

# Horsforth Town Council

Mechanics Institute Town Street Horsforth Leeds LS18 5BL

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#### Finance and General Purposes Committee

Thursday 11<sup>th</sup> January 2024

#### AGENDA PACK

#### Contents page overleaf

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



### Horsforth Town Council The Stables 2 Church Road Horsforth Leeds LS18 5LG

#### admin@horsforthtowncouncil.gov.uk - www.horsforthtowncouncil.gov.uk - 0113 258 0988

#### Finance and General Purposes Committee Minutes Meeting held on Thursday 16<sup>th</sup> November 2023 at 7pm Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG

Present: In Chair – Cllr S. Dowling (Chair) M. Fletcher, F. Gains, J. Garvani, G. Garvani, R. Hardcastle, A. Martin, T. Stones, J. Tumalan

In attendance: B. Crabtree – Clerk

#### FGP/23.41 Introduction from the Chair

Cllr Dowling welcomed all to the meeting.

#### FGP/23.42 To consider apologies and the reason for absence

Apologies were received from Cllr Brosnan and reasons were approved. Cllr Gains was in attendance as a substitute.

#### FGP/23.43 Declaration of Disclosable Pecuniary and other Interests

None declared.

# **FGP/23.44** To consider questions and comments from members of the public at the Chairman's discretion No members of public were present.

# FGP/23.45 To confirm and accept the minutes of the Finance and General Purposes meeting held on 14<sup>th</sup> September 2023.

**Resolved** to approve the minutes of the Finance and General Purposes Committee meeting held on 14<sup>th</sup> September 2023 as a true and accurate record.

#### FGP/23.46 Financial Matters

23.46.1 To consider recommending that the Council approves the accounts and cash book entries to 31<sup>st</sup> October 2023 and agree any necessary action.

**Resolved** to recommend that the Full Council approves the accounts and cash book entries to 31<sup>st</sup> October 2023

#### 23.46.2 To consider and approve the schedule of payments

**Resolved** to approve the Schedule of Payments. The Clerk was asked to investigate different options for the clock maintenance.

It was **resolved** to waive the requirement to seek 3 quotes for the Museum roof repairs due to immediate action required.

#### 23.46.3 To receive an update about the internal audit and internal control checks

i. Interim internal audit

The Clerk reported that the Interim Internal Audit has been carried out and the auditor has noted that the TC is opening new bank accounts to ensure it is covered by the Financial Services Compensation Scheme (FSCS) and the TC requires an SSL certificate for the website to ensure it is secure. The Clerk is arranging the SSL certificate.

- ii. Review of internal audit This is due to be carried out.
- **iii.** Internal control checks This is due to be carried out.

#### iv. Review of risk management

Cllr Dowling reported that he has carried out a Risk Management Review along with Cllr Goulden and it was noted that the cover for Fidelity has increased to £500,000.00 and the TC needs to review the amount allocated for elections due to the increase this year. Cllr Wishart queried why the cover for Employers Liability is so high and the Clerk agreed to investigate this.

#### 23.46.4 To consider advice received from YLCA regarding all Cllrs signing the Bank mandates

The Clerk reported that YLCA has confirmed that the TC decides the number of bank signatories and consider if the internal controls in place are efficient. It was **resolved** not to increase the number of signatories.

# 23.46.5 To note the Parish Precept Timetable for 2024-2025

The Precept Timetable was noted.

# 23.46.6 To note that the Clerk is preparing the draft budget for 2024-2025 and to make any recommendations

The Clerk reported that she is drafting the budget for consideration at the next committee meeting.

## FGP/23.47 Community Infrastructure Levy (CIL)

#### 23.47.1 To receive an update on CIL

Cllr J. Garvani reported that LCC has now resurfaced the path next to the bandstand in Hall Park. The Clerk will contact LCC for an update about the other projects including the benches and bins at Newlaithes.

