



Horsforth Town Council

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Finance and General Purposes Committee

Thursday 16th May 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 14th March 2024 at 7pm
Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG**

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

D. Brosnan, M. Fletcher, A. Goulden, E. Hyndes, R. Hardcastle, A. Martin, T. Stones,

In attendance: B. Crabtree – Clerk

FGP/23.70 Introduction from the Chair

Cllr Dowling welcomed all to the meeting.

FGP/23.71 To consider apologies and the reason for absence

Apologies were received from Cllr J Garvani, G Garvani, (Cllr A Goulden and Cllr Hyndes were in attendance as their substitutes) Cllr Tumalan and reasons for absence were approved.

FGP/23.72 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/23.73 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

FGP/23.74 To confirm and accept the minutes of the Finance and General Purposes meeting held on 11th January 2024

Resolved to approve the minutes of the Finance and General Purposes Committee meeting held on 11th January 2024 as a true and accurate record.

FGP/23.75 Financial Matters

23.75.1 To consider recommending that the Council approves the accounts and cash book entries to 29th February 2024 and agree any necessary action

Resolved to recommend that the Full Council approves the accounts and cash book entries to 29th February 2024.

23.75.2 To consider and approve the schedule of payments.

Resolved to approve the Schedule of Payments.

23.75.3 To receive an update about the internal audit and internal control checks

i. Review of internal audit

It was noted that Cllr Tumalan had carried out the internal audit review and the Cllr Jones will be reviewing it next week.

ii. Internal control checks

It was noted that Cllr Dowling and Cllr G Garvani had carried out the internal control check.

23.75.4 To consider and agree the arrangements for the Christmas lights for 2024 including:

- i. **To consider a proposal from Cllr Tumalan**
The proposal was considered, and it was **resolved** not to purchase the Christmas lights.
- ii. **To consider the Christmas lights quote**
Resolved to approve the quote provided by LCC for the Christmas lights at a cost of £15014.00.
- iii. **To consider submitting a grant application for the Outer Northwest Community Committee funding towards the Christmas Lights**
Resolved to apply for the grant for the Christmas lights.

FGP/23.76 Community Infrastructure Levy (CIL)

23.76.1 To receive an update on CIL

Cllrs noted the CIL report prepared by the Clerk.

23.76.2 To receive any reports from Community Infrastructure Levy Group

It was noted that LCC still need to install some equipment and are due to have a site meeting with the CIL working group members shortly.

It was noted that one of the benches is being installed on the public lane on Featherbank Lane and not outside the Horsforth Hotel.

FGP/23.77 To consider matters requested by Councillors/the Clerk/Committee and agree any necessary action:

23.77.1 To consider a recommendation from the C&E Committee to increase the Horsforth Central Methodist Church grant to £1000

Resolved not to increase the grant.

FGP/23.78 3&5 The Green

To receive an update and agree any necessary action

It was noted that LCC has not granted planning permission yet due to the architect finishing the window condition survey in response to the conservation team. The Clerk will email the architect for an update.

FGP/23.79 Exclusion of press and public

Resolved to exclude the public.

FGP/23.80 Floral displays

To consider the quotes and agree the arrangements for the floral displays this year

Resolved to approve the quotes for the floral displays and watering at a cost of £6968 and it will be reviewed again next year.

Cllr Brosnan noted that the signage on the floral displays needs renewing and this will be considered by the C&E Committee.

FGP/23.81 Staffing Matters

23.81.1 To receive an update about the S. White's appraisal and agree any necessary action

It was noted that the Clerk and Cllr Gains had carried out the appraisal and it was very positive. It was **resolved** to ask the Staffing and Employment Committee to review her working hours at the next meeting.

23.81.2 To review and agree the Annual Leave Policy

Resolved that the terms of carrying over leave into the ensuing year will remain the same.

