the Good Citizen and Young Achievers Awards, present one to The Museum and the TC will keep one to have on display at No.3 The Green.

CE/23.9 Christmas Lights 2023

23.9.1 To consider and agree the quotes received.

Resolved to approve the cost of the festive lights at a cost of £14,834.00 and recommend to the F&GP Committee increasing the budget to £16,000 to purchase two Christmas trees.

Cllr Hyndes and Cllr Tumalan agreed to visit the LCC depot to choose the lights.

23.9.2 To consider waiving requirement to seek 3 quotes as per Financial Regulations.

Resolved to waive the requirement to seek 3 quotes.

CE/23.10 Civic Service 2023

The Clerk reported that the Civic Service is being held on 23rd July 2023. St James' is celebrating a 175-year anniversary this year and the Civic Service is incorporated into those celebrations. St James' Parish Centre is hosting a St James' Cream Tea Day from 2pm until 4pm and they plan to start the Civic Service at 4pm. Invitations will be sent out shortly by the TC.

CE/23.11 Horsforth Matters

It was noted that the Editorial Working Group have not met yet. A meeting has been arranged to discuss the next edition of Horsforth Matters and the possibility of providing E-Newsletters to residents via email.

CE/23.12 Horsforth Gala

Resolved to have a pitch at the Gala that is being held on 24th June 2023 and it was agreed to publicise the TC projects at the event, have a craft activity, print out a large map of Horsforth for residents to provide suggestions of what they would like in specific areas and provide a communications questionnaire. The Clerk will contact all Cllrs to ask if they can volunteer on the day.

CE/23.13 Jubilee Garden

No update.

CE/23.14 Floral displays

No update.

CE/23.15 Band Concerts

It was noted that one concert was held on 4th June 2023 and the Clerk will publicise the two upcoming concerts.

CE/23.16 Hall Park

Cllrs discussed Hall Park during item CE/23.6.2 and felt that other areas of Hall Park need to be improved.

CE/23.17 Litter

23.17.1 To consider arranging an Action Day and working with Horsforth Litter Pickers

Resolved to arrange a litter pick in Autumn within the wards and the Clerk will invite a member of Horsforth Litter Pickers to the next Committee meeting to discuss this further.

23.17.2 To consider correspondence received regarding litter on Bayton Lane

Resolved that this would be a matter for LCC and the Clerk will contact Parks and Countryside and respond to the resident.

23.17.3 To consider a request to install a waste bin on the grassed area adjacent to The Horsforth Hotel

Resolved to recommend to the F&GP Committee purchasing a waste bin if LCC gives permission to do so.

CE/23.18 To consider matters requested by Councillors/Clerk and agree any necessary action:

23.18.1 To consider arrangements for the Farmers Market

Resolved to have a stall at the Farmers Market starting from August 2023 and the Clerk will contact all Cllrs and prepare a rota.

23.18.2 To consider and agree arrangements for inspecting the Town Council assets

Resolved that the Clerk will prepare of list of assets in each ward and contact all Cllrs about carrying out the inspections once a year.

23.18.3 To consider and agree arrangements for inspecting ginnels

Resolved that the Clerk will prepare of list of ginnels/footpaths in each ward and contact all Cllrs about carrying out the inspections once a year.

CE/23.19 Items for future agenda

- Litter picking Action Day

CE/23.20 Date of the next Meeting

Next meeting of the Committee: 7th September 2023

Deadline for agenda items: 28th August 2023

The meeting dates were noted.

The meeting closed at 9.02pm.

*Distribution: Cllrs E. Bromley, B. Cousins, F. Gains, S. Gomersall, E. Hyndes,
E. Richards, T. Stones, J. Tumalan, A. Wishart*



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Finance and General Purposes Committee Minutes Extraordinary Meeting held on Thursday 29th June 2023 at 7pm Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Present: In Chair – Cllr S. Dowling (Chair)

Cllrs D. Brosnan, M. Fletcher, G. Garvani, J. Garvani, J. Tumalan

In attendance: B. Crabtree – Clerk

FGP/23.1 Introduction from the Chair

Cllr Dowling welcomed all to the meeting.

FGP/23.2 To consider apologies and the reason for absence

Apologies were received from Cllr Hardcastle, Cllr Martin and reasons were approved.

FGP/23.3 Declaration of Disclosable Pecuniary and other Interests

Cllr Dowling declared an interest in Item FGP/23.6.

FGP/23.4 To consider questions and comments from members of the public at the Chairman's discretion.

No members of public were present.

FGP/23.5 Exclusion of press and public

Resolved to exclude the press and public.

FGP/23.6 To receive an update and agree any necessary action relating to 3&5 The Green

The Committee received an update from the 3&5 The Green Working Group.

