



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 14th September 2023

AGENDA PACK

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



Horsforth Town Council

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Finance and General Purposes Committee Minutes Meeting held on Thursday 20th July 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, R. Hardcastle, T. Stones, J. Tumalan

In attendance: B. Crabtree – Clerk

FGP/23.7 Introduction from the Chair

Cllr Dowling welcomed all to the meeting.

FGP/23.8 To consider apologies and the reason for absence

No apologies received.

FGP/23.9 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/23.10 To consider questions and comments from members of the public at the Chairman's discretion.

Five members of public were present from The Museum to discuss the lease. See Item FGP/23.16.

FGP/23.11 To confirm and accept the minutes of the Finance and General Purposes meeting held on 9th March 2023 and the extraordinary meeting held on 29th June 2023

Resolved to approve the minutes of the Finance and General Purposes meeting held on 9th March 2023 and the extraordinary meeting held on 29th June 2023 as a true and accurate record.

FGP/23.12 Financial Matters

23.12.1 To consider recommending that the Council approves the accounts and cash book entries to 31st May 2023 and agree any necessary action.

Resolved to recommend that the Council approves the accounts and cash book entries to 31st May 2023. It was noted that the budget needs to be reviewed and an extraordinary meeting will be held on 3rd August 2023.

23.12.2 To consider and approve the schedule of payments

Resolved to approve the schedule of payments.

23.12.3 To consider arrangements with the current accounts package

Resolved to cancel the current accounts package contract.

23.12.4 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 appoint an internal auditor at a cost of £500 per annum.

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

Resolved to open 2 additional bank accounts and transfer the split the funds from the Unity account to ensure that the TC is covered by the Financial Services Compensation Scheme (FSCS).

23.12.6 To consider the Horsforth Matters budget and agree any necessary action

Cllr G Garvani reported that the Editorial WG recommends publishing Horsforth Matters in July and October 2023, and January and April 2024. The October edition will be printed and delivered to every household and several printed copies will be provided in key locations in July, January and April 2024. It will be published via Facebook, website, and they would like to provide an E-Newsletter.

Resolved to print 150 copies of the July edition and sign up to Mailchimp to provide E-Newsletters and set up a mailing list. It was agreed to consider further costs when the budget is reviewed.

23.12.7 To note and agree the cost of the Payroll Service

It was noted that the payroll service costs £43 per hour and this was approved.

FGP/23.13 Community Infrastructure Levy (CIL)

23.13.1 To receive an update on CIL

Cllr J. Garvani reported that the CIL Group recommends spending a proportion of the funding on the following:

- Install 3 benches at the Garden off Old Ball Roundabout and 3 benches at Horsforth Hall Park at a cost of £5412
- Install 1 Tri Mobility picnic table on Gravel surface with HTC Plaques at Horsforth Hall Park at a cost of £3423.32 and £90 for Plaques
- Install 2 Picnic Tables with Plaques at Horsforth Hall Park at a cost of £5693.69
- Purchase and install 1x smaller 5 a-side white football post at Woodside Rec at an approximate cost of £1000
- Install a pin kerb on the path to the band stand at a cost of £8296.00.

It was recommended that add all the assets to the asset register and include on the insurance policy if LCC does not agree to have responsibility.

Resolved to recommend to TC approve the recommendation.

It was noted that the bandstand and toilet require work, but further costings are required.

23.13.2 To receive any reports from Community Infrastructure Levy Group

See Item 23.13.1

23.13.3 To agree the membership

Resolved to elect Cllr Dowling and Cllr Hardcastle to the Community Infrastructure Levy Group.

FGP/23.14 Recommendations from Community and Environment Committee

23.14.1 To consider and agree installing a waste bin on the grassed area adjacent to The Horsforth Hotel and agree which budget to allocate it to

Resolved to defer this item to the CIL Group and the Clerk will confirm the costs.

23.14.2 To consider and agree increasing the festive lights budget to allow the cost of purchasing two Christmas trees

Resolved to increase the budget to £16,000.00.

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

23.15.1 To consider a grant application from St Margarets Primary School.

The grant application was considered, and it was noted that there are a number of defibrillators close to the school. It was **resolved** to purchase paediatric pads for the defibrillators.