23.83.3 To receive further updates about staffing and agree any necessary action

It was noted that the Admin Assistant has several hours of flexi, TOIL and Annual Leave still to take this year. It was **resolved** to pay her for the outstanding hours and allow her to carry over 18 hours of annual leave to ensure that she has zero hours of Flexi and TOIL to carry forward into the new year.

It was **resolved** that members of staff must not carry more than 5 hours flexi or TOIL over each month.

It was noted that the office will be closed week commencing 25th March 2024 due to annual leave, special leave requests and to ensure limited hours are carried forward into the new year.

FGP/23.82 Matters for information

It was noted that Council Tax Bills have now been published and if Cllrs receive any messages, to forward to the Clerk.

FGP/23.83 Items for future agenda

FGP/23.84 Date of the next meeting

Resolved that the next meeting will be held on 16th May 2024 and the deadline for agenda items is 7th May 2024.

The meeting closed at 7.50pm.

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

DRAFT

Horsforth Town Council
Bank Reconciliation as at 31.03.2024
Prepared by Becky Crabtree 11.04.2024

At next y/end
S / L term

Balance per bank statements as at 31.03.2024
Current Account

Virgin Money (per stmt 31.03.2024)	87,151.90	Short term
Unity Trust Bank (per Stmt 31.03.2024)	128,637.22	Short term
Nationwide Building Society (Per stmt 31.03.2024)	87,494.89	Short term

Term deposit accounts

303,284.01

Add uncredited receipts

0.00

Less unrepresented cheques

0.00

0.00

Net Balances as at 31.03.2024

303,284.01

Cash book

Opening balances as at 01.04.2023

330,632.27

Add cash book receipts

158,086.77

Less cash book payments

185,435.03

Closing cash book balance as at 31.03.2024

303,284.01

Difference 0.00

Horsforth Town Council
Annual Budget and Expenditure 2023-2024 - WITH PROVISIONS AT YEAR END
Updated 11.04.2024

		Annual Budget		Income & Expenditure		Budget Remaining	
		2023-2024		As At 31.03.204		As At 31.03.204	
		£	£	£	£	£	£
INCOME							
	Precept	126,035		126,035		0	
	Council Tax Support Grant	4,927		4,927		0	
	Bank Interest Received	100		4,257			
	Other			4,189			
	3 & 5 The Green						
	HLAH No3: Rent & Prem	3,000		0		0	
	The Museum No5: Rent	0		0		0	
	HTC The Stables: Rent &	0		0		0	
TOTAL INCOME			134,062		139,408		0
EXPENDITURE							
	Community & Environment						
	Grants & Sponsorship	4,500		4,000		500	
	Award Scheme	200		274		-74	
	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		1,561		189	
	Band Concerts	1,200		990		210	
	Special Events and Proj	2,543		2,550		-7	
	Christmas Motifs, Lights	16,000		15,881		119	
	Christmas Switch On Ev	5,000		4,241		759	
	HTC Floral Displays - Ins	5,600		5,550		50	
	Community Watering - f	4,000		4,014		-14	
	Garden Maintenance	1,000		720		280	
			43,043		40,783.52		2,259
	Planning, Licensing & Traffic		500		0		500
	Salaries						
	Basic Salary Costs	61,605		63,301			
			61,605		63,301		-1,696
	Office						
	Office Equipment & Pho	1,000		317		683	
	IT Support	1,175		1,243		-68	
	Stationery & Printing	900		884		16	
	Postage	100		0		100	
	Telephone and Broadba	900		977		-77	
	Subscriptions	2,325		2,242		83	
	Audit, Accounts & Data	3,000		1,555		1,446	
	Miscellaneous, Quality C	200		421		-221	
	Bank Charges	145		144		1	
	Chairman's Allowance	100		23		78	
	Meeting Expenses & Ref	185		73		112	
	Room Hire	1,300		362		938	
	Legal & Professional Fee	1,030		355		675	
	Email and website	737		815		-78	
	Clock Maintenance	500		434		66	
	Defibrillator Maintenanc	2,000		720		1,280	
	Combined Insurance	1,834		1,999		-165	
			17,431		12,564		4,867
	Training						
	Staff Training	1,500		320		1,180	
	Councillor Training	2,000		439		1,561	
			3,500		759		2,741

