



## **Horsforth Town Council**

The Stables,  
2 Church Road,  
Horsforth  
LS18 5LG

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### **Annual Meeting of the Town Council**

**Thursday 29<sup>th</sup> May 2025**

#### **AGENDA PACK**

*Distribution: E Bromley, D Brosnan, D Collins, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani,  
J Garvani, C Gillinder, S Gomersall, A Goulden, R Hardcastle, B Heaviside, E Hyndes, R Jones, A Martin, E Richards,  
N Smith, T Stones, J Tumalan, A Wishart*



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### Full Council Meeting - Minutes Thursday 27<sup>th</sup> March 2025 at 7.00pm

<b>Broadfields</b>	<b>Brownberrie</b>	<b>Hall Park</b>	<b>Victoria</b>	<b>Woodside</b>
Simon Dowling	Dawn Collins	Richard Hardcastle	Dave Brosnan	Francesca Gains
John Garvani	Andrew Martin	Tracy Stones	Mark Fletcher	
Eddie Hyndes	Andrew Wishart	Julio Tumalan	Gill Garvani	
Raymond Jones			Cathy Gillinder	

**In attendance:** Becky Crabtree – Clerk, PCSO Felix Cavaliere and 1 member of public.

**HTC/24.81 Introduction from Chairman**  
Cllr Dowling welcomed all to the meeting

**HTC/24.82 To receive apologies for absence and to consider and approve the reason for the absence**  
Apologies were received from Cllr Cousins, Cllr Goulden, Cllr Richards, Cllr Bromley and reasons for the absence were approved.

**HTC/24.83 Declaration of Disclosable Pecuniary and other Interests**  
None declared.

#### **HTC/24.84 Public Participation**

One member of the public was in attendance and made the councillors aware that he had been informed by Cash Access that they were no longer pursuing a banking hub in Horsforth. The Clerk confirmed that she had not received this information and would make further inquiries.

#### **HTC/24.85 Police report**

##### **24.85.1 To note and consider the latest crime statistics for Horsforth**

PCSO Cavaliere said he will forward the statistics to the Clerk.

##### **24.85.2 To consider any other policing matters**

PCSO Cavaliere introduced himself, mentioning that he joined 8 months ago but has only now been able to attend the council meetings as previous council meetings have been held when he was not on shift. He informed councillors that the main issue in the area is antisocial behaviour, and they are actively addressing it. Recently, they carried out an operation and brought in extra officers, leading to a decline in incidents. However, there are still occasional occurrences, particularly after school and on weekends.

They have identified some key offenders and have visited their homes, speaking to the parents, who have responded positively. He confirmed that he will continue to monitor the situation and plans to carry out plainclothes operations as well.

He also confirmed that two people are now in prison for vehicle theft, and they are aware of other offenders but need forensic evidence and CCTV footage to proceed with further investigations.

Cllr Gains noted that she was aware of the operation and mentioned that her neighbours had been very distressed by the incidents, but she praised the Police for responding well when reports were made. PCSO Cavaliere responded that they review the logs daily to look for patterns of behaviour.

PCSO Cavaliere also confirmed that he is addressing issues with vehicles driving down one-way streets, including Park Drive. He encouraged councillors to send him information on issues like speeding that he could look into during his shifts.

Cllr Brosnan mentioned that PCSO Richardson had told him the operation had been very successful and asked if more operations were planned. PCSO Cavaliere confirmed that they aim to carry out one or two operations a week, although they require significant planning.

Cllr Brosnan also enquired about the Bill in Parliament regarding tool theft. This was discussed, and it was noted that while it is difficult to trace stolen tools, if reported, they can track CCTV footage and investigate further.

Cllr Collins asked about the fate of stolen tools. PCSO Cavaliere confirmed that they would likely be sold on the black market.

Cllr Jones raised concerns about vehicles obstructing junctions, particularly on Victoria Mount. PCSO Cavaliere explained that while the Police cannot ticket restricted parking, as that is a matter for LCC, they can issue tickets for obstructions, though it is not a priority.

PCSO Cavaliere also noted that he has visited Newlaithes and Featherbank Primary Schools to dealing with parking issues and confirmed parking on zig-zag lines is an enforceable offence.

