



## Horsforth Town Council

The Stables  
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Horsforth  
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### **Finance and General Purposes Committee Minutes Meeting held on Thursday 16<sup>th</sup> January 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB**

**Present: In Chair** – Cllr Dowling (Chair)

E. Bromley, G. Garvani, J. Garvani, R. Hardcastle, R. Jones, T. Stones,

**In attendance:** B. Crabtree – Clerk, Leeds West Despatch Correspondent

**FGP/24.38 Introduction from the Chair**

Cllr Dowling welcomed all to the meeting.

**FGP/24.39 To consider apologies and the reason for absence**

All councillors were present.

**FGP/24.40 Declaration of Disclosable Pecuniary and other Interests**

None declared.

**FGP/24.41 To consider questions and comments from members of the public at the Chairman's discretion**

The Horsforth correspondent for Leeds West Despatch was in attendance.

**FGP/24.42 To confirm and accept the minutes of the Finance and General Purposes meeting held on 14<sup>th</sup> November 2024.**

**Resolved** to approve the minutes of the Finance and General Purposes Committee meeting held on 14<sup>th</sup> November 2024 as a true and accurate record.

**FGP/24.43 Financial Matters**

**24.43.1 To review and consider recommending that the Council approves the financial report to 31<sup>st</sup> December 2024 and agree any necessary action**

The financial report was discussed, the budget was reviewed. It was **resolved** to make a virement of £1000 from the Annual Event budget to Horsforth Matters and recommend that the Full Council approves the financial report to 31<sup>st</sup> December 2024.

**24.43.2 To consider and approve the schedule of payments**

**Resolved** to approve the schedule of payments. See Appendix 1.

**24.43.3 To receive an update about the internal audit and internal control checks**

**i. Review of internal audit.**

It was noted that Cllr Dowling and Cllr G Garvani have carried out the internal audit review and no issues were raised.

**24.43.4 To consider the budget and precept for 2025-2026 to make recommendations to the Full Council.**

The draft budget was reviewed, and amendments were made. It was **resolved** to recommend to the Full Council a budget of £207,036 and the designated funds as shown in Appendix 2. It was noted that the indicative tax base for 2025-2026 is 7543.0 and the Local Council Tax Support grant is £5249. It was **resolved** to recommend to Full Council a precept demand of £152,367 which would mean that the annual band D charge would be £20.20. (£1.68 per month).

**FGP/24.44 Community Infrastructure Levy (CIL)**

**24.44.1 To receive an update on CIL.**

It was noted the TC has received £3079.29 CIL funding.

**24.44.2 To receive any reports from Community Infrastructure Levy Group and agree any actions**

Cllr Dowling reported that the working group had met the week prior and are investigating project ideas including in the Woodside and Craggside area and tree planting on New Roadside. It was **resolved** to approve a recommendation from the WG to install pin kerbs on the inside and outside edge of the path around the bandstand at a cost of £6750.00

**FGP/24.45 3&5 The Green**

**To receive an update and agree any necessary action including:**

**24.45.1 To receive an update about No.3 The Green**

The Clerk reported that she is waiting for the architect to send comments about the license of alterations and a final contract of works to send to the insurance provider. The leads of the working group have now requested an urgent online meeting with the architect and contractor to receive an update and avoid further delays.

**24.45.2 To receive an update about the Museum**

Cllr J Garvani reported that the Museum are due to send their final comments on the draft lease and then it can be finalised. The Clerk reported that the Museum had received a fine from the broadband provider for the cabling works that had been postponed and will liaise with the museum about it. It was noted that the museum may be able to connect the TC's wi-fi when No.3 has been completed.

**24.45.3 To consider and agree the quote to replace the boiler at The Stables**

The Clerk reported that the boiler has been condemned and a new boiler would need to be installed in a new location to avoid the flue going out to the neighbouring land. The committee considered and discussed three quotes provided by the Clerk and it was **resolved** to approve a quote of £3450.00.

**FGP/24.46 To consider matters requested by Councillors/the Clerk/Committee and agree any necessary action:**

**24.46.1 To receive an update about the Community Governance Review**

The Clerk reported that the Community Governance Review has now commenced and the notice has been published.

**FGP/24.47 Matters for information**

No further matters.

**FGP/24.48 Items for future agenda**

None requested.

**FGP/24.49 Date of the next meeting**

**Resolved** that the next meeting will be held on 13<sup>th</sup> March 2025 and the deadline for agenda items is 3<sup>rd</sup> March 2025.

The meeting closed at 8.26pm.

