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**Minutes of The Finance & General Purposes Committee Held at 7.00pm on Thursday  
12<sup>th</sup> March 2026 At The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG**

**Members Present:** Cllr John Garvani (Chair)  
Cllr Mark Fletcher  
Cllr Gill Garvani  
Cllr Richard Hardcastle  
Cllr Simon Dowling

**Officer:** Safia Kauser – Locum Clerk/RFO

**FGP/25.33 INTRODUCTION FROM THE CHAIR**

Cllr J Garvani welcomed everyone to the meeting and introduced the Locum Clerk to members.

**FGP/25.34 APOLOGIES & REASONS FOR ABSENCE**

Apologies were received from Cllr Ray Jones due to medical reasons.

**FGP/25.35 DECLARATIONS OF DISCLOSABLE PECUNIARY & OTHER INTERESTS**

None declared.

**FGP/25.36 PUBLIC QUESTIONS**

No press and public were present at the meeting.

**FGP/25.37 COMMITTEE MINUTES**

To receive and approve the draft minutes of the Finance and General Purposes meeting held on 08<sup>th</sup> January 2026 (previously circulated).

**RESOLVED:** That the draft minutes of the Finance and General Purposes Committee held on the 08<sup>th</sup> January 2026 be approved as a true record and signed by the Chair.

**FGP/25.38 SCHEDULE OF PAYMENTS**

Members considered the schedule of payments for approval in accordance with the requirements of Financial Regulation 6.8.

Additional invoices received after the publication the agenda were tabled.

- £798 + VAT = £957.60 – Scribe Accounts set up fee £549.00 + Professional Services £249.00
- £64.00 + VAT = £76.80 – Scribe monthly accounts subscription (March)

Signed: \_\_\_\_\_ Chairman Dated: \_\_\_\_\_

Payee	Details	Amount	Comments
West Yorkshire Pension Fund	Pension contributions – January 2026	£453.63	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – February 2026	£453.63	To note as previously approved by virtue of the employment contract.
Hummingbirds	Performers for Christmas lights switch on event. Paid 4 <sup>th</sup> March 2026	£100	Approved at full council meeting held on 22 <sup>nd</sup> January 2026.
Service charge	Paid 28 <sup>th</sup> February 2026	£7.80	
Salaries	Staff salary costs – February 2026	£1,616.23	To note as previously approved by virtue of the employment contract.
Mixam Print	Reimburse cost of printing of Horsforth Matters newsletters to Steph White. Paid 5 <sup>th</sup> February 2026	£49.75	
Salaries	Staff salary costs – January 2026	£1,616.23	To note as previously approved by virtue of the employment contract.
Fire Protection Services	Fire strategy balance. Paid 12 <sup>th</sup> February 2026	£207.00	Approved at the Premises Committee meeting held on 11 <sup>th</sup> December 2025
Service charge	Paid 31 <sup>st</sup> January 2026	£9.90	
T&B Bookkeeping	Paid 16 <sup>th</sup> January 2026	£176.40	To note as previously approved by virtue of the employment contract.
HMRC	Paid 12 <sup>th</sup> January 2026	£13,948.50	To note as previously approved by virtue of the employment contract.
Complete Comp (DD)	Paid 23 <sup>rd</sup> February 2026	£129.89	
Zen Internet (DD)	Paid 20 <sup>th</sup> February 2026	£71.50	
Commerce Business (DD)	Paid 20 <sup>th</sup> February 2026	£157.98	
Lloyds Bank PLC (DD)	Paid 16 <sup>th</sup> February 2026	£18.00	
Pozitive Energy (DD)	Paid 11 <sup>th</sup> February 2026	£78.54	
Pozitive Energy (DD)	Paid 10 <sup>th</sup> February 2026	£147.27	
Pozitive Energy (DD)	Paid 4 <sup>th</sup> February 2026	£588.25	
Complete Comp (DD)	Paid 21 <sup>st</sup> January 2026	£129.89	
Commerce Business (DD)	Paid 20 <sup>th</sup> January 2026	£85.98	
Lloyds Bank PLC (DD)	Paid 16 <sup>th</sup> January 2026	£21.40	
Pozitive Energy (DD)	Paid 12 <sup>th</sup> January 2026	£77.30	
Pozitive Energy (DD)	Paid 8 <sup>th</sup> January 2026	£107.86	

#### INCOME RECEIVED

Payee	Details	Amount
Geoff Poad	Taking over maintenance of cenotaph from WWI Group	£1,346.08

#### PWLB Loan

Members noted that the loan of £200,000 from the Public Works Loans Board had been received in the Virgin bank account.