	Election			12,500			13,609		-1,109
	Property Overheads								
	3 & 5 The Green								
	Loan repayment		9,811			9,786		25	
	Site H&S & Statutory Ins		1,000			356		645	
	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		10,000			5,125		4,875	
	Site Management & Ma		500			-260		760	
				33,095			21,790		11,305
	Horsforth Museum - Grant re No 5 The Green			4,000			0		4,000
	TOTAL EXPENDITURE			175,674			152,806		22,868
	SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE			-41,612			-13,398		

Horsforth Town Council
Annual Budget and Expenditure 2023-2024 - WITH PROVISIONS AT YEAR END
Designated Funds

		As At 31.03.204	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.03.2024	3,243	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.03.2024		3,243
ELECTION			
	Balance B/F 01.03.2024	3,750	
	Income	0	
	Expenditure	3,750	
	Transfer of funds	0	
	Balance C/F 31.03.2024		0
3 & 5 THE GREEN - REFURBISHMENT			
	Balance B/F 01.03.2024	35,252	
	Income	0	
	Expenditure	16,932	
	Transfer of Increase DF for 2023-20	83,002	
	Transfer of Decrease DF for 2023-20	48,254	
	Balance C/F 31.03.2024		53,068
3 & 5 THE GREEN - PRE-ACQUISITION COSTS			
	Balance B/F 01.03.2024	2,418	
	Income	0	
	Expenditure	1,252	
	Transfer of funds	0	
	Balance C/F 31.03.2024		1,166

MECHANICS INSTITUTE			
	Balance B/F 01.03.2024	4,500	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.03.2024		4,500
QUEEN'S PLATINUM JUBILEE			
	Balance B/F 01.03.2024	126	
	Income	0	
	Expenditure		
	Transfer of Allocated to General Fu	126	
	Balance C/F 31.03.2024		0
FREE SCHOOL MEALS			
	Balance B/F 01.03.2024	2,750	
	Income	0	
	Expenditure	0	
	Transfer of Allocated to General Fu	2,750	
	Balance C/F 31.03.2024		0
TOTAL DESIGNATED FUNDS C/F			61,977
RESTRICTED FUNDS			
COMMUNITY INFRASTRUCTURE LEVY			
	Balance B/F 01.03.2024	71,173	
	Income	176	
	Expenditure	-1,600	
	Transfer of funds	0	
	Balance C/F 31.03.2024		72,949
3 & 5 THE GREEN - PWLB			
	Balance B/F 01.03.2024	89,899	
	Income (Loan)	0	
	Expenditure (repayment)	0	
	Transfer of funds	0	
	Balance C/F 31.03.2024		89,899
TOTAL RESTRICTED FUNDS C/F			162,848

RECONCILIATION TO CASH BOOK

CHECK TOTAL

General income less expenditure	-13,398
Designated Income	0
Designated expenditure	-21,934
Restricted fund income	176
Restricted fund expenditure	1,600
CASH BOOK TOTAL	-33,557

CASH BOOK TOTAL 2023-2024 -33,055.56
(CB Receipts less payments - per cash book)

Difference -502

Provisions 2024

Creditors	-816
Accruals	-5,364
Prepayments	755
Debtors	500

Reverse Prepayments 2023

Vision ICT and Engie -3,111

Reverse Accruals 2023

Loan interest 2,209

Bookkeeping 500

Reverse Creditors 2023

LCC 4,400

Aire valley 425

TOTAL ADJUSTMENTS -502

Horsforth Town Council
Annual Budget and Expenditure 2023-2024 - WITHOUT PROVISIONS AT YEAR END
Updated 11.04.2024

