



Horsforth Town Council

The Stables
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Finance and General Purposes Committee Minutes Meeting held on Thursday 11th September 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

Present: In Chair – G. Garvani (Chair)

S. Dowling, A Goulden R. Hardcastle, R. Jones, A Wishart

In attendance: B. Crabtree – Clerk

FGP/25.12 Introduction from the Chair

Cllr G Garvani welcomed all to the meeting.

FGP/25.13 To consider apologies and the reason for absence

Apologies were received from Cllr Stones, Cllr J Garvani, Cllr Fletcher and reasons were approved. Cllr Goulden and Cllr Wishart were in attendance as substitutes.

FGP/25.14 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/25.15 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

FGP/25.16 To confirm and accept the minutes of the Finance and General Purposes meeting held on 3rd July 2025.

Resolved to approve the minutes of the Finance and General Purposes meeting held on 3rd July 2025 as a true and accurate record.

FGP/25.17 Financial Matters

25.17.1 To consider recommending that the Council approves the accounts and cash book entries to 31st August 2025 and agree any necessary action.

Resolved to recommend that the Full Council approves the financial report as of 30th August 2025.

25.17.2 To consider and approve the schedule of payments.

Resolved to approve the schedule of payments excluding one payment. See Appendix 1.

25.17.3 To agree to delegate authority to the Clerk, in conjunction with the Chair and authorised bank signatories, to transfer funds between the Council's bank accounts as necessary, and to make any other necessary arrangements, including opening a new bank account if required and authorising the Clerk.

Resolved to grant delegated powers to the Clerk and authorised signatories to transfer funds between bank accounts as necessary and open another bank account if required.

FGP/25.18 3&5 The Green

To receive an update and agree any necessary action including:

25.18.1 To receive an update about No.3 The Green

The Clerk reported that the works are now nearing completion. The lift has been installed and signed off, the kitchen on the first floor has been fitted, and the tarmacking is scheduled for next week. The Clerk is awaiting the VAT report from the consultant, and the working group will consider this together with the arrangements for the opening of No. 3, including hire costs and agreements, at the meeting scheduled for 22 September 2025.

- i. **To consider the quotes for the accounts and booking software packages and agree on a preferred provider**

Resolved to recommend to Full Council to approve a quote from one supplier for an integrated bookings and accounts software package.

25.18.2 To receive an update about the Museum

The Clerk reported that the draft lease is now with both solicitors, and they have transferred the £10,000.00 as agreed towards the lift.

FGP/25.19 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:

25.19.1 To note the Local Government Services Pay Agreement for 2025/2026

The Local Government Services Pay Agreement for 2025/2026 was noted.

FGP/25.20 Matters for information

No further matters were noted.

FGP/25.21 Items for future agenda

- Budget

FGP/25.22 Date of the next meeting

Resolved that the next meeting will be held on 6th November 2025 and the deadline for agenda items is 27th October 2025.

The meeting closed at 7.21pm.

*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 11th September 2025

Payee	Details	Amount	Comments
Salaries	Staff salary costs – August 2025	£3764.13	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – August 2025	£1116.04	To note as previously approved by virtue of the employment contract.
Tom Willoughby	No.3 The Green – Interim payment 3	£77,225.23	To note as previously approved by virtue of the contract.
Pure Water	Floral displays	£1672.00	To note as previously approved by virtue of the contract.
Brian Jones	Structural engineer	£220.00	Clerk approved using delegated powers
Brian Jones	Structural engineer	£1910.50	Clerk approved using delegated powers
Socotec	Building Control	£1085.00	Clerk approved using delegated powers
PKF Littlejohn	External Audit	£420.00	Clerk approved using delegated powers and included on approved regular payments report
Living Wage Foundation	Accreditation	£71.00	Clerk approved using delegated powers and included on approved regular payments report
Pure Water	Floral displays	£1337.60	To note as previously approved by virtue of the contract.
Leeds City Council	Floral displays	£1933.06	Approved at the F&GP Committee meeting held on 6 th March 2025
Blend Telecom	Sim card for lift	£78.00	Clerk approved using delegated powers
Horsforth Methodist Church	Grant	£500.00	
Horsforth Climate Action	Stall at event	£30.00	
Business Stream	Water – The Stables	£1913.58	
Medicaid	First Aid - Events	£684.00	

Payments received

Payee	Details	Amount
Horsforth Historical Society	Funding support towards No.3	£3000.00
Horsforth Museum	Contribution towards lift	£10,000.00