23.15.2 To receive an update about the defibrillators in Horsforth and consider a request to adopt a unit and purchase an additional defibrillator

Resolved to continue maintaining the current defibrillators and adopt the unit at the Grove.

FGP/23.16 To consider ongoing relationship with The Museum and agree any necessary action

It was noted that the 3&5 The Green WG have been liaising with the Museum to agree the terms of the lease and the Trustees had several queries.

Cllr J. Garvani gave an update about the No3 refurbishment and confirmed that it had gone to tender. The quotes received have increased from the original estimated costs due to a rise in costs after Covid. He

confirmed that the plans remain the same but there may be slight changes. The Full Council will be considering appointing the preferred contractor at the next Full Council meeting. The WG are also considering phasing the work which would mean that works to the ground floor will be completed first including the lift but this would not impact the Museum.

The Museum raised their concerns about the proposed rent, grant terms and VAT. This was discussed. The museum proposed isolating the gas meter to the Museum so that they would receive the invoices direct and all agreed that would be a good idea.

The Museum made Cllrs aware that they would like to continue maintaining the garden.

The Museum confirmed that the offer of contributing £10,000 towards the lift remains and the TC asked if there was a possibility of further funding. They agreed to consider the request.

The museum made the Cllrs aware that they would not like to pay towards the lift maintenance as it would not be used regularly.

The length of the lease was discussed.

The Museum enquired if they could share a waste bin.

Resolved that the Clerk will respond to the queries as soon as possible.

FGP/23.17 Exclusion of press and public

Resolved to exclude the press and public.

FGP/23.18 3&5 The Green

23.18.1 To receive an update and agree any necessary action including:

i. To consider the Feasibility Report provided by the Funding Consultant

The Feasibility Report was discussed and it was **resolved** to appoint the Funding Consultant to apply for the National Lottery Grant for £250,000.

ii. To consider providing an additional grant scheme called Community Asset Resilience Fund

Resolved to defer to the extraordinary meeting.

FGP/23.19 Staffing Matters

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

Cllr J. Garvani reported that the Clerk and Cllr Dowling reported that they had carried out a staffing review with S. White and gave positive feedback. The Committee has agreed 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.

The Clerk is currently organising moving the TC office to the Stables and it was noted that a number of policies will need to be reviewed.

23.19.2 To consider becoming a Living Wage Employer

Resolved to become a Living Wage Employer.

FGP/23.20 Matters for information

No further information provided.

FGP/23.21 Items for future agenda

The budget and 3&5 The Green Business Plan will be included on the Agenda for the extraordinary meeting and Cllr J. Garvani requested that the Town of Sanctuary is included on the September agenda.

FGP/23.22 Date of the next meeting

Resolved that an Extraordinary meeting will be held on 3rd August 2023. The next meeting will be held on 14th September 2023 and the deadline for agenda items is 4th September 2023.

*Distribution: Cllrs D. Brosnan, S. Dowling, M. Fletcher, G. Garvani, J. Garvani,
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Finance and General Purposes Committee Minutes Extraordinary Meeting held on Thursday 3rd August 2023 at 7pm Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

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

M. Fletcher, G. Garvani, J. Garvani, R. Hardcastle, T. Stones, J. Tumalan

In attendance: B. Crabtree – Clerk

FGP/23.22 Introduction from the Chair

Cllr Dowling welcomed all to the meeting.

FGP/23.23 To consider apologies and the reason for absence

Apologies were received from Cllr Brosnan and reasons were approved.

FGP/23.24 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/23.25 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

FGP/23.26 To receive an update and agree any necessary action relating to 3&5 The Green

23.26.1. To consider the Business Plan and agree any necessary action

Cllr Dowling noted that the Business Plan was accurate at the time it was approved but the costs stated have now increased which has led the TC to review the funding options for the refurbishment and ongoing running costs. This was discussed.

The TC will continue a partnership with the Museum and Live at Home. It was agreed to give Live at Home an update about the refurbishment.

It was **resolved** that the 3&5 The Green Working Group will review the Business Plan at the next meeting.

The Clerk reported that she has received the third quote from a removal company, and it was **resolved** to agree a quote of £490 with Airedale Removal Services and set the date to move on 4th September 2023.

The Clerk reported that the photocopier is leased and therefore the provider will need to move it. When organising this, it was raised that the lease is due for renewal and S. White has obtained quotes. It was **resolved** to remain with the current provider and to check the terms and conditions before signing the new lease.

