



## Horsforth Town Council

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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 22<sup>nd</sup> May 2025 at 7pm to be held at the Horsforth Museum, 5 The Green, Horsforth, LS18 5JB for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

B Crabtree  
Town Clerk  
14.05.2025

**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 13<sup>th</sup> March 2025. See agenda pack.**

#### **6. Financial Matters**

- 6.1. To consider recommending that the Council approves the year end accounts and cash book entries to 31<sup>st</sup> March 2025 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 31<sup>st</sup> March 2025

- 6.3. To consider and approve the schedule of payments. See Agenda Pack.
- 6.4. To consider a proposal to increase the PWLB loan.
- 6.5. To approve the internal auditor quote for £666.67 for 2025/2026 and agree to waive the requirement to seek three quotes as stated in the Financial Regulations

**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 and agree any actions

**8. 3&5 The Green**

To receive an update and agree any necessary action including:

- 8.1. To receive an update about No.3 The Green
- 8.2. To receive an update about the Museum

**9. Governance**

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

- Basic Governance
  - Standing Orders
  - Code of Conduct
  - Risk Assessment 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
  - Biodiversity 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 2024-2025
  - 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
  - Financial Regulations
  - 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
  - Volunteer Policy
  - Sexual Harassment Policy

**10. Matters for information**

**11. Items for future agenda**

**12. Date of the next meeting**

Next meeting date: 3<sup>rd</sup> July 2025

Deadline for agenda items: 23<sup>rd</sup> June 2025

*Distribution: Cllrs E Bromley, S. Dowling, G. Garvani, J. Garvani,  
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