Cllr Jones reported that vehicles are blocking bus stops on Low Lane, which has caused issues for people with disabilities, as buses are no longer stopping at their usual locations. PCSO Cavaliere confirmed that he would monitor the situation.

It was also noted that speeding is a concern on Low Lane from 7 pm onwards, and PCSO Cavaliere stated that he would monitor the area with a speed gun.

Finally, it was noted that there is now no right turn at the Calverley Lane junction. PCSO Cavaliere confirmed that he would monitor the junction and issue tickets if there is a Traffic Regulation Order (TRO) in place.

#### **HTC/24.86 To approve the minutes of the Full Council meeting held on 30<sup>th</sup> January 2025**

**Resolved** to approve the minutes of the Full Council Meeting of the Town Council held on 30<sup>th</sup> January 2025 as a true and accurate record.

#### **HTC/24.87 To receive an update and note previous minutes for the following committees.**

##### **24.87.1 Finance and General Purposes**

The minutes were noted.

##### **24.87.2 Planning, Licensing and Traffic**

It was reported that the committee had agreed to borrow a SID (Speed Indication Device) from Leeds City Council, and Cllrs Brosnan and Goulden will be able to manually record the results.

Cllr Dowling informed everyone that the upcoming F&GP and PL&T Committee meeting dates will be swapped.

##### **i. To review and consider the findings of the Neighbourhood Plan Survey report presented by the Neighbourhood Plan Working Group**

Cllr Dowling read out the following report provided by Cllr Goulden:

The survey had a relatively good response rate, with 130 responses. Roughly half the respondents had heard of the NP, indicating there is further work to be done to raise awareness. Among those who had heard of the neighbourhood plan, the opinion of its impact on the local community was greater. Generally, respondents felt that the plan was achieving its objectives, with the notable exception around improving transport in Horsforth. The working group will now turn to reviewing the policies of the plan, in light of the survey findings. Thanks also to those involved in reviewing the progress of the community actions against the plan.

##### **24.87.3 Community and Environment**

Cllr Gains reported that the committee had agreed to review the floral displays to ensure they align with the Biodiversity Policy and help reduce maintenance costs. Cllrs Gains and Bromley agreed to collaborate with Horsforth in Bloom, Horsforth Climate Action, Horsforth Town Team, and LCC. An invitation to a meeting will be sent shortly to discuss this in more detail and explore potential actions that the Town Council can implement.

##### **24.87.4 Staffing and Employment**

**Resolved** to change the order of business and it was **resolved** to exclude members before all items in 24.87.4 were considered.

- i. **To resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business at item 7.4iv being prejudicial to the public interest.**  
**Resolved** to exclude members of the public under the Local Government (Admissions to Meetings) Act 1960 due to the business to be transacted being considered at item 24.87.4ii, iii and iv as prejudicial to the public interest.
- ii. **To consider a recommendation from the S&E Committee to pay the Clerk overtime for covering staff sick leave**  
 The Clerk left the room.  
**Resolved** to approve the Clerks overtime.
- iii. **To consider any other recommendations from the S&E Committee to amend the Clerks core working hours**  
**Resolved** to amend the Clerks core working hours.  
 The Clerk re-entered the room.
- iv. **To receive an update about the Admin Assistant and approve a recommendation from the S&E Committee**  
 The cllrs received an update about the Admin Assistant and it was **resolved** to approve the recommendations from the S&E Committee.

The meeting opened to the public.

#### **HTC/24.88 Financial Matters.**

##### **24.88.1 To consider and approve the financial report to 28<sup>th</sup> February 2025**

The financial reports were considered, the Clerk confirmed that the Nationwide balance remains the same as there has been no interest payment this year and it was **resolved** to approve the reports to 28<sup>th</sup> February 2025 as recommended by the Finance and General Purposes Committee. The Clerk confirmed that she is still trying to amend the signatories for the Virgin Money account.

##### **24.88.2 To approve the Schedule of Payments and Income**

**Resolved** to approve the Schedule of Payments. See Appendix 1.

#### **HTC/24.89 Organisational Matters**

##### **24.89.1 To review the Action Plan.**

The Action Plan was noted.