The Funding Consultant is going to apply for the National Lottery grant, this is not guaranteed and could take 9 months to find out if the grant has been successful which would delay the refurbishment and possibly mean the costs would increase.

The TC's available funding for the works. The funding options was discussed to ensure the works are not delayed including further grants, additional PWLB loan, income from room hire and approaching local

businesses for sponsorship. It was **resolved** to ask the funding consultant to draft a letter to send to local businesses enquiring if they would like to contribute to the community project.

FGP/23.27 To consider and review the budget for 2023/2024

The budget was reviewed, and it was **resolved** to:

- i. Increase Horsforth Matters Budget to £1750.00
- ii. Transfer £48,254.00 from 3&5 The Green Designated Funds to General Funds as it was noted that there could have been miscommunication when agreeing the budget at the beginning of the year and that it was actually £70,000 that should have been allocated. The transfer ensures that the TC has general funds remaining.
- iii. Allocate £40,000 CIL Funding to the 3&5 The Green refurbishment.

After reviewing the budget, it was noted that the TC has most of the funding available for Phase 1 to commence and it was **resolved** to agree the quote for Phase 1 with the preferred contractor and ratify it at the next Full Council meeting to avoid further delay.

The meeting closed at 8pm.

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

Period 01.06.23 to 30.06.2023

Bank Payments															
Date	Details	Current	Deposit	Vat	Creditors	Comm &	Planning	Salaries	Office	Training	Election	5 The Gre	Designated	Restrcted	S137
		Account	Account			Environ'mt	Lic & Traffic						Funds	Funds	EXPENDITURE
01.06.2023	Brought Forward	24,013.70	0.00	538.00	2,793.21	2,609.78	0.00	7,136.06	3,251.47	0.00	0.00	6,265.18	1,420.00	0	0.00
05.06.2023	Leeds City Council	678.00										678.00	The Green - Rates		
05.06.2023	Vision ICT LTD	21.60		3.60					18.00	Email					
05.06.2023	British Gas	121.48		9.26								112.22	Electric - The Stables		
05.06.2023	British Gas	269.25		12.81								256.44	Gas - The Stable		
12.06.2023	BT	158.48		26.41					132.07	Telephone					
16.06.2023	Lloyds Credit Card														
	Giff Gaff	6		1					5	Telephone					
	Giff Gaff	6		1					5	Telephone					
	Bank charges	3							3	Bank charge					
16.06.2023	British Gas	66										66	Electric - The Stables		
16.06.2023	SLCC - Training	144		24						120	Staff training				
16.06.2023	Horsforth in Bloom	120				120	Garden maintenance								
16.06.2023	Friends of Horsforth Hall Park	500				500	Grants/Sponsorship								
16.06.2023	Horsforth Gala	44				44	Horsforth Gala								
16.06.2023	Smith of Derby - Clock repair	180		30					150	Clock maintenance					
21.06.2023	Enlighted LTD	120.6		20.1					100.5	Monthly IT					
21.06.2023	Leeds City Council	678										678	The Green - Rates		
21.06.2023	Sofire	198		33								165	Fire alarm service		
21.06.2023	HMRC	3851.25						3851.25	TAX & NI						
21.06.2023	Salary costs	885.32						885.32	Pension						
21.06.2023	Salary costs	2067.67						2067.67	Salaries						
22.06.2023	Commerce Business Solutions	71.56		11.94					59.62	Stationary/Printing					
22.06.2023	Salary costs	631.97						631.97	Salaries						
26.06.2023	Zen Internet Ltd - Office Broadband	35.4		5.9					29.5	Broadband					
30.06.2023	Bank charges	26.25							26.25	Bank charges					
	Carried Forward	34,897.53		717.02	2,793.21	3,273.78		14,572.27	3,780.41	120.00		8,220.84	1,420.00		
	Check total	34,897.53		34,897.53											
	Total Expenditure 2023-2024(for budget page)					31,387.30									
	Cash book payments (for rec)	34,897.53													