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

**Appendix 1**  
**Schedule of Payments for the Finance and General Purposes Committee**  
**Meeting being held on 16<sup>th</sup> January 2025**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
Salaries	Staff Salary costs December 2024 (Note includes backpay)	£5075.35	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension Contributions December 2024	£1502.08	To note as previously approved by virtue of the employment contract
HMRC	Tax & NI – Quarter 3	£3812.65	To note as previously approved by virtue of the employment contract
Salaries	Staff salary costs January 2025	£3868.86	To note as previously approved by virtue of the employment contract
West Yorkshire Pension Fund	Pension Contributions January 2025	£1107.18	To note as previously approved by virtue of the employment contract
PPL PRS	Music license for two events	£254.44	Clerk approved using delegated powers
Larkfield Glass Engraving	Awards	£175.00	Approved at the F&GP Committee meeting held on 14 <sup>th</sup> November 2024
Asda	Frames for awards	£12.50	
Fix it	Laptop repair	£105.00	Clerk approved using delegated powers
YSS events	Stage – 25% fee only due to cancellation	£450.00	Approved at the C&E Committee meeting held on 5 <sup>th</sup> September 2024
YLCA	Cllr training	£26.30	Clerk approved using delegated powers
Post office	Card	£2.49	Clerk approved using delegated powers
Jackson Fire and Security	Fire alarm and equipment service	£221.85	Clerk approved using delegated powers
YLCA	Staff training	£35.00	
T&B Bookkeeping	Payroll	£161.00	Clerk approved using delegated powers
Robert Holler electrical	Electrical inspection at The Stables	£250.00	Clerk approved using delegated powers
YLCA	Cllr Training	£70.20	
Leeds City Council	Christmas Lights	£15116.00	Approved at the F&GP Committee meeting held on 14 <sup>th</sup> March 2024
Public Access Defibrillators	Replacement Batteries	£420.00	
Horsforth in Bloom	Floral displays	£180.00	
Canva	Annual subscription	£225.00	Clerk approved using delegated powers due to needing access for marketing materials for Christmas Event

**Payments received**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
Leeds City Council	CIL funds	£3079.29	Community Infrastructure Levy Funding

**Appendix 2 - Proposed draft budget and designated funds for 2025-2026**

		<b>2023-2024</b>	<b>2023-2024 ACTUAL</b>		<b>2024-2025</b>	<b>2024-2025 ACTUAL AS AT 31/12/2024</b>	<b>2024-2025 EXPECTED AT YEAR END</b>		<b>2025-2026</b>
<b>INCOME</b>									
Precept		£126,035	£126,035		£126,035	£144,900	£144,900		
Council Tax Support Grant		£4,927	£4,927		£5,174	£5,174	£5,174		£5,249.00
Bank Interest		£100	£4,257		£2,760	£1,824	£2,700		£2,500.00
Donations			£699			£1,000	£1,000		
CIL			£176			£8,134	£8,134		
Other			£2,990			£900	£900		
<b>Premises income</b>									
Museum Rent		£4,000			£1				£1.00
Grants					£5,000				£5,000.00
Donations					£10,000				£10,000.00
Lettings									
		<b>£135,062</b>	<b>£139,083</b>		<b>£148,970</b>	<b>£161,932</b>	<b>£162,808</b>		<b>£22,750.00</b>

		<b>2023-2024</b>	<b>2023-2024</b>		<b>2024-2025</b>	<b>2024-2025</b>	<b>2024-2025</b>		<b>2025-2026</b>
		<b>AGREED BUDGET</b>	<b>ACTUAL AS AT 31/12/2023</b>		<b>AGREED BUDGET</b>	<b>ACTUAL AS AT 31/12/2024</b>	<b>EXPECTED AT YEAR END</b>		<b>Proposed Budget</b>
<b>EXPENDITURE</b>									
<b>Community and Environment</b>									
Grants & sponsorship		£4,500	£4,000		£4,000	£1,000	£4,000		£4,000
Award scheme		£200	£274		£200	£175	£200		£250
Civic Service		£100	£100		£100	£100	£100		£100
Horsforth Gala		£100	£44		£100	£0	£0		£100
Remembrance Service		£1,000	£859		£1,000	£1,070	£1,070		£1,100
Annual Town Meeting		£50	£0		£0	£0	£0		£0
Horsforth Matters		£1,750	£1,561		£2,000	£795	£2,100		£2,000
Band concerts		£1,200	£990		£990	£990	£990		£1,100
Annual Event		£2,543	£2,550		£1,500	£1,163	£1,163		£1,500
Christmas motifs, lights and trees		£16,000	£15,881		£17,000	£950	£16,066		£17,000
Christmas Switch-On event		£5,000	£4,241		£4,500	£4,452	£4,452		£4,500
HTC baskets and planters - inc watering	-	£9,600	£9,564	-	£10,000	£9,379	£9,379		£10,000
Jubilee Garden - maintenance		£1,000	£720		£1,000	£360	£1,000		£1,000
<b>Total</b>		<b>£43,043</b>	<b>£40,784</b>		<b>£42,390</b>	<b>£20,434</b>	<b>£40,520</b>		<b>£42,650</b>