#### **23.47.2 To receive any reports from Community Infrastructure Levy Group** No further information.

# FGP/23.48 To consider matters requested by Councillors/the Clerk and agree any necessary action: 23.48.1 To consider the LCC Review of polling districts

Cllr J. Garvani reported that LCC has proposed the following changes:

- Find a replacement for Woodside Methodist Church (HOC) as this is no longer available.
- Relocate HOD, currently at Featherbank Primary School, to Cragg Hill Baptist as they wish to only use schools where no other suitable premises are available.
- Suggestions for replacement of Newlaithes Primary (HOI).

### Cllrs considered the proposals and were asked to send any suggestions they may have. Cllr J. Garvani proposed the following:

- Merge HOH & HOG into one polling district.
- Create a new polling district, with the polling station at St Mary's Church, consisting of the following: All Broadgate Lane from Low Lane to Town Street, All North Broadgate Lane, All culde-sacs off Broadgate Lane, Wood Lane & Castlewood Close, Both sides of Stanhope Drive from Broadgate Lane to the Ring Road, Salmon Crescent, Alexandra Road, Broadgate Walk, Broadgate Crescent, King Edward Ave, King Edward Crescent, The Grove, Grove Road, Drury Ave, Drury Lane and Drury Close.

This would ~870 voters from HOG reducing its electorate to ~2000 and takes ~570 from HOE reducing it to about 900.

#### It was resolved to approve Cllr J. Garvani's proposals.

# 23.48.2 To consider advertising the Farmers Market on the Horsforth road signs

**Resolved** not to advertise on the road signs due to safety reasons.

Cllr Tumalan left the meeting.

#### FGP/23.49 Exclusion of press and public

**Resolved** to exclude the public.

#### FGP/23.50 3&5 The Green

#### 23.50.1 To receive an update and agree any necessary action including:

The following was noted:

- The Museum roof is leaking and the quote to repair the roof was agreed at item FGP/23.46.2.
- The Clerk has asked LCC for permission to carry out the No.3 renovation and they have said that a license of alterations is required due to the structural work being carried out. The TC will be required to pay legal and survey fees which were agreed at item FGP/23.46.2.
- The proposed start date is 8<sup>th</sup> January 2024 but this is dependant on the TC receiving permission from LCC and the planning permission.
- The Working Group are going to recommend holding a drop-in session for residents on 14<sup>th</sup> December 2023 to Full Council.
- The Museum has now received the latest response from the TC about the lease terms and the lease should be ready to be drafted shortly by a solicitor.
- The Clerk reported that she has contacted the solicitor regarding the license of alterations and Museum lease. The solicitor's quote's was agreed at item FGP/23.46.2.
- i. To consider the quotes provided for the utility contracts at The Stables and No.3 and agree any necessary action

**Resolved** to agree the cheapest quote if it is a fixed contract for 12 months.

#### FGP/23.51 Staffing Matters

#### 23.50.1 To receive an update about staffing and agree any necessary action

- Cllr J. Garvani reported the following:
  - Cllr Dowling and Cllr Gains will be carrying out the Clerks appraisal shortly.
  - The National Joint Council for Local Government Services (NJC) has reached an agreement on pay rates from 1<sup>st</sup> April 2023. The salary points have increased and are backdated to April.
  - Both members of staff are happy working at the Stables.

#### FGP/23.52 Policies and Procedures

**Resolved** to recommend that the Full Council adopts the Business Continuity Plan with amendments. It was agreed to also backup documents on external hard drives.

#### FGP/23.53 Matters for information

No further matters.

#### FGP/23.54 Items for future agenda

• Draft budget

#### FGP/23.55 Date of the next meeting

**Resolved** that the next meeting will be held on 11<sup>th</sup> January 2024 and the deadline for agenda items is 1<sup>st</sup> January 2024.

The meeting closed at 8.05pm.