01.06.2023-30.06.2023

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
01.06.2023	Balances brought forward	376,011.58	86,166.67			408.44	126,035.00	0.00	4,927.00	0.00	0.00	0.00	0.00	0.00	175.54
30.06.2023	Virgin - Bank Interest		183.72			183.72	Bank charge								
	Carried Forward	376,011.58	86,350.39	0.00	0.00	592.16	126,035.00	0.00	4,927.00	0.00	0.00	0.00	0.00	0.00	175.54
	Check total		462,361.97			462,361.97									
	Total Income 2023-2024 (for budget page)						131,729.70								
	Cash book receipts (for rec)		462,361.97												
							131,729.70								
	Cash book balances (agrees to bank rec)	427,464.44	341,114.05	86,350.39											
	Total Income 2023-2024 (for budget page)	131,729.70													
	Total Expenditure 2023-2024 (for budget page)	31,387.30													
	Agreed to Budget	100,342.40													

Period 01.07.23 to 31.07.2023

01.07.2023-31.07.20238

Horsforth Town Council
Cash Book
Year ended 31 March 2024

Period 01.08.23 to 31.08.2023

Bank Payments

Date	Details	Current Account	Deposit Account	Vat	Creditors	Comm & Environ'mt	Planning Lic & Traffic	Salaries	Office	Training	Election	3&5 The Green	Designated Funds	Restrictd Funds	S137 EXPENDITURE
01.08.2023	Brought Forward	43,817.49	0.00	1,187.52	2,793.21	5,379.34	0.00	18,930.83	4,387.75	120.00	0.00	9,048.84	1,970.00	0	0.00
01.08.2023	Crooks Architecture	13,040.64		2,173.44									10867.2	3&5 Refurb	
01.08.2023	Evolution - Stage Hire for Christmas	612.00		102.00		510.00	Christmas Event								
01.08.2023	Brian Jones Structural Design	880											880	3&5 Refurb	
01.08.2023	Zurich - Insurance	1999.03							1999.03	Insurance					
01.08.2023	Leeds City Council - I.D. Badges	113.4		18.9					94.5	Miscellaneous, Quality Council & recruitment					
01.08.2023	T&B Bookkeeping	193.5		32.25					161.25	Audit, Accounts & Data Protection					
01.08.2023	National Medicaid	340				340	Christmas Event & Remembrance Service								
11.08.2023	McCarthy's shredding	120		20									100	3&5 pre-acquisition costs	
11.08.2023	St James Woodside	60							60	Room hire					
16.08.2023	Lloyds Credit Card														
	Giff Gaff	6		1					5	Telephone					
	Giff Gaff	6		1					5	Telephone					
	Bank charges	3							3	Bank charge					
21.08.2023	Enlightened	120.6		20.1					100.5	Monthly IT					
22.08.2023	Commerce Business Solutions	71.56		11.93					59.63	Stationary/Printing					
22.08.2023	Salary costs	711.14						711.14	Salaries						
22.08.2023	Salary costs	2261.07						2261.07	Salaries						
22.08.2023	British Gas - The Stables	44.13		9.23								34.9	The stables - electric		
25.08.2023	Zen Internet Ltd - Office Broadband	35.4		5.9					29.5	Broadband					
	Carried Forward	64,434.96		3,583.27	2,793.21	6,229.34		21,903.04	6,905.16	120.00		9,083.74	13,817.20		
	Check total	64,434.96		64,434.96											
	Total Expenditure 2023-2024(for budget page)					58,058.48									
	Cash book payments (for rec)	64,434.96													

Period 01.08.23 to 31.08.2023

Bank Receipts

Date	Details	Current Account	Deposit Account	Vat	Debtors 2022	Other	Precept	Comm & Environ'mt	Grant Income	Designated Funds	Office	Buildings	Staff Training	Events	Restricted Funds
01.07.2023	Balances brought forward	376,011.58	86,567.13			808.90	126,035.00	0.00	4,927.00	0.00	0.00	0.00	0.00	0.00	175.54
	Carried Forward	376,011.58	86,567.13	0.00	0.00	808.90	126,035.00	0.00	4,927.00	0.00	0.00	0.00	0.00	0.00	175.54
	Check total		462,578.71			462,578.71									
	Total Income 2023-2024 (for budget page)								131,946.44						
	Cash book receipts (for rec)		462,578.71												
	Cash book balances (agrees to bank rec)	398,143.75	311,576.62	86,567.13											
	Total Income 2023-2024 (for budget page)	131,946.44													
	Total Expenditure 2023-2024 (for budget page)	58,058.48													
	Agreed to Budget	73,887.96													