<b>Planning, Licensing and Traffic</b>	£500	£0		£500	£0	£0	£500
<b>Total</b>	<b>£500</b>	<b>£0</b>		<b>£500</b>	<b>£0</b>	<b>£0</b>	<b>£500</b>
<b>Staffing costs</b>							
Office Staff	£61,605	£63,301		£69,363	£52,286	£68,000	£74,000
Premises Staff				£7,500	£0	£0	£7,500
Recruitment				£100	£0	£0	£100
<b>Total</b>	<b>£61,605</b>	<b>£63,301</b>		<b>£76,963</b>	<b>£52,286</b>	<b>£0</b>	<b>£81,600</b>
<b>Office</b>							
Office Equipment & Photocopier Lease	£1,000	£317		£400	£267	£321	£400
IT Support	£1,175	£1,243		£1,400	£899	£1,214	£1,400
Stationery & Printing	£900	£884		£900	£478	£670	£900
Postage	£100	£0		£25	£0	£0	£25
Telephone and Broadband	£900	£977		£1,500	£644	£900	£1,000
Subscriptions	£2,325	£2,242		£2,450	£2,070	£2,595	£2,800
Audit, Accounts & Data Protection	£3,000	£1,555		£2,000	£1,439	£1,800	£2,000
Miscellaneous	£200	£421		£750	£70	£150	£500
Bank Charges	£145	£144		£150	£117	£170	£200
Chairman's Allowance	£100	£23		£100	£0	£0	£100
Meeting Expenses & Refreshments	£185	£73		£100	£26	£26	£50
Room Hire	£1,300	£362		£500	£296	£414	£250
Legal & Professional Fees	£1,030	£355		£2,500	£0	£0	£2,500
Email and Website	£737	£815		£800	£83	£800	£850
Clock Maintenance	£500	£434		£500	£0	£0	£500
Defibrillator Maintenance	£2,000	£720		£2,000	£0	£420	£2,000
Roll Of Honour	£0	£0		£0	£0	£0	£0
Combined Insurance	£1,834	£1,999		£2,500	£2,073	£2,073	£2,500
<b>Total</b>	<b>£17,431</b>	<b>£12,564</b>		<b>£18,575</b>	<b>£8,462</b>	<b>£11,553</b>	<b>£17,975</b>
<b>Training</b>							
Staff Training	£1,500	£320		£1,000	£166	£250	£500
Councillor Training	£2,000	£439		£1,000	£738	£988	£1,000
<b>Total</b>	<b>£3,500</b>	<b>£759</b>		<b>£2,000</b>	<b>£904</b>	<b>£1,238</b>	<b>£1,500</b>
<b>Election (TRANSFER FROM DF)</b>	£12,500	£13,609		£12,500	£0	£0	£12,500
<b>Total</b>	<b>£12,500</b>	<b>£13,609</b>		<b>£12,500</b>	<b>£0</b>	<b>£0</b>	<b>£12,500</b>
<b>Premises</b>							
Utilities and Services	£16,784	£11,909		£13,500	£7,728	£10,000	£15,100
Cleaning and Caretaking	£1,000			£2,500	£41	£100	£2,500

Maintenance and Statutory Checks	£1,500	£96	£13,150	£1,113	£1,500	£13,150
Sundry expenditure	£13,811	£9,786	£19,561	£9,810	£9,810	£19,561
<b>Total</b>	<b>£33,095</b>	<b>£21,790</b>	<b>£48,711</b>	<b>£18,692</b>	<b>£21,410</b>	<b>£50,311</b>
Horsforth Museum - Grant re No5 The Green Rent	£4,000	£0	£0	£0		£0
<b>Total</b>	<b>£4,000</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
	<b>£175,674</b>	<b>£152,806</b>	<b>£201,639</b>	<b>£100,778</b>	<b>£74,721</b>	<b>£207,036</b>
<b>SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE</b>	<b>-40,612</b>	<b>-13,723</b>	<b>-52,669</b>	<b>61,154</b>	<b>88,087</b>	<b>-184,286</b>