		Annual Budget		Income & Expenditure		Budget Remaining	
		2023-2024		As At 31.03.204		As At 31.03.204	
		£	£	£	£	£	£
INCOME							
	Precept	126,035		126,035		0	
	Council Tax Support Grant	4,927		4,927		0	
	Bank Interest Received	100		4,257			
	Other			3,689			
	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		138,908		0
EXPENDITURE							
	Community & Environment						
	Grants & Sponsorship	4,500		4,000		500	
	Award Scheme	200		274		-74	
	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		1,561		189	
	Band Concerts	1,200		990		210	
	Special Events and Projects (Annual Event)	2,543		2,550		-7	
	Christmas Motifs, Lights & Trees	16,000		15,881		119	
	Christmas Switch On Event	5,000		4,241		759	
	HTC Floral Displays - Installation & Water	5,600		5,550		50	
	Community Watering - HIB & Fairtrade	4,000		4,014		-14	
	Garden Maintenance	1,000		540		460	
			43,043		40,604		2,439
	Planning, Licensing & Traffic		500		0		500
	Salaries						
	Basic Salary Costs	61,605		63,301			
			61,605		63,301		-1,696
	Office						
	Office Equipment & Photocopier Lease	1,000		317		683	
	IT Support	1,175		1,138		37	
	Stationery & Printing	900		829		71	
	Postage	100		0		100	
	Telephone and Broadband	900		967		-67	
	Subscriptions	2,325		2,242		83	
	Audit, Accounts & Data Protection	3,000		1,947		1,053	
	Miscellaneous, Quality Council & Recruitment	200		421		-221	
	Bank Charges	145		141		4	
	Chairman's Allowance	100		23		78	
	Meeting Expenses & Refreshments	185		73		112	
	Room Hire	1,300		362		938	
	Legal & Professional Fees	1,030		0		1,030	
	Email and website	737		898		-161	
	Clock Maintenance	500		434		66	
	Defibrillator Maintenance	2,000		720		1,280	
	Combined Insurance	1,834		1,999		-165	
			17,431		12,511		4,920
	Training						
	Staff Training	1,500		320		1,180	
	Councillor Training	2,000		439		1,561	
			3,500		759		2,741
	Election		12,500		13,609		-1,109
	Property Overheads						
	3 & 5 The Green						
	Loan repayment	9,811		9,810		1	
	Site H&S & Statutory Inspections	1,000		356		645	
	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		2,306		7,694	
	Site Management & Maintenance	500		165		335	
			33,095		19,421		13,674

		Horsforth Museum - Grant re No 5 The Green Rent		4,000			0		4,000
		TOTAL EXPENDITURE		175,674			150,204		25,470
		SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE		-41,612			-11,297		

Horsforth Town Council
Annual Budget and Expenditure 2023-2024 - WITHOUT PROVISIONS AT YEAR END
Designated Funds

		As At 31.03.204	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.03.2024	3,243	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.03.2024		3,243
ELECTION			
	Balance B/F 01.03.2024	3,750	
	Income	0	
	Expenditure	3,750	
	Transfer of funds	0	
	Balance C/F 31.03.2024		0
3 & 5 THE GREEN - REFURBISHMENT			
	Balance B/F 01.03.2024	35,252	
	Income	0	
	Expenditure	16,932	
	Transfer of Increase DF for 2023-2024 from General reserves	83,002	
	Transfer of Decrease DF for 2023-2024 to General Reserves	48,254	
	Balance C/F 31.03.2024		53,068
3 & 5 THE GREEN - PRE-ACQUISITION COSTS			
	Balance B/F 01.03.2024	2,418	
	Income	0	
	Expenditure	1,252	
	Transfer of funds	0	
	Balance C/F 31.03.2024		1,166
MECHANICS INSTITUTE			
	Balance B/F 01.03.2024	4,500	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.03.2024		4,500
QUEEN'S PLATINUM JUBILEE			
	Balance B/F 01.03.2024	126	
	Income	0	
	Expenditure		
	Transfer of Allocated to General Funds for 2023/2024	126	
	Balance C/F 31.03.2024		0
FREE SCHOOL MEALS			
	Balance B/F 01.03.2024	2,750	
	Income	0	
	Expenditure	0	
	Transfer of Allocated to General Funds for 2023/2024	2,750	
	Balance C/F 31.03.2024		0
	TOTAL DESIGNATED FUNDS C/F		61,977

