



Horsforth Town Council | The Stables | 2 Church Road | Horsforth | Leeds | LS18 5LG
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Dated: 6th March 2026

NOTICE OF A COUNCIL MEETING

Members of the public are welcome to attend the meeting.

To Members of the Finance and General Purposes Committee,

You are summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held on **Thursday 12th March 2026 at 7.00pm** at The Stables, 2 Church Road, Horsforth, LS18 5LG for the purpose of transacting the business itemised on the agenda.

Signed: *S. Kauser*

Ms Safia Kauser
Locum Town Clerk & RFO

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 receive and note apologies 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. Committee Minutes**
To receive and approve the draft minutes of the Finance and General Purposes meeting held on 08th January 2026 (previously circulated).

6. Schedule of Payments

To receive and approve the schedule of payments in accordance with the requirements of Financial Regulation 6.8. Additional invoices received after the publication of the agenda shall be tabled at the meeting for approval. Payments schedule to follow.

7. Transfer to Scribe Accounts & Bookings Software & Year End Accounts

7.1 To receive an update on the transfer to Scribe Accounts and to approve the additional cost for the set-up and approval of the direct debit for the monthly payments. Report enclosed.

7.2 To receive an update on the year-end closure of accounts and internal audit.

8. Payroll Service

To receive and consider the quotations for the transfer to the new payroll service provider from the new financial year following the retirement of the existing payroll provider. Report Enclosed.

9. Review of Mobile Phone Contracts

To review the existing mobile phone handsets and contracts and resolve any further actions.

Note: The current mobile handset for the Clerk is not fit for purpose as the handset has issues with the sound which impacts on the calls made and received. The two mobile phones for the Clerk and Administrator are Moto G7 mobile phones with a sim only plan of £6.00 p/m with Giff Gaff paid via the credit card. The Clerk recommends that the council may wish to purchase a new mobile device and retain the existing sim only contract or transfer to Currys Business with a new mobile handset and sim plan. The cheaper option may be to purchase a new device with a budget of around £200 (Samsung Mobile).

10. Precept Statement 2026/2027

To agree a precept statement for publication on the council website.

11. To review grants and sponsorship applications and clarify budget

Following the C&E committee meeting held on 6th March 2026, four grant and sponsorship requests have been submitted and there is only £700 in the budget for this financial year – not have enough to accommodate them all. Clarification is required to determine whether we can provide the Walk of Witness and Horsforth Climate Action - walk to school applications £350 of the £500 they have both requested and defer the remaining funds to the next financial year for the remaining applications as all four applications had good merit. The committee agreed to this proposal but requested clarification from the F&GP committee.

12. Items for future agenda

To agree any additional items for consideration and inclusion at a future committee meeting.

13. Date of the next meeting

Next meeting date: 7th May 2026

Deadline for agenda items: 27th April 2026

*Distribution: Cllrs S. Dowling, M. Fletcher, G. Garvani, J. Garvani,
R. Hardcastle, R. Jones, T. Stones*