



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 22nd May 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

Present: In Chair – Cllr Dowling (Chair)

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

In attendance: B. Crabtree – Clerk

FGP/24.62 Introduction from the Chair

Cllr Dowling welcomed all to the meeting.

FGP/24.63 To consider apologies and the reason for absence

Apologies were received from Cllr Jones, Cllr J Garvani, Cllr Bromley as they were arriving late to the meeting and reasons were approved.

FGP/24.64 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/24.65 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

FGP/24.66 To confirm and accept the minutes of the Finance and General Purposes meeting held on 13th March 2025.

Resolved to approve the minutes of the Finance and General Purposes meeting held on 13th March 2025 as a true and accurate record.

FGP/24.67 Financial Matters

24.67.1 To consider recommending that the Council approves the year end accounts and cash book entries to 31st March 2025 and agree any necessary action.

Resolved to recommend that the Full Council approves the financial report as of 31st March 2025.

24.67.2 To receive an update about the Annual Governance and Accountability Return for the financial year ending 31st March 2025

The Clerk reported that the year-end accounts, including the AGAR, have been finalised. The internal auditor has completed the year-end audit, and it is now ready for approval at the Annual Meeting of the Town Council.

24.67.3 To consider and approve the schedule of payments.

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

Cllr Jones, Cllr Bromley and Cllr J Garvani arrived at 7.13pm.

24.67.4 To consider a proposal to increase the PWLB loan

The Committee considered a proposal to increase the PWLB loan to enable the Town Council to complete the full No.3 The Green project. This would include the second phase, covering the renovation of the first floor. Completing the project in one phase would ensure the community space is fully ready for use at once.

Resolved to recommend that Full Council considers approaching the Public Works Loan Board for an additional loan of £200,000.00 at a fixed interest rate of 6.18% over a 40-year term. It is further recommended that the precept be increased over the next two financial years to cover the associated repayments.

Any underspend within the premises budget is to be allocated to designated reserves, with the intention of making lump sum repayments on either of the Town Council's existing loans every 5 to 10 years.

Additionally, it was agreed that any remaining Community Infrastructure Levy (CIL) funding will be allocated to the No. 3 renovation project.

24.67.5 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

Resolved to approve the internal auditors quote for £666.67 for 2025/2026 and waive the requirement to seek three quotes.

FGP/24.68 Community Infrastructure Levy (CIL)

24.68.1 To receive an update on CIL.

The CIL financial report for 2024/2025 was noted, along with the report for ongoing projects.

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

The Clerk reported that Leeds City Council is arranging for the installation of cobbled edging along the path surrounding the bandstand.

Additionally, it was **resolved** to approve a quote of £500 from Leeds City Council to improve the point of access from Wood Lane to the Cragg Hill footpath. The works will make the entrance wheelchair and pushchair accessible. At present, individuals are forced to walk along the road due to the poor condition of the existing path, which poses a significant safety risk.

FGP/24.69 3&5 The Green

To receive an update and agree any necessary action including:

24.69.1 To receive an update about No.3 The Green

Cllr J Garvani reported that the works are in progress and they have uncovered some historical features which will be retained as much as possible. A site meeting is due to be held on 4th June 2025.

24.69.2 To receive an update about the Museum

The Clerk reported that the final copy of the Museum lease has been sent and she is currently awaiting the solicitors' contact details. She has informed the Museum representatives that the Town Council intends to approve the lease at the Full Council meeting in July to avoid any delays to the planned works.

It was agreed that the Clerk will follow up with the Museum and include the two Trustees named in the lease documentation in the correspondence.

FGP/24.70 Governance

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

Resolved to recommend that Full Council approves the following policies and procedures with one amendment to the Code of Conduct. Additionally, it was agreed that all Councillors will be reminded of the Code of Conduct on an annual basis and will be required to sign a declaration confirming their agreement to abide by it.

- 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

FGP/24.71 Matters for information

Cllr Dowling reported that he had received an email from an individual who has applied to operate the Horsforth Banking Hub and is seeking a discussion with the Town Council. It was agreed that they would need to go through the formal Cash Access process. However, the Town Council would be happy to meet with the successful applicant in due course.

Cllr J Garvani reported that Leeds City Council was due to consider a proposal to create two additional wards in Horsforth. However, the item was withdrawn from the agenda to allow for further discussions.

FGP/24.72 Items for future agenda

No items were requested.

FGP/24.73 Date of the next meeting

Next meeting date: 3rd July 2025

Deadline for agenda items: 23rd June 2025

Resolved that the next meeting will be held on 3rd July 2025 and the deadline for agenda items is 23rd June 2025.

The meeting closed at 7.53pm.

*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
Meeting being held on 22nd May 2025

Payee	Details	Amount	Comments
Salaries	Staff salary costs – April 2025	£4123.92	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – April 2025	£1244.08	To note as previously approved by virtue of the employment contract.
Salaries	Staff salary costs – May 2025	£3764.33	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – May 2025	£1116.04	To note as previously approved by virtue of the employment contract.
T&B Bookkeeping	Payroll fees	£138.00	To note as previously approved by virtue of contract.
Leeds City Council	SID cost	£83.33	Approved by the PL&T Committee at the meeting held on 20 th March 2025
YLCA	Membership	£2216.00	
Northern Heatlink	Boiler in The Stables	£3850	Approved by Full Council at the meeting held on 27 th March 2025
Mayors for Peace	Membership	£73.44	Clerk approved using delegated powers as agreed membership in 2024
Directions Planning Consultancy	Cllr training	£250.00	Approved by Full Council at the meeting held on 30 th January 2025
Leeds City Council	License of Alterations	£2440.00	Clerk approved using delegated powers as legal requirement
RBL	Wreath	£55.00	Clerk approved using delegated powers
Woodlands	Gas for generator – Annual Event	£73.81	Clerk approved using delegated powers
Stroke Association	Donation – Annual Event	£175.00	Clerk approved using delegated powers
Account – Ant	Internal Audit	£510.00	Approved by Full Council at the meeting held on 26 th September 2024
The Hummingbirds	Performance – Annual Event	£225	Clerk approved using delegated powers
Aire Valley Gas	Gas – Annual Event	£46.66	Clerk approved using delegated powers
Post office	Stamps	£16.40	Clerk approved using delegated powers
Award banners	Banners – Annual Event	£86.98	Clerk approved using delegated powers
Zurich	Works in Progress insurance	£707.84	Clerk approved using delegated powers
Public Access Defib	Replacement battery	£325.00	Clerk approved using delegated powers
Medicaid	First aiders – Annual Event	£220.00	Clerk approved using delegated powers
Screwfix	Fire extinguisher	£58.32	Clerk approved using delegated powers
Aireborough skips	Skip	£145.83	Clerk approved using delegated powers