RESTRICTED FUNDS			
COMMUNITY INFRASTRUCTURE LEVY			
	Balance B/F 01.03.2024	71,173	
	Income	176	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.03.2024		71,349
3 & 5 THE GREEN - PWLB			
	Balance B/F 01.03.2024	89,899	
	Income (Loan)	0	
	Expenditure (repayment)	0	
	Transfer of funds	0	
	Balance C/F 31.03.2024		89,899
TOTAL RESTRICTED FUNDS C/F			161,248

RECONCILIATION TO CASH BOOK

CHECK TOTAL

General income less expenditure	-11,297
Designated Income	0
Designated expenditure	-21,934
Restricted fund income	176
Restricted fund expenditure	0
CASH BOOK TOTAL	-33,056

CASH BOOK TOTAL 2023-2024	-33,055.56
(CB Receipts less payments - per cash book)	

Difference	0
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Horsforth Town Council
Remaining General Funds at 31.03.2024

	£	£	£
Bank Balances per reconciliation as at 31.03.2024			
Virgin (formerly Yorkshire Bank) (per stmt 31.03.2024)		87,151.90	
Unity Trust Bank (per Stmt 31.03.2024)		128,637.22	
Nationwide Building Society (Per stmt 31.03.2024)		87,494.89	
			303,284
 Unspent General Budgets			
Community & Environment	2,439		
Planning, Licensing & Traffic	500		
Salaries	-1,696		
Office	4,920		
Training	2,741		
Election	-1,109		
Property Overheads	13,674		
Horsforth Museum	4,000		
		25,470	
 Unspent Designated Fund Balances			
Neighbourhood Plan	3,243		
Election	0		
3&5 The Green - Refurbishment	53,068		
3&5 The Green - Pre-acquisition costs	1,166		
Mechanics Institute	4,500		
		61,977	
 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			248,695
 Remaining General Funds			54,589



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

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

**Schedule of Payments for the Finance and General Purposes Committee meeting
being held on 16th May 2024**

Payee	Details	Amount	Comments
Salaries	Staff Salaries – April 2024	£3505.50	To note as previously approved by virtue of the employment contract
West Yorkshire Pension Fund	Pension Contributions – April 2024	£1053.99	To note as previously approved by virtue of the employment contract
Robert Holler Electrical	Security lights	£210.00	
Leeds City Council	Bench plaques – CIL funds	£600.00	
Robert Holler Electrical	Sub-Meter in No.3	£165.00	Clerk and leads approved quote using designated powers
Crooks Architecture	Architect fees – Additional fees beyond agreed services	£6046.00	
Horsforth in Bloom	Garden maintenance	£120.00	
Aire Valley Gas LTD	Gas Cylinder for beacon	£96	
Various musicians	Singer, bag piper, band, and bugler	£425	
Medicaid	First aid for annual event	£360	
PPL PRS	Music licence for annual event	£87.61	

Payments received

Payee	Details	Amount	Comments
HMRC	VAT reclaim	£10,503.05	Vat refund for financial year ending 31 st March 2024

Horsforth Town Council
Internal Audit Review Checklist: Part 1 – Meeting standards

Carried out by R. Jones Date 16.4.24

Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of internal audit	<ul style="list-style-type: none"> Terms of reference for internal audit were (re)approved by full council on..... Internal audit work takes into account both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud and corruption arrangements. 	Y	
2. Independence	<ul style="list-style-type: none"> Internal audit has direct access to those charged with governance (see Financial Regulations). Reports are made in own name to management. Internal audit does not have any other role within the council/board. 	Y	
3. Competence	<ul style="list-style-type: none"> There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity. 	N	
4. Relationships	<ul style="list-style-type: none"> All responsible officers (Clerk and RFO) are consulted on the internal audit plan. (Evidence is on audit files). Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). The responsibilities of council members are understood; training of members is carried out as necessary. (See Member training plan). 	Y	
5. Audit planning and reporting	<ul style="list-style-type: none"> The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council on..... Internal audit has reported in accordance with the plan on 	Y	

Signed..... 