Signed: \_\_\_\_\_ Chairman Dated: \_\_\_\_\_

**RESOLVED:** That the schedule of receipts and payments (as detailed above be authorised for payment).

**RESOLVED:** That the income of £1,346.08 received for taking over the maintenance of the Cenotaph from WW1 Group be transferred to an Earmarked Reserve.

**RESOLVED:** That the invoices tabled above be authorised for payment to Scribe (Starboard Systems Ltd).

**FGP/25.39**      **TRANSFER TO SCRIBE – BOOKINGS SOFTWARE & YEAR-END**

7.1.      To receive an update on the transfer to Scribe Accounts and to approve the additional cost for the set-up and approval of the direct debit for the monthly payments.

The Locum Clerk presented the report enclosed with the agenda pack. It was reported that the Council previously resolved on 25 September 2025 to approve the Scribe software package for accounts and bookings at a cost of £1,878 in year one and £1,080 annually thereafter. Following the departure of the Town Clerk in December 2025, implementation was delayed.

The original Scribe proposal included an additional £249 set-up fee for configuring the accounts structure; this element was not approved at the time. On 16 February 2026, the Locum Clerk authorised the £249 set-up cost to ensure accurate transfer of 2024/25 year-end data and correct alignment of budgets and cost centres. Scribe completed the set-up on 4<sup>th</sup> March 2026, and supporting financial documents had been provided.

The next steps required the Locum Clerk to enter all outstanding financial data from the start of the financial year and reconcile all the bank accounts to bring the records up to date in preparation for year-end. Once all data entry was completed and draft year end accounts prepared, the internal audit would take place. The AGAR was scheduled to be presented at the Annual Council Meeting on 21 May 2026. Members were notified that the new Town Clerk/RFO who was expected to start in May, would need to take over completion of any outstanding year-end tasks.

**RESOLVED:** That the report be received and noted.

**RESOLVED:** That the direct debit with Scribe (Starboard Systems Ltd) for the monthly payments is authorised in accordance with the requirements of 7.10.

7.2      To receive an update on the year-end closure of accounts and internal audit.

This item was considered within agenda item 7.1.

**FGP/25.40**      **PAYROLL SERVICE**

To receive and consider the quotations for the transfer to the new payroll service provider from the new financial year following the retirement of the existing payroll provider.

The Locum Clerk presented the report enclosed with the agenda pack.

The Council's current payroll provider had given notice that they will cease providing payroll services from the start of the new financial year. The existing service included payroll processing, HMRC submissions and pension deductions, with the Clerk completing pension uploads to the West Yorkshire Pension Fund (WYPF).

The Locum Clerk had obtained quotations for a like-for-like payroll service and for providers who were able to submit WYPF pension uploads on the Council's behalf to reduce administrative workload. All companies were provided with the same service specification, for the two employees and the requirement for WYPF administration if available.

The current payroll provider was charging £49 per hour, invoicing the Council based on time spent. Costs to date for 2025/26 total £681.10 + VAT, with projected annual expenditure of £908.00 + VAT. For 2026/27, the Council had allocated a £2,000 budget for Audit, Accounts & Data Protection. This budget covered internal audit (£500), external audit (approx. £440), payroll and year-end support (£600–£700), and the ICO fee (£35).

Three quotations were received. A comparison of estimated Year 1 costs identified that Bradford Community Payroll were the cheapest, followed by SALC and Autela. A clarification had been requested from SALC regarding their minimum quarterly charge.

- Bradford Community Payroll – lowest cost option; able to process pension deductions but cannot submit WYPF uploads.
- SALC Payroll – only provider able to submit WYPF uploads; pricing dependent on employee numbers and pension eligibility.
- Autela Payroll Services – widely used by parish councils; fixed monthly fee structure; does not include WYPF uploads.