Horsforth Town Council
Bank Reconciliation as at 31.08.2023
Prepared by Becky Crabtree 07.09.2023

At next y/end
S / L term

Balance per bank statements as at 31.08.2023
Current Account

Virgin (formerly Yorkshire Bank) (per stmt 31.07.2023)
Unity Trust Bank (per Stmt 31.08.2023)
Nationwide Building Society (Per stmt 21.07.2023)

85,283.11 Short term
227,023.81 Short term
85,836.83 Short term

Term deposit accounts

398,143.75

Add uncredited receipts

0.00

Less unrepresented cheques

0.00

0.00

Net Balances as at 31.08.2023

398,143.75

Cash book

Opening balances as at 01.04.2023

330,632.27

Add cash book receipts

131,946.44

Less cash book payments

64,434.96

Closing cash book balance as at 31.08.2023

398,143.75

Difference 0.00

Horsforth Town Council
 Remaining General Funds at 31.08.2023

	£	£	£
Bank Balances per reconciliation as at 31.08.2023			
Virgin (formerly Yorkshire Bank) (per stmt 31.07.2023)		85,066.37	
Unity Trust Bank (per Stmt 31.08.23)		227,023.81	
Nationwide Building Society (Per stmt 31.07.23)		85,836.83	
			397,927
Unspent General Budgets			
Community & Environment	35,814		
Planning, Licensing & Traffic	500		
Salaries	39,702		
Office	10,526		
Training	3,380		
Election	12,500		
Property Overheads	24,011		
Horsforth Museum	4,000		
		130,433	
Unspent Designated Fund Balances			
Neighbourhood Plan	3,243		
Election	3,750		
3&5 The Green - Refurbishment	56,283		
3&5 The Green - Pre-acquisition costs	2,318		
Mechanics Institute	4,500		
		70,094	
Unspent Restricted Fund			
CIL			
Projects in Hall Park and Woodside Rec.	25,000.00		
3&5 The Green Refurbishment	40,000.00		
Additional projects	6,349.39		
3&5 The Green - PWLB	89,899		
		161,248	
Unspent Funds			361,775
Remaining General Funds			36,152

Horsforth Town Council
Annual Budget and Expenditure 2023-2024
Updated 07.09.2023

		Annual Budget			Income & Expenditure		Budget Remaining	
		2023-2024			As At 31.08.2023		As At 31.08.2023	
		£	£		£	£	£	£
INCOME								
	Precept	126,035			126,035		0	
	Council Tax Support Grant	4,927			4,927		0	
	Bank Interest Received	100			730			
	Other				79			
	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			131,771		0
EXPENDITURE								
	Community & Environment							
	Grants & Sponsorship	4,500			500		4,000	
	Award Scheme	200			0		200	
	Civic Service	100			0		100	
	Horsforth Gala	100			44		56	
	Remembrance Service	1,000			283		718	
	Annual Town Meeting	50			0		50	
	Horsforth Matters	1,750			0		1,750	
	Band Concerts	1,200			0		1,200	
	Special Events and Projects (Annual Events)	2,543			2,550		-7	
	Christmas Motifs, Lights & Trees	15,000			0		15,000	
	Christmas Switch On Event	5,000			680		4,320	
	HTC Floral Displays - Installation & Watering	5,600			1,933		3,667	
	Community Watering - HIB & Fairtrade	4,000			0		4,000	
	Garden Maintenance	1,000			240		760	
			42,043			6,229		35,814
	Planning, Licensing & Traffic		500			0		500
	Salaries							
	Basic Salary Costs	61,605			21,903			
			61,605			21,903		39,702
	Office							
	Office Equipment & Photocopier Lease	1,000			108		892	
	IT Support	1,175			402		773	
	Stationery & Printing	900			347		553	
	Postage	100			0		100	
	Telephone and Broadband	900			320		580	
	Subscriptions	2,325			1,944		381	
	Audit, Accounts & Data Protection	3,000			1,084		1,917	
	Miscellaneous, Quality Council & Recruitment	200			219		-19	
	Bank Charges	145			38		107	
	Chairman's Allowance	100			0		100	
	Meeting Expenses & Refreshments	185			0		185	
	Room Hire	1,300			127		1,173	
	Legal & Professional Fees	1,030			0		1,030	
	Email and website	737			18		719	
	Clock Maintenance	500			150		350	
	Defibrillator Maintenance	2,000			150		1,850	
	Combined Insurance	1,834			1,999		-165	
			17,431			6,905		10,526
	Training							
	Staff Training	1,500			120		1,380	
	Councillor Training	2,000			0		2,000	
			3,500			120		3,380
	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			3,394				3,390	
	No 3 Light, Heat, Power & Water	10,000			620				9,380	
	Site Management & Maintenance	500			165				335	
				33,095			9,084			24,011
	Horsforth Museum - Grant re No 5 The Green Rent			4,000			0			4,000
	TOTAL EXPENDITURE			174,674			44,241			130,433
	SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE			-40,612			87,530			