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

#### Horsforth Town Council Annual Budget and Expenditure 2023-2024 Updated 02.01.2024

-	02.01.2024		Annual	Budget	Income & E	xpenditure	Budget R	emainin
				-2024		.12.2023	As At 31	
			£	£	f	£	f	£
				-		-		
CONIL	Precept		126,035		126,035		0	
		L x Support Grant					0	
			4,927		4,927		0	
		est Received	100		1,659			
	Other				699			
	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	
DTAL INC				134,062		133,319		
				154,062		133,319		
PENDIT								
	Communit	ty & Environment						
		Grants & Sponsorship	4,500		1,700		2,800	
		Award Scheme	200		274		-74	
	1	Civic Service	100		100		0	
	+							
		Horsforth Gala	100		44		56	
		Remembrance Service	1,000		859		141	
		Annual Town Meeting	50		0		50	
		Horsforth Matters	1,750		1,524		226	
	1	Band Concerts	1,200		990		210	
	1	Special Events and Projects (Annual Event)	2,543		2,550		-7	
	1	Christmas Motifs, Lights & Trees			950			
			16,000				15,050	
		Christmas Switch On Event	5,000		4,163		837	
		HTC Floral Displays - Installation & Water	5,600		5,550		50	
		Community Watering - HIB & Fairtrade	4,000		4,014		-14	
		Garden Maintenance	1,000		420		580	
			,	43,043		23,138		19,
								,
	Diamaina	innering O Traffic		500				
	Planning, I	Licensing & Traffic		500		0		
	Salaries							
		Basic Salary Costs	61,605		47,257			
		,	,	61,605	,	47,257		14,
	1					,===		,
	0.45							
	Office							
		Office Equipment & Photocopier Lease	1,000		263		737	
		IT Support	1,175		822		353	
		Stationery & Printing	900		574		326	
		Postage	100		0		100	
		Telephone and Broadband	900		720		180	
	+							
	-	Subscriptions	2,325		1,944		381	
		Audit, Accounts & Data Protection	3,000		1,840		1,161	
		Miscellaneous, Quality Council & Recruitment	200		408		-208	
		Bank Charges	145		105		40	
	T	Chairman's Allowance	100		0		100	
	1	Meeting Expenses & Refreshments	185		0		185	
		Room Hire	1,300		257		1,043	
						<u> </u>		
		Legal & Professional Fees	1,030		0		1,030	
		Email and website	737		18		719	
		Clock Maintenance	500		150		350	
		Defibrilator Maintenance	2,000		150		1,850	
		Combined Insurance	1,834		1,999		-165	
	1		_,	17,431		9,250		8,
	1			1,731		5,250		ο,
	Training							
	L	Staff Training	1,500		200		1,300	
		Councillor Training	2,000		439		1,561	
				3,500		639		2,
	1							
	Election			12 500		12 600		1
	Election			12,500		13,609		-1,
	Property C	Dverheads						
	1	3 & 5 The Green						
	1	Loan repayment	9,811		9,810		1	
	1							
		Site H&S & Statutory Inspections	1,000		356		645	<u> </u>
		Site Premises Insurance	4,000		0		4,000	
		No 3 Cleaning Charges	1,000		0		1,000	
		No 3 Business Rates	6,784		6,784		0	
		No 3 Light, Heat, Power & Water	10,000		1,354		8,646	

10,000

		Site Management & Maintenance	500		165		335	
				33,095		18,469		14,626
	Horsforth Museum - Grant re No 5 The Green Rent			4,000		0		4,000
				4,000				4,000
TOTAL EXP	PENDITURE			175,674		112,363		63,311
SURPLUS /	SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE			-41,612		20,957		

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

		As At 31.	12.2023
		£	£
DESIGNAT	ED FUNDS		
NEIGHBOU	JRHOOD PLAN		
	Balance B/F 01.12.23	3,243	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.12.2023		3,243
FLEATION			
ELECTION	Dalaman D/E 01 42 22	2 750	
	Balance B/F 01.12.23	3,750	
	Income	0	
	Expenditure	3,750	
	Transfer of funds	0	
	Balance C/F 31.12.2023		C
3 & 5 THF	GREEN - REFURBISHMENT		
	Balance B/F 01.12.23	35,252	
	Income	0	
	Expenditure	16,182	
	Transfer of Increase DF for 2023-2024 from General reserve		
	Transfer of Decrease DF for 2023-2024 to General Reserves	48,254	
	Balance C/F 31.12.2023	-, -	53,818
3 & 5 THE	GREEN - PRE-ACQUISITION COSTS		
	Balance B/F 01.12.23	2,418	
	Income	0	
	Expenditure	1,252	
	Transfer of funds	0	
	Balance C/F 31.12.2023		1,166
MECHANI	CS INSTITUTE		
	Balance B/F 01.12.23	4,500	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.12.2023		4,500
QUEEN'S F			
	Balance B/F 01.12.23	126	
	Income	0	
	Expenditure		
	Transfer of Allocated to General Funds for 2023/2024	126	
	Balance C/F 31.12.2023		C
FREE SCHO	DOL MEALS		
	Balance B/F 01.12.23	2,750	
	Income	0	
	Expenditure	0	
	Transfer of Allocated to General Funds for 2023/2024	2,750	
í	Balance C/F 31.12.2023		0

