



## Horsforth Town Council

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### **Finance and General Purposes Committee Minutes Meeting held on Thursday 13<sup>th</sup> March 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB**

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

G. Garvani, J. Garvani, A. Goulden (Substitute for Cllr Bromley), R. Hardcastle, R. Jones, T. Stones,

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

#### **FGP/24.50 Introduction from the Chair**

Cllr Dowling welcomed all to the meeting.

#### **FGP/24.51 To consider apologies and the reason for absence**

Apologies were received from Cllr Bromley and reasons were approved.

#### **FGRP/24.52 Declaration of Disclosable Pecuniary and other Interests**

None declared.

#### **FGP/24.53 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/24.54 To confirm and accept the minutes of the Finance and General Purposes meeting held on 16<sup>th</sup> January 2025**

**Resolved** to approve the minutes of the Finance and General Purposes Committee meeting held on 16<sup>th</sup> January 2025 as a true and accurate record.

#### **FGP/24.55 Financial Matters**

##### **24.55.1 To review and consider recommending that the Council approves the financial report to 28<sup>th</sup> February 2025 and agree any necessary action**

The financial report was reviewed, and the budget was discussed. The Clerk reported that a £6 VAT amendment had been made to the cashbook since it was previously sent to councillors. It was **resolved** to recommend that the Full Council approves the amended financial report as of 28<sup>th</sup> February 2025.

Cllr Dowling inquired whether the Town Council now has access to the Virgin Money funds. The Clerk responded that the mandate had been lost in the post twice. A new form has been prepared, and the Clerk will now be able to email it once it has been signed.

##### **24.55.2 To consider and approve the schedule of payments**

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

## **FGP/24.56 Community Infrastructure Levy (CIL)**

### **24.56.1 To receive an update on CIL.**

The report was noted.

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

Cllr Hardcastle reported that he attended a site meeting where alternative edging materials for the pin kerbs along the path around the bandstand were discussed, including a cobble set treatment. This treatment could be supplied and installed at no additional cost. LCC is expected to send further details to the Clerk. Additionally, LCC has agreed to investigate options for improving the planting. The Clerk confirmed that LCC will be sending pictures and samples of the proposed tarmac treatment for review and has begun discussions about the potential reinstatement of the flower bed.

Cllr Gains is currently investigating project ideas in the Woodside and Cragg Hill area.

## **FGP/24.57 3&5 The Green**

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

#### **24.57.1 To receive an update about No.3 The Green**

Cllr J Garvani reported that the contractor has submitted an amended schedule of costs, which has increased to approximately £294,000.00. This revised figure will be considered at the next Full Council meeting.

The contractors are available to begin work on 7th April, and this date has been provisionally booked. However, the start of work is contingent upon receiving the License of Alterations and the Works in Progress insurance.

LCC is currently exploring whether all of the works (Phases 1 & 2) can be incorporated into a single license with a longstop date, or if a separate license will be required for Phase 2 when the Town Council is ready to proceed. If a separate license is needed, this could result in additional costs for the Town Council.

The insurance provider has requested a copy of the contract between the Town Council and the contractor, which can be provided once the schedule of costs is approved by the Council.

It was noted that councillors will be invited to assist in moving items from the ground floor of No. 3 in preparation for the works. It was **resolved** to approve the cost of a skip, up to a limit of £300. It is hoped that the work will begin in April 2025.

#### **24.57.2 To receive an update about the Museum**

Cllr J Garvani reported that the final amendments for the Museum lease have now been sent to the solicitors. Once the Clerk receives the final draft, it will be ready for consideration and approval by Full Council and Museum.

Additionally, it was noted that the Chair of the Museum has resigned from his position and the Clerk will enquire who the TC shall liaise with after their AGM.

## **FGP/24.58 To consider matters requested by Councillors/the Clerk/Committee and agree any necessary action:**

### **24.58.1 To receive an update about the Horsforth Banking Hub and welcome a representative**

It was noted that the representative had sent his apologies for the meeting.

Cllr J Garvani reported that the LCC City Councillors had met with Cash Access the previous week. It was noted that Barclays is unable to close until a banking hub is established in Horsforth. Cash Access now aims to provide the Horsforth community with a temporary banking hub, offering essential banking services and cash facilities while a permanent location is secured. They are currently seeking venues to open a temporary hub within the next month.

It has been confirmed that Cash Access is willing to pay for the use of the venue. The temporary hub would consist of a banking pod and counter, and would be open Monday to Friday, from 9 am to 5 pm. They have suggested venues, including the Museum, which was discussed. The Clerk and Cllr J Garvani are scheduled to meet with the project manager next week to discuss possible venues. It was resolved to speak with the Museum to seek their views on hosting the hub.

All councillors agreed that the temporary banking hub would be a great asset for Horsforth

## **FGP/24.59 Matters for information**

No further matters.

**FGP/24.60 Items for future agenda**

It was noted that finances will need to be reviewed in finer detail now the works at No.3 The Green are due to commence.

**FGP/24.61 Date of the next meeting**

**Resolved** that the next meeting will be held on 15<sup>th</sup> May 2025 and the deadline for agenda items is 9<sup>th</sup> May 2025.

The meeting closed at 7.32pm.

*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 13<sup>th</sup> March 2025**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
Salaries	Staff salary costs – Feb 2025	£3309.62	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – Feb 2025	£937.09	To note as previously approved by virtue of the employment contract.
Smith of Derby	Clock service	£312.00	Clerk approved using delegated powers
Ace Leaflets	HM distribution	£359.69	Clerk approved using delegated powers as this was approved previously but the Clerk requested a refund due to issues
Vision ICT	Website and Email	£740.00	To note as previously approved by virtue of contract.
YLCA	Training	£35.10	
YLCA	Training	£10.00	
Costco	Refreshments for Covid 19 event	£86.86	The TC approved £100 at the Full Council meeting held on 30 <sup>th</sup> January 2025
Amazon	Stationary	£8.99	Clerk approved using delegated powers
Horsforth Churches Together	Grant	£500	Approved by the C&E Committee at the meeting held on 6 <sup>th</sup> March 2025
St Margarets Parish Centre	Room hire	£72.50	