##### **24.89.2 To consider and approve the following policies.**

**Resolved** to approve the following policies en bloc excluding the Grant Policy and it was agreed that the C&E Committee will arrange an extraordinary meeting to consider that policy further.

- Dignity at Work Policy
- Appraisal Policy
- Grievance Policy
- Disciplinary Policy
- Sexual & General Harassment Policy
- Volunteer Policy. To follow.
- Grant policy and application form

##### **24.89.3 To consider and agree a new date for the Annual Town Meeting and agree any necessary arrangements.**

**Resolved** that the Annual Parish Meeting will be held on 1<sup>st</sup> May 2025 at 7pm and the Clerk will invite MP Katie White and the Police to attend.

##### **24.89.4 To consider appointing additional members to the Annual Event Working Group**

**Resolved** that Cllr Gillinder is appointed as a member of the Annual Event Working Group.

##### **24.89.5 To consider and agree the new contact with the broadband and telephone provider**

It was noted that the current contract is due to end in April, and it was **resolved** to continue on a rolling contract and cllrs will look at options when No.3 The Green has been renovated.

##### **24.89.6 To note the increased cost of the payroll provider**

The increase was noted.

##### **24.89.7 To consider purchasing Teams Premium**

Cllr Martin recommended Google Gemini, and it was **resolved** to grant delegated powers to the Clerk, in liaison with the Chair and Vice Chair, to purchase the more cost-effective and better option.

**HTC/24.90 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:**

**24.90.1 To receive an update about Summer Bands in Parks 2025**

It was noted that LCC is unable to deliver the series of concerts due to a lack of staffing resources. They have provided the relevant information for the Town Council to organise the concerts, but it was agreed that the Town Council is also unable to commit due to limited staffing. It was **resolved** to contact FOHHP to enquire if they would be interested and to inform them that they would be able to apply for a TC grant.

**24.90.2 To consider and agree the quote for the festive lights**

The Clerk reported that she has not yet received the report, and it was **resolved** to grant the Clerk delegated powers in liaison with the Chair and Vice Chair to approve the quote, provided it is within the allocated budget.

**24.90.3 To receive an update from the Premises Development Working Group including:**

Cllr Dowling apologised to all councillors for the article published by Leeds West Despatch, which included information that the Full Council was not yet aware of and was, in fact, incorrect. It was noted that it stated that works on No.3 would start on the 7th April but this was simply a target date.

**i. To receive an update about No.3 including approving the License of Alterations, Works in Progress Insurance, amended Contractors Schedule of Costs.**

Cllr J Garvani reported that the final version of the license for alterations has now been received from LCC. This includes the boiler, Phase 1, and Phase 2 to avoid additional costs in the future. It was noted that the plans within the license need to be amended, and the Clerk is still awaiting comments from the architect. It was **resolved** to approve the license, subject to any amendments suggested by the architect and the revised plans.

The contractors have now submitted an updated schedule of costs totalling £294,255.48. This was discussed, and it was noted that Cllr Goulden had raised some queries, which the Clerk had forwarded to the architect and is awaiting a response. It was **resolved** to approve the schedule of costs, provided that the response to the queries is satisfactory.

It was noted that an updated VAT report is required to clarify whether the Town Council needs to register for VAT, whether it can claim VAT back on the works, and what actions need to be taken moving forward, including invoicing for room hire. The Clerk will obtain quotes for VAT advice and a report, and it was **resolved** to grant the Clerk delegated powers to obtain the advice as soon as possible.

The Clerk reported that the Works in Progress insurance is still outstanding, as the provider requires a copy of the contract between the Town Council and the contractor, as well as the start date for the works. It was **resolved** to grant delegated powers to the Clerk, in liaison with the Chair and Vice Chair, to approve the WIP insurance up to a sum of £1,000.

Additionally, funding options were discussed. It was noted that the cost of the works has increased significantly since the start of the project, and the Town Council may need to consider additional funding options, including increasing the current PWLB loan. The Clerk and Chair will investigate the available options.