It was noted that the Town Council requires a grant to fund the renovation of No.3 The Green. This was discussed and it was **resolved** to appoint Mike Deegan Consulting to prepare a feasibility report initially at a cost of £550. Once the report has been reviewed, the Committee will then agree whether to appoint the consultant to apply for the most viable grants.

The clerk presented the budget and remaining funds reports. The reports were discussed, and the committee will review the budget at the next meeting.

Cllr J. Garvani agreed to find out further details about funding that is available from LCC.

The Museum lease is yet to be agreed and members of the Museum will be attending the next meeting to discuss the rent proposal.

The Cllrs considered providing an additional grant called the Community Asset Resilience Fund and it was **resolved** to defer it to the next meeting.

It was noted The Stables is now vacant and would be an ideal space for the Town Council office until the renovation is completed. The Clerk provided some provisional costs to move the office. It was **resolved** to move the office and the Clerk was requested to begin preparations and aim to move by 1st September

2023. It was **resolved** to allocate the 3&5 Pre-acquisition budget (£2418) for the move and any other associated costs.

It was noted that LS18 Uniform Exchange has asked the TC if they can store the uniform at the Stables. Cllr Dowling left the room whilst the item was considered.

It was **resolved** to allow LS18 Uniform Exchange to store the uniform.

Cllr Dowling entered the room.

It was **resolved** to appoint Cllr Hardcastle and Cllr Connors and co-opt Jude Arbuckle to 3&5 The Green Working Group.

It was noted that a trustee of The Museum has mentioned a Councillor being on the Committee and all agreed that it would be a good idea. It was **resolved** to defer this to the next meeting.

The Clerk reported that British Gas allow only 10 days for invoices to be paid and it was **resolved** to set up a direct debit to avoid charges.

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

DRAFT



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

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

Planning, Licensing & Traffic Committee Minutes

Thursday 15th June 2023 at 7pm

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

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

Cllrs R Hardcastle, D Brosnan, E Hydes and R Jones

In attendance: S. White – Administration Assistant

PLT/23.1 To receive apologies for absence and to consider the reason for the absence

Apologies were received from Cllrs M Connors, D Brosnan and A Goulden and their reasons approved.

PLT/23.2 Declaration of Disclosable Pecuniary and other Interests

Cllr R Jones on item 'PLT/23.15 To update on operational changes with planning and sustainable development service charges' declared he sits on another committee which would be a conflict of interest.

PLT/23.3 To consider questions and comments from members of the public at the Chairman's discretion

Five members of the public were present regarding the garage on Long Row which has been vacated for 13 years and is in a dilapidated state. Due to the unsafe nature of the premises, Cllr R Jones will follow up and correspond with the resident who owns the adjacent premises.

PLT/23.4 Minutes of the previous meetings

Resolved to approve the minutes of the meeting held on Thursday 13th April 2023.

PLT/23.5 Leeds City Council Planning Decisions

The planning decisions were noted.

PLT/23.6 New Planning Applications

6.1 To note the planning applications received since the meeting held on 13th April 2023 and the comments made by the Proper Officer whilst she had delegated powers to comment. See agenda pack.

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

6.2 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/23.7 Planning Appeals & Planning Appeal Decisions

The appeals were noted.

PLT/23.8 Planning Enforcement

No planning enforcements to note.

PLT/23.9 Licensing Applications

The licensing applications were noted.

PLT/23.10 Traffic

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

10.1.1 Complaints

Cllr. Jones remarked on the number of disruptions caused by roadworks, in particular the temporary closure of Brownberrie Lane. He also reported that it has transpired that the yellow lines reported to be going to be put in place on Craggwood Road would not go ahead at the moment. LCC are to take this to consultation.

10.2 Traffic schemes

Fink Hill Scheme, the closing of Broadway for road resurfacing 30th June – 3rd July.

10.3 Speed indicator device (SID) updates and any data

It was agreed to consider moving the SID to the other side of the road. R Jones to get registration number. Once moved will be able to obtain the data. Budget for moving the SID to be considered and costs checked with Finance and General Purposes Committee.

PLT/23.11 Leeds Bradford Airport (LBA)

To consider the following:

11.1 Leeds Bradford Airport Consultative Committee

i) To note correspondence received in relation to exceeding the permitted number of flights. Leeds City Council received a Breach of Planning Condition notice on the airport in relation to exceeding the permitted number of night aircraft movements during the Summer 2022 period. There is a warning of prosecution if this continues. LBA claim record keeping of flights is the source of the problem. Cllr R Jones to raise issues of fuel dumping concerns with the LBA Consultative Committee.

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

No update

11.2 Any other matters relating to LBA

No further information.

PLT/23.12 Neighbourhood Plan.

It was agreed to move towards setting up a sub-group. Carry forward the agenda point to the next committee meeting where more councillors will be in attendance.