TOTAL D	ESIGNATED FUNDS C/F		62,727
			,
RESTRICT	TED FUNDS		
сомми	NITY INFRASTRUCTURE LEVY		
	Balance B/F 01.12.23	71,173	
	Income	176	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.12.2023		71,349
3 & 5 TH	E GREEN - PWLB		
	Balance B/F 01.12.23	89,899	
	Income (Loan)	0	
	Expenditure (repayment)	0	
	Transfer of funds	0	
	Balance C/F 31.12.2023		89,899
TOTAL R	ESTRICTED FUNDS C/F		161,248

#### RECONCILIATION TO CASH BOOK

CHECK TOTAL	
General income less expenditure	20,957
Designated Income	0
Designated expenditure	-21,184
Restricted fund income	176
Restriced fund expenditure	0
CASH BOOK TOTAL	-52
CASH BOOK TOTAL 2023-2024	-52.05

CASH BOOK TOTAL 2023-2024	-52.05
(CB Receipts less payments - per cash book)	
Difference	0

Horsforth Town Council Bank Reconciliation as at 31.12.2023 Prepared by Becky Crabtree 02.01.2024			At next y/end S / L term
Balance per bank statements as at 31.12.2023 Current Account	<mark>Virgin Money (per stmt 31.11.2023)</mark> Unity Trust Bank (per Stmt 31.12.2023) Nationwide Building Society (Per stmt 31.12.2023)	1	86,211.56 Short term 67,899.15 Short term 85,836.83 Short term
Term deposit accounts			
		3	39,947.54
Add uncredited receipts			
			0.00
Less unpresented cheques		0.00	
			0.00
Net Balances as at 31.12.2023		3	39,947.54
Cash book Opening balances as at 01.04.2023		3	330,632.27
Add cash book receipts		1	152,498.45
Less cash book payments		1	143,183.18
Closing cash book balance as at 31.12.2023		3	39,947.54
	D	ifference	0.00

Horsforth Town Council Remaining General Funds at 31.12.2023

		£	£	£
Bank Balances per reconciliati			00.044.50	
	Virgin (formerly Yorkshire Bank) (per stm	<mark>t 3</mark> 1.11.2023)	86,211.56	
	Unity Trust Bank (per Stmt 31.12.23)	40.00	167,899.15	
	Nationwide Building Society (Per stmt 31	.12.23)	85,836.83	
				339,948
Unspent General Budgets				
	Community & Environment	19,905		
	Planning, Licensing & Traffic	500		
	Salaries	14,348		
	Office	8,181		
	Training	2,861		
	Election	-1,109		
	Property Overheads	14,626		
	Horsforth Museum	4,000		
			63,311	
			,	
Unspent Designated Fund Bala				
	Neighbourhood Plan	3,243		
	Election	0		
	3&5 The Green - Refurbishment	53,818		
	3&5 The Green - Pre-acquisition costs	1,166		
	Mechanics Institute	4,500		
			62,727	
Unspent Restricted Fund				
onspent 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		
	Sus The Green - I WED	03,033	161,248	
Unspent Funds			101,240	287,287
				201,201
Remaining General Funds				52 661