The Clerk reported that the Town Council will now be able to proceed with the installation of the boiler at the Stables, and a new quote of £3,850 was approved. It was noted that a pre-works meeting is scheduled for 31st March 2025 with the Leads, Clerk, architect, and contractors.

**ii. To receive an update about the Museum**

Cllr J Garvani reported that the final amendments to the Museum lease have now been sent to the solicitors. Once the Clerk receives the final draft, it will be ready for consideration and approval by both the Full Council and the Museum. Additionally, it was noted that the Chair of the Museum has resigned from his position but may continue, as no one else has expressed interest in liaising with the Town Council regarding the lease.

**HTC/24.91 To consider correspondence received and agree any necessary action:**

**24.91.1 To consider correspondence received regarding a public inquiry in March regarding LBA's appeal for a change in night flight rules**

Cllr Dowling reported that he has been advised that, as this is a current public enquiry, it would not be appropriate for anyone to make comments on the matter at this time and all Cllrs agreed not to discuss it further.

**24.91.2 To consider a request for information regarding Newlay Weir**  
**Resolved** to provide the requested information.

**24.91.3 To consider a proposal from Friends of Horsforth Hall Park**

The proposal from FOHHP was considered and a response was agreed.

**HTC/24.92.1 Reports from external organisations**

**To consider reports and any action required in relation to:**

**24.92.1 Dementia Friendly**

Cllr Fletcher provided the following report in advance of the meeting:

The latest meeting of Dementia Friendly Horsforth (DFH) was mostly taken up with discussion ideas for Dementia Action Week (DAW), which will take place locally from 19<sup>th</sup> to 25<sup>th</sup> May at the same time as the national events organised by the Alzheimer's Society.

With DAW only two months away the week's local events are now starting to take shape. The current plans are as follows:

- Monday 19<sup>th</sup> or Tuesday 20<sup>th</sup> – Rachel Critchley has agreed to host information events at the Right at Home offices. Phil Maud may be presenting these.
- Wednesday 21<sup>st</sup> – There is an MHA (Methodist Homes for the Aged) event from 1pm until 3pm, featuring live music, singing, dancing, a quiz and a raffle.
- Thursday 22<sup>nd</sup> – A fundraising night including a quiz to be held at the Old King's Arms. The King's will also provide a raffle prize.
- Thursday 22<sup>nd</sup> – A dementia bus (not the same as last year's one) has been booked for this date, though the exact location is uncertain as yet – possibly at Lister Hill again. A grant may be available to fund this again. It was agreed that there should be an opportunity for people to discuss their feelings after going on the bus, which was not available last year and it was reported that some people were upset by the experience.
- Friday 23<sup>rd</sup> – MHA, who are based at the Central Methodist church, usually organise a walk on Fridays and it was agreed to try and incorporate the walk on this particular Friday into DAW. It starts off at Hall Park and finishes with participants going to Café Yoga afterwards.
- Friday 23<sup>rd</sup> – Another information session, this time at the old council offices (Mechanics' Institute) and promoted in the library.
- Date tbc – An event at the museum, similar to the previous memory café held there last September. Waiting for Nancy from the museum to confirm dates.
- Date tbc – a stand in Morrison's, subject to arranging it with the store.

It may also be possible to get a memory box from Marks and Spencer but this is currently unconfirmed.

DFH also plans a stand on the farmers' market in May where the events will be publicised.

Sadly, it hasn't been possible to arrange a play by Drama North as discussed in earlier meetings, but it may still be possible to stage something later in the year as a stand alone event, similar to what happened with *The Purple List* in 2023.

Outside of DAW two other forthcoming events were noted, both of which will take place before full town council meeting:

- Hall Park community garden reopening with sensory garden and improved access for people with restricted mobility on Sunday 22<sup>nd</sup> March
- Next memory café at the Grove on Wednesday 26<sup>th</sup> March with Nancy from the museum

The group also congratulated Rachel Critchley on Right at Home winning the business category at the Heart of Horsforth awards, and Phil Maud wanted to express his gratitude to the town council for organising the awards.

**24.92.2 Horsforth Fairtrade**

No update.

**24.92.3 Young People’s Champion**

No update.