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

		As At 31.08.2023	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.07.23	3,243	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.08.2023		3,243
ELECTION			
	Balance B/F 01.07.23	3,750	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.08.2023		3,750
3 & 5 THE GREEN - REFURBISHMENT			
	Balance B/F 01.07.23	35,252	
	Income	0	
	Expenditure	13,717	
	Transfer of Increase DF for 2023-2024 from General	83,002	
	Transfer of Decrease DF for 2023-2024 to General R	48,254	
	Balance C/F 31.08.2023		56,283
3 & 5 THE GREEN - PRE-ACQUISITION COSTS			
	Balance B/F 01.07.23	2,418	
	Income	0	
	Expenditure	100	
	Transfer of funds	0	
	Balance C/F 31.08.2023		2,318
MECHANICS INSTITUTE			
	Balance B/F 01.07.23	4,500	
	Income	0	
	Expenditure	0	

	Transfer of funds	0	
	Balance C/F 31.08.2023		4,500
QUEEN'S PLATINUM JUBILEE			
	Balance B/F 01.07.23	126	
	Income	0	
	Expenditure		
	Transfer of Allocated to General Funds for 2023/2024	126	
	Balance C/F 31.08.2023		0
FREE SCHOOL MEALS			
	Balance B/F 01.07.23	2,750	
	Income	0	
	Expenditure	0	
	Transfer of Allocated to General Funds for 2023/2024	2,750	
	Balance C/F 31.08.2023		0
TOTAL DESIGNATED FUNDS C/F			70,094
RESTRICTED FUNDS			
COMMUNITY INFRASTRUCTURE LEVY			
	Balance B/F 01.07.23	71,173	
	Income	176	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.08.2023		71,349
3 & 5 THE GREEN - PWLB			
	Balance B/F 01.07.23	89,899	
	Income (Loan)	0	
	Expenditure (repayment)	0	
	Transfer of funds	0	
	Balance C/F 31.08.2023		89,899
TOTAL RESTRICTED FUNDS C/F			161,248

RECONCILIATION TO CASH BOOK

CHECK TOTAL

General income less expenditure	87,530
Designated Income	0
Designated expenditure	-13,817
Restricted fund income	176
Restricted fund expenditure	0
CASH BOOK TOTAL	73,888

CASH BOOK TOTAL 2023-2024	73,887.96
(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 14th September 2023

Payee	Details	Amount	Comments
St James Woodside	Room hire	£60.00	Clerk authorised with delegated powers
McCarthys	Shredding	£100.00	Approved at the F&GP Committee meeting held on 3 rd August 2023
British gas	The Stables – Electric	£44.13	Clerk authorised with delegated powers
Complete Computers	IT Support	£126.12	Cllrs are required to approve setting up a direct debit for the monthly payments due to business name change
YLCA	Local Council Award Fee	£80.00	Approved at the Full Council meeting held on 27 th July 2023
Salaries	Staff Salaries – August 2023	£2972.21	Clerk authorised with delegated powers
West Yorkshire Pension Fund	Pension Contributions – August 2023	£908.21	Clerk authorised with delegated powers
Horsforth in Bloom	Garden Maintenance	£60.00	Clerk authorised with delegated powers
British Gas	The Stables – Gas	£19.78	Clerk authorised with delegated powers
British Gas	The Stables – Electricity	£79.49	Clerk authorised with delegated powers
Airedale Movers	Removal company – Office move	£490.00	Clerk authorised with delegated powers
YLCA	Whole Council Training	£384.00	