



Horsforth Town Council

The Stables
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Horsforth
Leeds
LS18 5LG

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To Members of the Finance and General Purposes Committee:

You are summonsed to attend a meeting of the **Finance and General Purposes Committee** on Thursday 16th May 2024 at 7pm to be held at the Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

B Crabtree
Town Clerk
09.05.2024

POLITE REMINDER TO ALL CLLRS: WE ARE A GREEN COUNCIL AND PRINTING BY THE OFFICE SHOULD BE KEPT TO A MINIMUM. PLEASE BRING AN ELECTRONIC DEVICE FOR THE MEETING TO USE TO VIEW DOCUMENTS.

Agenda

1. Introduction from the Chair

2. To consider apologies and the reason for absence

3. Declaration of Disclosable Pecuniary and other Interests

To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 29 of the Localism Act 2011 and the Members' Code of Conduct. Also, to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with the Members Code of Conduct.

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

Members of the Public are reminded that this is their opportunity to speak to the Meeting on any topic relevant to the work of the Committee. However, they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

5. To confirm and accept the minutes of the Finance and General Purposes meeting held on 14th March 2024. See agenda pack.

6. Financial Matters

- 6.1. To consider recommending that the Council approves the year end accounts and cash book entries to 31st March 2024 and agree any necessary action. See Agenda Pack.
- 6.2. To receive an update about the Annual Governance and Accountability Return for the financial year ending 31st March 2024

6.3. To consider and approve the schedule of payments. See Agenda Pack.

6.4. To receive an update about the internal audit and internal control checks

- i. Review of interim internal audit
- ii. Year-end internal audit

7. Community Infrastructure Levy (CIL)

7.1. To receive an update on CIL. See Agenda Pack.

7.2. To receive any reports from Community Infrastructure Levy Group

8. To consider matters requested by Councillors/the Clerk/Committee and agree any necessary action:

8.1. To receive an update from the Annual Event Working Group

9. 3&5 The Green

To receive an update and agree any necessary action

10. Floral displays

To receive an update about the floral displays and agree any necessary action.

11. Governance

To review and recommend the following policies, procedures and governance documents for approval by the Full Council.

- Basic Governance
 - Standing Orders
 - Financial Regulations
 - Code of Conduct
 - Risk Management Policy
 - Records Management Policy
 - Scheme of Delegation
 - New Councillor Handbook
 - Working Group Protocol
 - The Heart of Horsforth Award Scheme
 - Councillor – Officer Protocol
 - Co-option Policy
 - Business Continuity Plan
- 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
 - Recording of Meetings Policy
 - CCTV – Data Protection Impact Assessment
- Communications
 - Annual Report for 2023-2024
 - Action Plan
 - Website Accessibility Statement
 - Media and Press Policy
 - Social Media and Electronic Communications Policy
 - Statement of Intent as to Community Engagement
 - Public speaking at Council and Committee meetings
- Financial
 - Internal Audit Plan
 - Reserves Policy
 - Statement of Internal Control
 - Internal Control Checklist

- Internal Audit Review Checklist
- Risk Management Review Checklist
- Community Grants Policy
- Sponsorship Policy
- Asset Register
- Insurance Policy Schedule
- Employment and Personnel
 - Equality and Diversity Policy
 - Dignity at Work/Bullying and Harassment Policy
 - Disciplinary Policy
 - Grievance Procedure
 - Health & Safety Policy
 - Lone Working Policy and Risk Assessment
 - 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
 - Appraisal Policy

12. Matters for information

13. Items for future agenda

14. Date of the next meeting

Next meeting date: 11th July 2024

Deadline for agenda items: 1st July 2024

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