**24.92.4 Horsforth Climate action**

Cllr Bromley had provided a report via email and will forward it to all cllrs.

**24.92.5 MHA Communities**

No update.

**24.92.6 Peace Champion**

No update.

**HTC/24.93 Council Surgery**

Cllr Fletcher and Cllr Wishart agreed to attend the next council surgery.

**HTC/24.94 Items for future agenda**

No items requested.

**HTC/24.95 Date of next meeting**

**Resolved** that the next Full Council meeting (Annual Meeting of the Town Council) is to be held on 29<sup>th</sup> May 2025 and the deadline for agenda items is 19<sup>th</sup> May 2025.

The meeting closed at 8.57pm

*Distribution: E Bromley, D Brosnan, D Collins, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani, J Garvani, C Gillinder, S Gomersall, A Goulden, R Hardcastle, B Heaviside, E Hyndes, R Jones, A Martin, E Richards, N Smith, T Stones, J Tumalan, A Wishart*

**Appendix 1**

**Schedule of Payments for the Full Council meeting  
Meeting being held on 27<sup>th</sup> March 2025**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
Salaries	Staff salary costs – March 2025	£3309.42	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – March 2025	£974.16	To note as previously approved by virtue of the employment contract.
HMRC	PAYE & NI	£3041.61	Clerk approved using delegated powers
Everwell Occupational Health	Staffing report	£180.00	Approved by the Staffing & Employment Committee meeting held on 19 <sup>th</sup> March 2025
Jackson Fire & Security	Call out charge	£140.00	
7 <sup>th</sup> Airedale Scouts	Grant	£500.00	
R Crabtree	Instant Ink – reimbursement for printing costs at home	£17.99	



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**Finance and General Purposes Committee Minutes  
Meeting held on Thursday 22<sup>nd</sup> 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 13<sup>th</sup> 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 31<sup>st</sup> March 2025 and agree any necessary action.**

**Resolved** to recommend that the Full Council approves the financial report as of 31<sup>st</sup> March 2025.

**24.67.2 To receive an update about the Annual Governance and Accountability Return for the financial year ending 31<sup>st</sup> 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 4<sup>th</sup> 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: 3<sup>rd</sup> July 2025

Deadline for agenda items: 23<sup>rd</sup> June 2025

**Resolved** that the next meeting will be held on 3<sup>rd</sup> July 2025 and the deadline for agenda items is 23<sup>rd</sup> 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 22<sup>nd</sup> May 2025**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
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 <sup>th</sup> March 2025
YLCA	Membership	£2216.00	
Northern Heatlink	Boiler in The Stables	£3850	Approved by Full Council at the meeting held on 27 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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



## Horsforth Town Council

The Stables, 2 Church Road  
Horsforth  
Leeds  
LS18 5LG

[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – **0113 258 0988**

### Planning, Licensing & Traffic Committee Minutes Thursday 24<sup>th</sup> April 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

**Present: In Chair** – Cllr R Hardcastle (Chair)  
Cllrs D Brosnan, M Fletcher, G Garvani, and E Hydes

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

#### **PLT/24.156 Introduction from the Chairman**

Cllr Hardcastle welcomed all to the meeting.

#### **PLT/24.157 To receive apologies for absence and to consider the reason for the absence**

Apologies were received from Cllr Goulden and reasons were approved.

#### **PLT/24.158 Declaration of Disclosable Pecuniary and other Interests**

Cllr Hardcastle declared an interest in item PLT/24.162.2, application 25/01817/FU.

#### **PLT/24.159 To consider questions and comments from members of the public at the Chairman's discretion**

No members of public were present.

#### **PLT/24.160 Minutes of the previous meetings**

**Resolved** to approve the minutes of the meeting held on 20<sup>th</sup> March 2025 as an accurate record

#### **PLT/24.161 Leeds City Council Planning Decisions**

The planning decisions were noted.

#### **PLT/24.162 New Planning Applications**

**162.1 To note the planning applications received since the meeting held on 20<sup>th</sup> March 2025 and the comments made by the Proper Officer whilst she had delegated powers to comment.**

The comments submitted by the Proper Officer for recent applications were noted.