**Remaining General Funds** 

52,661

#### Horsforth Town Council Cash Book Year ended 31 March 2024

Period 01.11.23 to 31.11.2023

Bank Paymen	ts														
Date	Details	Current	Deposit	Vat	Creditors	Comm &	Planning	Salaries	Office	Training	Election	3&5 The Green	Designated	Restrcited	S137
		Account	Account			Environ'mt	Lic & Traffic						Funds	Funds	EXPENDITURE
01.11.2023	Brought Forward	81,146.72	0.00	3,857.57	2,793.21	8,013.33	0.00	33,340.58	8,051.56	529.00	0.00	10,032.84	14,528.63	0	0.00
01.11.2023	Leeds City Council	4339.84		723.31			Floral Display								
01.11.2023	Leeds City Council	4199.38		699.9		3499.48	Community V	Vatering							
01.11.2023	Leeds City Council	617.64		102.94		514.7	Community V	Vatering							
01.11.2023	St James Woodside	100				100	Civic Service								
01.11.2023	Ace Leaflet - HM delivery	863.89		143.98		719.91	Horsforth Ma	tters							
14.11.2023	British Gas	111.25		5.29								105.96	The Stables	s - Gas	
15.11.2023	Leeds City Council	1356										1356	The Green	- Rates	
16.11.2023	Lloyds Credit Card														
	Giff Gaff	6		1					5	Broadband	and Teleph	none			
	Giff Gaff	6		1					5	Broadband	and Teleph	none			
	Bank charges	3								Bank charg	·				
	Zen	101.5		16.92					84.58	Broadband	and Teleph	none			
	Amazon - Ring Doorbell	59.99		10									49.99	Pre-acquis	sition costs
	Amazon - Stationary	11.94		1.99					9.95	Stationary	& printing				
	Amazon - H&S	13.79		2.3											sition costs
	Asda	57											57	Pre-acquis	sition costs
	Experian - Credit Check	29.99		5									24.99	3&5 Refur	b
	Mixam - HM printing	728.09					Horsforth Ma								
	Amazon	66.47				66.47	Remembranc	e Service							
20.11.2023	Zen	48		8					40	Broadband					
21.11.2023	Complete Computers	126.12		21.02					105.1	Monthly IT					
21.11.2023	Ceremonial Events	112.5				112.5	Remembranc	e Service							
21.11.2023	Community TM	1320		220		1100	Christmas Eve	ent							
21.11.2023	Account-Ant	250								,		a Protection			
21.11.2023	T&B Bookkeeping	103.2		17.2						,		a Protection			
21.11.2023	St Margarets Church	130							130	Room Hire					
21.11.2023	3D Productions	396.6		66.1		330.5	Remembranc	e Service				Elections			
21.11.2023	Leeds City Council	2916.22										Elections			<u> </u>
21.11.2023	Leeds City Council	4368.32										Elections			
21.11.2023	Leeds City Council	5367.34										Elections			L
21.11.2023	Leeds City Council	1752.36									2954.8	Elections			<u> </u>
21.11.2023	Leeds City Council	2954.8													<u> </u>
21.11.2023	YLCA	60								60	Training				<u> </u>
21.11.2023	Salary costs	1334.97						1334.97	Pension						<u> </u>
21.11.2023	Leeds City Council	678										678	The Green	- Rates	+
21.11.2023	RBL	61				61	Remembranc	e Service		a					<u> </u>
21.11.2023	Commerce Business Solutions	1.64		0.27				0005.5	1.37	Stationary	& printing		-		<u> </u>
21.11.2023	British Gas	109.17		5.19				3095.3				103.98	The Stables	s - Electric	<u> </u>
22.11.2023	Salary costs	3095.3						1099.02							
22.11.2023	Salary costs	1099.02													<u> </u>
24.11.2023	Zen	24.65		4.11					20.54	Telephone					<u> </u>
28.11.2023	Public Works Loan	4905.18		<b></b>		40.055.74		20.000.07	0 700 4 5		47 250 51		Loan repay	ment	
	Carried Forward	125,032.88		5,913.09	2,793.21	18,862.51		38,869.87	8,792.10	589.00	17,359.04	17,181.96	14,672.10		
	Check total	125,032.88		125,032.88											
	Total Expenditure 2023-2024(for budget page)	125 022 05				116,326.58									
	Cash book payments (for rec)	125,032.88													