PLT/23.13 Leeds City Council Core Strategy and Site Allocation Plan

No update.

PLT/23.14 To consider matters requested by Councillors and agree any necessary action:

14.1 Newlay Weir Flood Alleviation Scheme works.

No comment.

PLT/23.15 To consider correspondence received and agree any necessary action:

15.1 To consider correspondence received from resident regarding vacated premises on Long Row.

Members of the public were in attendance to discuss this point. See PLT/23.3

15.2 To update on operational changes with Planning and sustainable development service charges

Cllr R Jones declared an interest. See PLT/23.2.

15.3 To consider application 23/03159/OT, not yet uploaded to planning portal.

The application is now on the planning portal. It will be discussed at the next PL&T meeting.

15.4 To consider submitting a planning case study to NALC

It was discussed and **resolved** that HTC would not partake.

15.5 To consider submitting a response to the development of onshore wind consultation.

It was discussed and **resolved** that as it's not applicable to HTC, we cannot make a case.

PLT/23.16 Date of the next meeting
Next meeting of the Committee: 13th July 2023
Deadline for agenda items: 3rd July 2023

The meeting dates were noted.

Meeting concluded at 8:15pm

Distribution: Cllrs R Hardcastle, M Connors, D Brosnan, M Fletcher, A Goulden, E Hydes, R Jones

Appendix 1 - Minute No. PLT/23.6 – comments on new planning applications

Reference	Application Validated	Deadline for comments	Address	Proposal	HTC Response
23/03286/OT	Tue 06 Jun 2023	Tue 27 Jun 2023	47 Hall Park Avenue Horsforth Leeds LS18 5LR	Outline application for single dwelling to side garden	Horsforth Town Council neither supports nor objects to this application
23/03431/FU	Mon 05 Jun 2023	Fri 21 Jul 2023	6 Wood Street Horsforth Leeds LS18 5PH	Dormer to the front; Alterations to rear dormer	Horsforth Town Council neither supports nor objects to this application



Horsforth Town Council

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Planning, Licensing & Traffic Committee Minutes Thursday 13th July 2023 at 7pm Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Present: In Chair – Cllr R. Hardcastle (Chair)
Cllrs R Hardcastle, D Brosnan, A Goulden, E Hyndes and R Jones

In attendance: S. White – Administration Assistant

PLT/23.17 To receive apologies for absence and to consider the reason for the absence
Apologies were received from Cllrs M Connors and their reasons approved.

PLT/23.18 Declaration of Disclosable Pecuniary and other Interests
Cllr R Jones on item 'PLT/23.15 To update on operational changes with planning and sustainable development service charges' declared he sits on another committee which would be a conflict of interest.

PLT/23.19 To consider questions and comments from members of the public at the Chairman's discretion
Three members of the public were in attendance to observe.

PLT/23.20 Minutes of the previous meetings
Resolved to approve the minutes of the meeting held on Thursday 15th June 2023.

PLT/23.21 Leeds City Council Planning Decisions
The planning decisions were noted.

PLT/23.21 New Planning Applications

- 21.1 To note the planning applications received since the meeting held on 13th April 2023 and the comments made by the Proper Officer whilst she had delegated powers to comment. See agenda pack.**
The comments submitted by the Proper Officer for recent applications were noted.
- 21.2 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/23.22 Planning Appeals & Planning Appeal Decisions
The appeals were noted.

PLT/23.23 Planning Enforcement
No planning enforcements to note.

PLT/23.24 Licensing Applications

The licensing applications were noted.

PLT/23.25 Traffic

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

25.1.1 Complaints

Cllr R. Jones remarked he had received correspondence from residents regarding works by Yorkshire Water, in the Brownberrie Lane and Low Lane areas. This is due to the replacement of water pipes. Cllr R. Jones noted that Low Lane will be closed next week down Low Lane due to the replacement of the pipes.

10.2 Traffic schemes

None to report.

10.3 Speed indicator device (SID) updates and any data

A new lamppost location has been agreed for the SID. 45L468. The SID will be serviced once moved. No date for the move of the SID has been announced, will be within six weeks.

PLT/23.26 Leeds Bradford Airport (LBA)

To consider the following:

11.1 Leeds Bradford Airport Consultative Committee

i) To note correspondence received in relation to exceeding the permitted number of flights. Leeds City Council received a Breach of Planning Condition notice on the airport in relation to exceeding the permitted number of night aircraft movements during the Summer 2022 period. Cllr R. Jones gave an update to the committee, LBA blame a fault in their software since 2008, giving miss-calculations on the data. LCC is monitoring this monthly to ensure no further breaches occur.

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

No update

11.2 Any other matters relating to LBA

Cllr R. Jones commented on complaints regarding the cost of passenger car park drop off charges of £6.50.

The new terminal building will bring in new shops and faster process through security.

