



## Horsforth Town Council

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### **Finance and General Purposes Committee Minutes Meeting held on Thursday 6<sup>th</sup> November 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, T Stones

**In attendance:** B. Crabtree – Clerk

#### **FGP/25.23 Introduction from the Chair**

Cllr G Garvani welcomed all to the meeting.

#### **FGP/25.24 To consider apologies and the reason for absence**

All members were present.

#### **FGP/25.25 Declaration of Disclosable Pecuniary and other Interests**

None declared.

#### **FGP/25.26 To consider questions and comments from members of the public at the Chairman's discretion**

No members of public were present.

#### **FGP/25.27 To confirm and accept the minutes of the Finance and General Purposes meeting held on 11<sup>th</sup> September 2025**

**Resolved** to approve the minutes of the Finance and General Purposes meeting held on 11<sup>th</sup> September 2025 as a true and accurate record.

#### **FGP/25.28 Financial Matters**

##### **25.28.1 To consider recommending that the Council approves the accounts and cash book entries to 31<sup>st</sup> October 2025 and agree any necessary action.**

The financial reports to 31st October 2025 were considered, and Councillors reviewed the 2025/2026 budget.

**Resolved** to recommend that Full Council approves the financial reports to 31st October 2025 and the proposed amendments to the 2025/2026 budget.

The Clerk reported that Phase 1 payments have been allocated to the relevant budget headings, including the Phase 2 Designated Fund. Any further payments will be allocated to 3 & 5 The Green Refurbishment as an overspend. Councillors noted and agreed this.

##### **25.28.2 To consider and approve the schedule of payments.**

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

##### **25.28.3 To note that the Clerk is preparing the draft budget for 2026-2027 shortly and to make any recommendations**

Noted and Cllrs were asked to send the Clerk recommendations via email.

#### **25.28.4 To receive an update about the loan application**

The Clerk reported that the Secretary of State had requested further information. She has now responded and asked for an estimated timeframe for when a decision is expected to be made.

#### **25.28.5 To consider and agree quotes from the Christmas Light Switch On event**

The cost of the event was considered and it was noted a total of £2,050 has been confirmed in sponsorship. Following a review of the budget (see item CE/25.81.1), Councillors **resolved** to adjust the budget allocation for the Christmas Lights event to £3,042.

It was further agreed to approve a quote of £400 towards Storm in a Teacup.

It was agreed that any additional expenditure for the Christmas Lights event must be approved by either Full Council or the Community & Environment Committee. Unless further sponsorship is secured, no additional quotes are to be approved, and the event must remain within the allocated budget, inclusive of the sponsorship income.

#### **FGP/25.29 3&5 The Green**

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

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

Cllr J. Garvani provided the following update:

- Works are nearly complete, with minor snagging outstanding.
- The front door has been installed and external doors painted.
- A key lock has been added to the museum side door for security, with a spare key in a break-glass unit. Further security measures such as door alarms and CCTV will be considered.
- Lights have been repositioned higher, and a gate is being installed on the stairwell to restrict access.
- A decal will be added to the internal glass window for safety.
- The lift emergency call has a signal delay; the Clerk will add signage with user instructions.
- Repointing of the lower front level will proceed as urgent work (£1,200–£1,500).
- Phase 1 completion and final inspection are expected by 7th November 2025, with some minor works to follow.
- Cllr Dowling updated members on the meeting with the VAT consultant, noting that an apportionment exercise is to be carried out to determine what the Town Council can do going forward. This was discussed.
- The Working Group has shortlisted building names for public voting at Christmas.
- The Banking Hub met with the Clerk and Councillors to discuss temporary premises; this was discussed and agreed that the matter will be reviewed by the Premises Committee, and the Clerk will investigate further.
- Phase 2 will be considered once the loan decision is received.

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

It was noted that the Clerk and Cllr J. Garvani are due to meet with Museum representatives to discuss the works and the lease, and to provide an update. It was agreed that they will also enquire about the Banking Hub during this meeting.

#### **FGP/25.30 Matters for information**

No further matters.

#### **FGP/25.31 Items for future agenda**

- Budget

#### **FGP/25.32 Date of the next meeting**

**Resolved** that the next meeting will be held on 8<sup>th</sup> January 2026 and the deadline for agenda items is 29<sup>th</sup> December 2025

The meeting closed at 8.21pm.

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

## Appendix 1

### Schedule of Payments for the Finance and General Purposes Committee meeting Meeting being held on 6<sup>th</sup> November 2025

| Payee                       | Details                              | Amount     | Comments                                                             |
|-----------------------------|--------------------------------------|------------|----------------------------------------------------------------------|
| Salaries                    | Staff salary costs – October 2025    | £3874.70   | To note as previously approved by virtue of the employment contract. |
| West Yorkshire Pension Fund | Pension contributions – October 2025 | £1154.83   | To note as previously approved by virtue of the employment contract. |
| Aire Valley Trees           | Christmas Trees                      | £950.00    | Approved using delegated powers                                      |
| Tom Willoughby              | No. 3 The Green - Interim Payment 5  | £65,687.39 |                                                                      |
| Horsforth in Bloom          | Jubilee Garden                       | £240.00    |                                                                      |
| Expert Fire Solutions       | Fire equipment                       | £804.75    |                                                                      |
| Royal British Legion        | Wreaths                              | £61.00     |                                                                      |
| Medicaid                    | First Aid – Events                   | £684.00    |                                                                      |
| Vision ICT                  | SLL certificate                      | £50.00     |                                                                      |