## Period 01.10.23 to 31.10.2023

Bank Receipts	i														
Date	Details	Current	Deposit	Vat	Debtors	Other	Precept	Comm &	rant Incom	Designated	Office	Buildings	Staff	Events	Restricted
		Account	Account		2023			Environ'mt		Funds			Training		Funds
01.11.2023	Balances brought forward	395,135.14	87,265.90		19,003.56	1,507.67	126,035.00	120.00	4,927.00	0.00	0.00	0.00	0.00	0.00	175.54
20.11.2023	Horsforth Town Team	500.00						500.00							
30.11.2023	Virgin - Bank Interest		229.68			229.68									
	Carried Forward	395,635.14	87,495.58	0.00	19,003.56	1,737.35	126,035.00	620.00	4,927.00	0.00	0.00	0.00	0.00	0.00	175.54
	Check total		483,130.72		482,901.04										
	Total Income 2023-2024 (for budget page)						133,494.89								
	Cash book receipts (for rec)		483,130.72												
							152,498.45								

# Cash book balances (agrees to bank rec) 358,097.84 270,602.26 87,495.58

Total Income 2023-2024 (for budget page)	133,494.89
Total Expenditure 2023-2024 (for budget page)	116,326.58
Agreed to Budget	17,168.31

#### Horsforth Town Council Cash Book Year ended 31 March 2024

#### Period 01.12.23 to 31.12.2023

Bank Paymer	nts														
Date	Details	Current	Deposit	Vat	Creditors	Comm &	Planning	Salaries	Office	Training	Election	&5 The Gre	Designated	Restrcited	5137
		Account	Account			Environ'mt	Lic & Traffic						Funds	Funds	EXPENDITUR
01.12.2023	Brought Forward	125,032.88		5,913.09	2,793.21	18,862.51	0.00	38,869.87	8,792.10	589.00	17,359.04	17,181.96	14,672.10	0	0.00
08.12.2023	Grenke - Photocopier lease	42.48		7.08					35.4	office equi	pment & ph	otocopier le	ase		
13.12.2023	Jackson Fire and Security	234		39									195	Pre-acquis	ition costs
13.12.2023	St james Woodside	500				500	Grants and Spo	nsorship							
13.12.2023	Aire Valley Tree Services	1140		190		950	Christmas lights	s							
13.12.2023	Horsforth WW1 100 Years	200				200	Grants and spo	nsorship							
13.12.2023	Larkfield Engraving	220.8		36.8		184	Awards								
13.12.2023	Leeds City Council	678										678	The Green -	Rates	
13.12.2023	YSS Events - Stage	1800		300		1500	Christmas Even	t							
13.12.2023	PPL PRS LTD	208.26		34.71		173.55	Christmas Even	t							
13.12.2023	SLCC	60		10						50	Staff traini	ng			
18.12.2023	Zen	48		8					40	Broadband	i				
	Lloyds Credit Card														
	Giff Gaff	6		1					5	Broadband	and Teleph	none			
	Amazon	27.48		4.58					22.9	Stationary	& printing				
	Tesco	1.55				1.55	Remembrance	Service							
	Morrisons	4.79				4.79	Remembrance	Service							
	Bannerworld	159.9		26.65		133.25	Christmas Even	t							
	Amazon	44.97		7.5		37.47	Christmas Even	t							
	Amazon	13.99		2.33		11.66	Christmas Even	t							
	Ring doorbell	34.99		5.83									29.16	Pre-acquis	ition costs
	Giff Gaff	6		1					5	Broadband	and Teleph	none			
	Amazon	50.06		8.34		41.72	Christmas Even	t							
	Amazon	302.22		49.25		252.97	Christmas Even	t							
	Max Spielman	90					Awards								
	Amazon	64.55		11.35		53.2	Christmas Even	t							
	Amazon	55.73		9.29					13.25	Stationary	& printing		33.19	Pre-acquis	ition costs
	Amazon	8				8	Christmas Even	t							
	Award Banner and signs	160.5		26.75		133.75	Christmas Even	t							
	Bank Charges	3							3	Bank charg	ge				
19.12.2023	British Gas	111.47		5.3								106.17	The Stables -	Electric	
20.12.2023	Commerce Business Solutions	72.48		12.08					60.4	Stationary	& printing				
20.12.2023	Smartest Energy	147										147	No.3 Electric		
20.12.2023	Stairlift Servicing	78		13									65	Pre-acquis	ition costs
20.12.2023	Salary costs	4291.63						4291.63							
20.12.2023	Salary costs	962.5						962.5							
20.12.2023	Leeds City Council - License of alterations	2440												No.3 Refu	
20.12.2023	Jackson Fire and Security	426.6		71.1								355.5	Site H&S & S	tatutory Ins	pections
22.12.2023	Complete Computers	126.12		21.02						Monthly I					
22.12.2023	Grenke - Photocopier lease	144		24					120	Office Equ	ipment & Ph	notocopier L	ease		
22.12.2023	Salary costs	770.05						770.05							
22.12.2023	Salary costs	2363.1						2363.1							
27.12.2023	Zen	23.88		3.98							d and Teleph	none			
31.12.2023	Bank Charges	28.2							28.2	Bank charg	zes				
								L		L	L				
	Carried Forward	143,183.18		6,843.03		23,138.42		47,257.15	9,250.25	639.00	17,359.04	18,468.63	17,434.45		
	Check total	143,183.18		143,183.18											
	Total Expenditure 2023-2024(for budget page)					133,546.94									
	Cash hook noumants (for res)	142 102 10													