PLT/23.27 Neighbourhood Plan.

Cllr R. Hardcastle suggested we approach Martin Hughes for further discussion on the Neighbourhood Plan as he was the prime architect of the existing one. Suggested to find out the costs of the last Neighbourhood Plan. It was **resolved** to take the Neighbourhood Plan to the next full committee.

PLT/23.28 Leeds City Council Core Strategy and Site Allocation Plan

To carry over to next month's agenda.

PLT/23.29 To consider matters requested by Councillors and agree any necessary action:

PLT/23.30 To consider correspondence received and agree any necessary action:

30.1 To consider submitting comments on the Draft Rawdon Neighbourhood Plan

No plans to comment.

30.2 To consider submitting representations on the Innovative Arc SPD consultation document.

No plans to comment.

PLT/23.31 Matters for information

Cllr R. Jones announced it was his last meeting of the Planning, Licensing & Traffic Committee. A replacement councillor will take his place. His stepping down from the committee will be added to the agenda of the next full council meeting for consideration.

PLT/23.32 Items for future agenda

Planning portal, changes to how summary of comments is viewed.

PLT/23.33 Date of the next meeting

Next meeting of the Committee: 24th August 2023

Deadline for agenda items: 14th August 2023

The meeting dates were noted.

Meeting concluded at 8:10pm

Distribution: Cllrs R Hardcastle, M Connors, D Brosnan, M Fletcher, A Goulden, E Hydes, R Jones

Appendix 1 - Minute No. PLT/23.6 – comments on new planning applications

Reference	Application Validated	Deadline for comments	Address	Proposal	HTC Response
23/03159/OT	Fri 09 Jun 2023	Fri 21 Jul 2023	Land To The North Of Wood Lane And East Of Cragg Hill Farm Wood Lane Horsforth Leeds	Outline planning permission for Erection of 9 dwellings and construction of access.	Horsforth Town Council support the objection from the highways report that the access to the site is unsuitable.
23/03629/FU	Wed 14 Jun 2023	Fri 21 Jul 2023	3 Temperance Court Back Lane Horsforth Leeds LS18 4RX	Garage conversion	Horsforth Town Council neither supports nor objects to this application.
23/03608/FU	Tue 13 Jun 2023	Fri 21 Jul 2023	22 Newlaithes Road Horsforth Leeds LS18 4LG	Alterations including infill extension to side joining house with new pitched roof replacing flat roof	Horsforth Town Council neither supports nor objects to this application.
23/03384/LI	Wed 14 Jun 2023	Fri 21 Jul 2023	Newlay Bridge Connecting Pollard Lane And Newlay Lane Horsforth Leeds LS18	Listed Building Application for construction of a 200mm thick reinforced concrete flood defence wall clad in stone into Newlay Bridge	Horsforth Town Council neither supports nor objects to this application.
23/03742/FU	Mon 26 Jun 2023	Fri 21 Jul 2023	7 Prospect Place Horsforth Leeds LS18 4BW	Retrospective application to existing conservatory and replacement roof and frame	Horsforth Town Council neither supports nor objects to this application.

23/03869/FU	Mon 26 Jun 2023	Fri 21 Jul 2023	214 West End Lane Horsforth Leeds LS18 5RU	Demolition of existing conservatory; single storey side/rear extension	Horsforth Town Council neither supports nor objects to this application.
23/03299/FU	Tue 27 Jun 2023	Fri 21 Jul 2023	St Annes Community Service 155 Town Street Horsforth Leeds LS18 5BL	Detached outbuilding to rear	Horsforth Town Council neither supports nor objects to this application.
23/03631/FU	Wed 14 Jun 2023	Fri 21 Jul 2023	62 Town Street Horsforth Leeds LS18 4AP	Change of use from sui generis (public house) to Class E(f) childrens nursery.	Objection due to concern over parking and increase in traffic in the area.
23/03802/FU	Tue 27 Jun 2023	Fri 11 Aug 2023	Proximity Resourcing Ltd 4 Kerry Hill Horsforth Leeds LS18 4AY	Four air conditioning units to the rear	Horsforth Town Council neither supports nor objects to this application.
23/03994/FU	Thu 29 Jun 2023	Fri 11 Aug 2023	155A Town Street Horsforth Leeds LS18 5BL	Alterations including demolition and replacement of front porch; raised terrace to rear garden incorporating built in seating; new driveway to side including removal of low wall and raised bed; new windows at first floor to front, sides and rear	Horsforth Town Council neither supports nor objects to this application.
23/04034/FU	Fri 30 Jun 2023	Thu 27 Jul 2023	11 Hall Park Avenue Horsforth Leeds LS18 5LN	Single storey rear extension with conversion of garage to habitable room with porch to front	Horsforth Town Council neither supports nor objects to this application.

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
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
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