	<b>BCA</b>	<b>SALC</b>	<b>Autela</b>
Set-up Cost (one Off)	£100.00	£14.50	£0.00
Fixed Monthly Cost (upto 5 emp £17.50 p/m)	£0.00	£0.00	£210.00
Payslip Cost Per Emp P/M (x2)	£11.00	£14.50	£0.00
HMRC RTI submission fee	£5.00	£0.00	£0.00
Annually Year end Fee	£25.00	£0.00	£25.00
P60 annually per employee	£2.00	£0.00	£0.00
Annual Minimum Cost £45 Per quarter	£0.00	£0.00	£0.00
<b>Total Estimates Year 1 Costs</b>	<b>£143.00</b>	<b>£174.00</b>	<b>£235.00</b>

Members considered the cost difference of around £50.00 for appointing a provider who would submit the WYPF uploads on behalf of the employer. The Locum Clerk informed members that she had now been given access to WYPF portal to submit the outstanding uploads for the period of January and February.

**RESOLVED:** That SALC payroll is appointed as the payroll provider from the new financial year and to upload pension contributions to West Yorkshire Pension Fund on behalf of the employer.

**FGP/25.41**

**REVIEW OF MOBILE PHONE CONTRACTS**

To review the existing mobile phone handsets and contracts and resolve any further actions.

The Clerk's current mobile handset was no longer fit for purpose due to ongoing sound issues affecting calls. Both the Clerk and Administrator currently used Moto G7 devices with a £6 per month SIM-only plan through GiffGaff (paid via the credit card). The Clerk recommended that the Council considers purchasing a new handset, potentially around £200 for a Samsung device, whilst retaining the existing SIM plan, or alternatively moving to a Currys Business package that includes both a new handset and SIM plan.

Members agreed that a new handset was required and that the office landline could be diverted to the mobile. It was agreed that moving to Currys business would be convenient as a direct debit for payments could be set-up.

**RESOLVED:** That the purchase of a new handset and review of the sim contract is delayed until the arrival of the new Town Clerk/RFO and that this item be reconsidered at a future meeting.

**FGP/25.42**      **PRECEPT STATEMENT 2026/2027**

To agree a precept statement for publication on the council website.

Members considered the draft statement and agreed minor changes.

**RESOLVED:** That the precept statement as agreed be published on the Town Council website and Facebook page. Locum Clerk to action.

**FGP/25.43**      **TO REVIEW GRANT & SPONSORSHIP APPLICATIONS & CLARIFY BUDGET**

Following the C&E committee meeting held on 6th March 2026, four grant and sponsorship requests had been submitted and there was only £700 in the budget for this financial year – not have enough to accommodate them all. Clarification was required to determine whether the council could provide the Walk of Witness and Horsforth Climate Action - walk to school applications £350 of the £500 they had both requested and defer the remaining funds to the next financial year for the remaining applications as all four applications had good merit. The committee agreed to this proposal but requested clarification from the F&GP committee.

Cllr Fletcher addressed members on this item who noted that four applications had been received. Two of the applications required funding within the current financial year. It was suggested to award a £350 grant to two of the groups and award £500 to the other two groups in the new financial year. However this would leave £1,000 budget for the remainder of the new financial year.

A discussion was held on the details and accounting information that had been submitted by the applicants and which application should be considered a priority due to the benefits to the community. A discussion was held relating to the application from Horsforth Churches Together and that the grant was not directly benefiting the Churches.

**RESOLVED:** That £350.00 grant be awarded to Horsforth Churches Together.

**RESOLVED:** That further information be requested from the other applicants for access to their financial accounts, full financial breakdown of the project costs and details of any other funding secured.

**FGP/25.44**      **ITEMS FOR A FUTURE AGENDA**

No new items were raised for inclusion at a future committee meeting.

**FGP/25.45**      **DATE OF THE NEXT MEETING**

Next meeting date: 7th May 2026 and deadline for agenda items: 27th April 2026.

**RESOLVED:** That the date of the next committee meeting be changed from the 07<sup>th</sup> May to the 14<sup>th</sup> May 2026 at 7.00pm, at the Stables, Horsforth.

There being no further business, the Chair closed the meeting at 8.05pm.