Signed.....

Date..... 16.4.2024

J. Tumosa
completed
report

Internal Audit Review Checklist - Part 2 - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or No	Areas for development
1. Internal audit work is planned	<ul style="list-style-type: none"> Planned internal audit work is based on risk assessment and designed to meet the council's needs. 	Y	
2. Understanding the whole organization, its needs and objectives	<ul style="list-style-type: none"> The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement. 	Y	
3. Be seen as a catalyst for change	<ul style="list-style-type: none"> Internal audit supports the council's work in delivering improved services to the community. 	Y	
4. Add value and assist the organisation in achieving its objectives	<ul style="list-style-type: none"> The council makes positive responses to internal audit's recommendations and follows up with action where this is called for. 	Y	
5. Be forward looking	<ul style="list-style-type: none"> In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance. 	Y	
6. Be challenging	<ul style="list-style-type: none"> Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. 	Y	
7. Ensure the right resources are available	<ul style="list-style-type: none"> Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates. 	Y	

Signed..... 

Signed.....

Date..... 16.4.2024

J. Tumala
completed
separately.

Horsforth Town Council
Internal Audit Review Checklist: Part 1 – Meeting standards

Carried out by Julio Tumora Date 13/3/2024

Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of internal audit	<ul style="list-style-type: none"> Terms of reference for internal audit were (re)approved by full council on <u>20.11/2023</u>. Internal audit work takes into account both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud and corruption arrangements. 	<p>✓</p> <p>✓</p> <p>✓</p>	
2. Independence	<ul style="list-style-type: none"> Internal audit has direct access to those charged with governance (see Financial Regulations). Reports are made in own name to management. Internal audit does not have any other role within the council/board. 	<p>✓</p> <p>✓</p> <p>✓</p>	
3. Competence	<ul style="list-style-type: none"> There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity. 	<p>✓</p>	
4. Relationships	<ul style="list-style-type: none"> All responsible officers (Clerk and RFO) are consulted on the internal audit plan. (Evidence is on audit files). Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). The responsibilities of council members are understood; training of members is carried out as necessary. (See Member training plan). 	<p>✓</p> <p>✓</p> <p>✓</p>	
5. Audit planning and reporting	<ul style="list-style-type: none"> The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council on <u>18/5/23</u>. Internal audit has reported in accordance with the plan on <u>7/11/23</u>. 	<p>✓</p> <p>✓</p>	

Signed.....

Signed.....

Date.....

Internal Audit Review Checklist - Part 2 - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or No	Areas for development
1. Internal audit work is planned	<ul style="list-style-type: none"> Planned internal audit work is based on risk assessment and designed to meet the council's needs. 	✓	
2. Understanding the whole organization, its needs and objectives	<ul style="list-style-type: none"> The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement. 	✓	
3. Be seen as a catalyst for change	<ul style="list-style-type: none"> Internal audit supports the council's work in delivering improved services to the community. 		Investment on 3 & 4 excluded, will be included on next report.
4. Add value and assist the organisation in achieving its objectives	<ul style="list-style-type: none"> The council makes positive responses to internal audit's recommendations and follows up with action where this is called for. 	✓	
5. Be forward looking	<ul style="list-style-type: none"> In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance. 	✓ ✓	
6. Be challenging	<ul style="list-style-type: none"> Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. 	✓ ✓	
7. Ensure the right resources are available	<ul style="list-style-type: none"> Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates. 	✓ ✓	

Signed..... 

Signed..... *Julio Tumalan*.....

Date..... *13/03/2024*.....

