



Horsforth Town Council

The Stables
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Finance and General Purposes Committee Minutes Meeting held on Thursday 3rd July 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

Present: In Chair – G. Garvani (Chair)

S. Dowling, M. Fletcher, J. Garvani, R. Hardcastle, R. Jones

In attendance: B. Crabtree – Clerk

FGP/25.1 Introduction from the Chair

Cllr G Garvani welcomed all to the meeting.

FGP/25.2 To consider apologies and the reason for absence

Apologies were received from Cllr Stones and reasons were approved.

FGP/25.3 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/25.4 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

FGP/25.5 To confirm and accept the minutes of the Finance and General Purposes meeting held on 22nd May 2025.

Resolved to approve the minutes of the Finance and General Purposes meeting held on 22nd May 2025 as a true and accurate record.

FGP/25.6 Financial Matters

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

Resolved to recommend that the Full Council approves the financial report as of 31st May 2025 with one amendment.

25.6.2 To consider and approve the schedule of payments.

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

25.6.3 To consider and agree the banking arrangements

Resolved to transfer £85,000.00 to the Lloyds account.

FGP/25.7 Community Infrastructure Levy (CIL)

25.7.1 To receive an update on CIL.

It was noted that the remaining CIL funds and future payments are allocated to No.3 The Green for the foreseeable future.

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

The working group has not met recently due to funds already being allocated, and it was agreed to remove CIL as a standing agenda item until further discussion is required.

FGP/25.8 3&5 The Green

To receive an update and agree any necessary action including:

25.8.1 To receive an update about No.3 The Green

Cllr J Garvani reported that the contractors are due to pause the works shortly due to supplier lead times, including the manufacture of the lift.

The 'works in progress' insurance has been extended until 31st August 2025, which aligns with the architect's current estimate for the project's completion.

Key decisions still need to be made such as the entry system and booking systems. These matters will be discussed with both the architect and TW to seek their advice.

It was agreed to arrange an evening site visit for all councillors to view the current progress of the works.

The architect has also requested a meeting with the working group to review and discuss the current financial position of the project. This meeting will be scheduled shortly.

The Clerk reported receiving backdated water invoices for The Stables, dating back to 2022. It was agreed to contact the Museum, as they were responsible for the building until late 2023 and will therefore be required to contribute toward these costs.

25.8.2 To receive an update about the Museum

The Clerk reported that she is currently awaiting the Museum's solicitor details, but has been informed that a solicitor is expected to be appointed by the end of the week.

An invoice has been issued to the Museum for their agreed £10,000 contribution towards the lift installation.

Additionally, it was noted that the working group has agreed to fund £1,720 for the additional works required to the first-floor access to the Museum.

FGP/25.9 Matters for information

No further matters were noted.

FGP/25.10 Items for future agenda

- Premises budget

FGP/25.11 Date of the next meeting

Resolved that the next meeting will be held on 11th September 2025 and the deadline for agenda items is 1st September 2025.

The meeting closed at 7.15pm.

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

Appendix 1
Schedule of Payments for the Finance & General Purposes Committee meeting
Meeting being held on 3rd July 2025

Payee	Details	Amount	Comments
St Margarets Parish Centre	Room hire	£202.50	
Jackson Fire	Fire alarm inspection	£75.00	To note as previously approved by virtue of contract.
Salaries	Staff salary costs – June 2025	£3764.13	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – June 2025	£1116.04	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – Adjustment for 2024	£181.88	To note as previously approved by virtue of the employment contract.
HMRC	Tax & NI	£4027.05	To note as previously approved by virtue of the employment contract.
MJ Audio	PA & Engineer - Annual Event	£75.00	The Clerk approved using delegated powers
Pure Water	Floral displays	£1337.60	To note as previously approved by virtue of contract.
Tom Willoughby	No.3 The Green – Interim payment 2	£17,656.69	
YLCA	Training	£30.00	
Crooks Architecture	Architect – No.3 The Green	£4878.00	