Total Expenditure 2023-2024(for budget page) Cash book payments (for rec)

143,183.18

#### Period 01.12.23 to 31.12.2023

Bank Receipts	i														
Date	Details	Current	Deposit	Vat	Debtors	Other	Precept	Comm &	rant Incom	Designated	Office	Buildings	Staff	Events	Restricted
		Account	Account		2023			Environ'm	1	Funds			Training		Funds
01.12.2023	Balances brought forward	395,635.14	87,265.90		19,003.56	1,737.35	126,035.00	620.00	4,927.00	0.00	0.00	0.00	0.00	0.00	175.54
	Carried Forward	395,635.14	87,265.90	0.00	19,003.56	1,737.35	126,035.00	620.00	4,927.00	0.00	0.00	0.00	0.00	0.00	175.54

Check total		482,901.04	482,901.04	
Total Income 2023-2024 (for budget page)				133,494.89
Cash book receipts (for rec)		482,901.04		
				152,498.45
Cash book balances (agrees to bank rec)	339,717.86	252,451.96	87,265.90	

Total Income 2023-2024 (for budget page)	133,494.89
Total Expenditure 2023-2024 (for budget page)	133,546.94
Agreed to Budget	-52.05



### Horsforth Town Council Mechanics Institute Town Street Horsforth Leeds LS18 5BL

## <u>admin@horsforthtowncouncil.gov.uk</u> - <u>www.horsforthtowncouncil.gov.uk</u> - <u>0113 258 0988</u>

### Schedule of Payments for the Full Council meeting being held on 11<sup>th</sup> January 2024

Payee	Details	Amount	Comments
Salaries	Staff Salaries – January 2024	£3133.35	Clerk authorised with delegated powers
West Yorkshire	Pension Contributions – January	£962.50	Clerk authorised with delegated powers
Pension Fund	2024		
HMRC	PAYE & NI – Quarter 3	£4291.63	Clerk authorised with delegated powers
Jackson	Fire equipment supplies	£355.50	Clerk authorised with delegated powers
YSS Events	Stage and PA equipment for	£1500.00	Approved at the Full Council meeting
	Christmas Event		held on 28 <sup>th</sup> September 2023
Larkfield Engraving	Trophies for Good Citizen and	£184.00	Clerk authorised with delegated powers
	Young Achiever Award		
PPL PRS	Music license for Christmas	£173.55	Clerk authorised with delegated powers
	Event		
R. Crabtree	Printing costs during office	£22.06	
	move/working at home		
Stairlift Servicing	Stairlift Service	£65.00	
WW1 100 years	Grant	£200.00	Approved at the Community and
			Environment Committee meeting held
			on 7 <sup>th</sup> December 2023
Walk of Art	Grant	£500.00	Approved at the Community and
			Environment Committee meeting held
			on 7 <sup>th</sup> December 2023
Woodside St James	Grant	£500.00	Approved at the Community and
PCC			Environment Committee meeting held
			on 7 <sup>th</sup> December 2023
SLCC	Membership	£298.00	
T&B Bookkeeping	Payroll Service	£107.50	
Amazon	Stationary	£22.90	Clerk authorised with delegated powers
Tesco	R. Service - refreshments	£1.55	Clerk authorised with delegated powers
Morrisons	R. Service - refreshments	£4.79	Clerk authorised with delegated powers
Bannerworld	Christmas Event - Banner	£133.25	Clerk authorised with delegated powers
Barnici world		L133.23	elerk duthonsed with delegated powers
A	Christman averate another	627 47	
Amazon	Christmas event - grotto	£37.47	Clerk authorised with delegated powers