Horsforth Town Council: CIL Receipts and Expenditure Report
2023-2024

Updated: 09.05.2024

Date	Details	Receipts £	Expenditure £	Balance £	Notes
<u>Previous Years b/f</u>					
2017-18		2,116.88	-		
2018-19		24,013.20	-		
2019-20		25,132.45			
2020-21		26,918.28			
2021-22		2,486.04			
2022-23	Leeds City Council - Wheelchair accessible roundabout at Newlaithes Playground		5,093.00		
	Total previous years	80,666.85	5,093.00	75,573.85	
<u>Current Year</u>					
2023-24			2,800.00		Not paid yet but work carried out so included in 23/24 report
2023-24	Bench and bins at Newlaithes playground	175.54			
	Total in current year	175.54			
	Total all years	80842.39	7,893.00	72,949.39	
	Total CIL receipts in current year retained at year end	175.54			
	Total CIL receipts from previous years retained at year end*	<u>80,666.85</u>			
	Total receipts retained	80,842.39			

**Horsforth Town Council: CIL Receipts and Expenditure Report
2024-2025**

Updated: 09.05.2024

Date	Details	Receipts £	Expenditure £	Balance £	Notes
<u>Previous Years b/f</u>					
2017-18		2,116.88	-		
2018-19		24,013.20	-		
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2021-22		2,486.04			
2022-23	Leeds City Council - Wheelchair accessible roundabout at Newlaithes Playground		5,093.00		
2023-24	Bench and bins at Newlaithes playground		2,800.00		
2023-24		175.54			
	Total previous years	80,842.39	7,893.00	72,949.39	
<u>Current Year</u>					
2023-24	LCC - Various projects - Open Spaces		24,793.00		
2023-24	No.3 The Green - Phase 1		40,000.00		
2023-24	Waste bin		250.00		
2024-25	Plaques for benches		600.00		
	Total in current year	-	65,643.00		
	Total all years	80842.39	73,536.00	7,306.39	
	al CIL receipts in current year retained at year end	-			
	ceipts from previous years retained at year end*	72,949.39			
	Total receipts retained	72,949.39			

CIL Update

The Town Council has the following projects allocated:

Project	Cost	Update
Bench and bins at Newlaithes playground	£2800	LCC has now installed the bins and benches at Newlaithes play area. The benches were installed into the grass rather than onto concrete bases as originally discussed. They are at the side of the play area footprint so concrete bases were not needed. LCC has confirmed that the new cost is £2800 rather than the £4400 that LCC originally quoted the TC.
Various projects	£25993	<p>The TC ordered the following:</p> <ul style="list-style-type: none">1 Tri Mobility picnic table on Gravel surface 4m2 with HTC Plaques at Horsforth Hall Park and installation2 Picnic Tables with Plaques at Horsforth Hall Park and installation <p>Purchase and install 1x smaller 5 a-side white football post at Woodside Rec</p> <p>Install a pin kerb on the path to the bandstand To area 63m x 5.5m sweep and apply tac coat. Supply lay and roll 40mm x 6mm H/S wear course. Leave flower border and current grassed area as they are.</p> <ul style="list-style-type: none">1 Tri Mobility picnic table on Gravel surface 4m2 with HTC Plaques at Horsforth Hall Park and installation <p>The bandstand work has been completed and LCC has a requested a site meeting to discuss the rest of the order. A meeting is being arranged with the CIL Working Group members.</p> <p>Richard and John met with LCC to discuss the CIL projects. It was noted that the order didn't include plaques for the 6 benches being installed at the Old Ball roundabout and Hall Park. LCC quoted £600 for the plaques and the cost was approved. The Clerk has placed the order using CDP.</p>
No.3 The Green - Phase 1	£40,000	The funds were allocated to the No.3 The Green renovation and the works will be commencing in the next couple of months.
Waste bin	£250	The bin is being installed at Featherbank Lane. LCC has confirmed they have ordered the bin and delivery takes about 6 weeks.