Amazon	Christmas event - grotto supplies	£11.66	Clerk authorised with delegated powers
Ring doorbell	Stables doorbell		Clerk authorised with delegated powers
Amazon	Christmas event - Walkie talkies	£41.72	Clerk authorised with delegated powers
Amazon	Christmas event - grotto supplies	£252.97	Clerk authorised with delegated powers
Max Spielman	Award frames	£90.00	Clerk authorised with delegated powers
Amazon	Christmas event - grotto supplies		Clerk authorised with delegated powers
Amazon	cleaning supplies and stationery	£46.44	Clerk authorised with delegated powers
Amazon	Christmas Event - grotto supplies	£8.00	Clerk authorised with delegated powers
Award Banner and signs	Christmas event - stage banner	£133.75	Clerk authorised with delegated powers
Horsforth in Bloom	Garden maintenance	£120.00	

Item 8.1

The Walk of Art submitted a grant application, and the Community and Environment Committee considered the grant at the meeting held in December 2023.

The Committee **resolved** to approve a grant of £500 to Walk of Art towards the event being held to celebrate the 10<sup>th</sup> year anniversary in 2024. It was **resolved** to recommend that the F&GP Committee considers increasing the grant to £1000 at the next Committee meeting.

Organisation Horsforth Walk of Art Is this a recurring No event? Amount requested 500.00 Previous grants/sponsorship £500 - Dec 2021 awarded by HTC Last set of audited Provided accounts Yes - available to view in the office Constitution **Public liability** insurance No insurance arranged at present. The last event was covered by Leeds23. Amount and period of cover For our 2024 festival we organised a fundraising event called 'Horrid Histories Hop in Horsforth' at Halloween in partnership with the Museum. This was a PAYF event so it was as inclusive as possible. We raised £224. **Details of funding** No other external funding has so far been sought as the majority will come from other sources from personal contributions within the community (crowdfunding and cash contributions at events) and sponsorship from local businesses to cover printing, websites, 'wooden shapes' project for schools and signage. **Committee/Council** 07.12.2023 meeting date Decision

Please see further information provided by Walk of Art below.

The Walk of Art will be celebrating its 10<sup>th</sup> year in 2024!

It is a Free to participate festival for everyone and run by the community of Horsforth. It is growing in strength year on year and the beauty of it is that its not only run by the community of Horsforth but the money required to run it is sourced also within the community through micro grants, personal contributions,

The Aims and values of the Walk of Art are to:

- showcase creativity by local and almost local artists, performers, groups and schools in everyday and unusual spaces.
- engage and inspire the community to make creativity, in all its forms, accessible and engaging.
- be ethical and environmentally conscious.

A large portion of the money we are asking for is for our 'Artists in schools' project

A huge part of the festival is to invite local artists to teach in our schools to inspire the next generation. Arts encourage self-expression and creativity and can build confidence as well as a sense of individual identity. Creativity can also help with wellbeing and improving health and happiness as well as develop critical thinking.

In the past our local children have benefitted from being able to ask questions of many artists that have visited and tried their hands at a huge variety of arts from clay, digital illustration, portraiture, weaving and sewing. The money will be used to cover any additional materials needed to take into the schools.

A small portion of the money will be to support participating artists to cover any materials required to provide a hands on activity to engage and inspire the community.