**162.2 To consider and comment on planning applications received from Leeds City Council since the last meeting of the Committee.**

**Resolved** to comment on the planning applications as per Appendix 1.

#### **PLT/24.163 Planning Appeals & Planning Appeal Decisions**

The appeals were noted and it was **resolved** to comment on APP/N4720/D/25/3362878 as proposed in advance by Cllr Goulden.

#### **PLT/24.164 Planning Enforcement**

No planning enforcements to note.

**PLT/24.165 Licensing Applications**

The licensing applications were noted.

**PLT/24.166 Traffic**

**To consider and approve any action in relation to traffic issues, including the following:**

**166.1 Complaints (if any)**

The Clerk reported that she had received an email from a resident who had concerns about crossing the ring road halfway between Rodley and Horsforth. It was noted that the Clerk had responded and sent the enquiry to the LCC Ward Councillors.

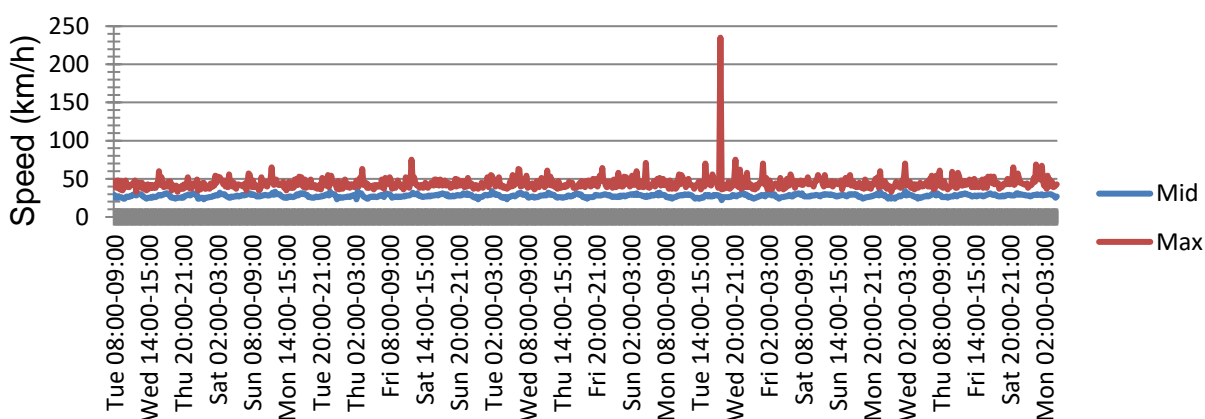
**166.2 Traffic schemes (if any)**

None to report.

**166.3 Speed indicator device (SID) updates and any data**

Cllr Fletcher had circulated the following data to councillors prior to the meeting. A recorded speed of 235 km/h was noted, with a suggestion that this may have been due to a technical glitch.

**Sequence Average and Maximum speed**



<b>Evaluation time</b>	18 March 2025,08:00 - 21 April 2025,14:00					
<b>Speed limit</b>	50 km/h	<b>Values</b>	<b>Vehicles</b>	<b>Vd[km/h]</b>	<b>Vmax[km/h]</b>	<b>V85 [km/h]</b>
<b>Speed violations</b>	0.04 %	424102	48084	27	235	31
<b>ADT</b>	1404					
<b>AYT</b>	512460					
<b>Evaluation direction</b>	Arriving					

The Clerk reported that payment had now been made for the SID (Speed Indication Device) to be relocated to another site on Low Lane, and LCC has confirmed that the move will be carried out shortly.

Cllr Brosnan informed the meeting that a SID had been borrowed from LCC to manually record traffic data. Several councillors volunteered to assist with speed checks during the half-term break. These checks were carried out in various locations, some of which were suggested by local residents. It was observed that approximately 60% of vehicles were exceeding 20mph on King Georges, with significant speeding also noted at the bottom of Broadgate Lane.

As councillors were instructed to only record vehicles exceeding the speed limit, exact figures are not available. Cllr Brosnan expressed interest in borrowing the updated SID, once it has been repaired, to collect more detailed data. It was agreed that further speed checks should be undertaken, including during term time.

**PLT/24.167 Leeds Bradford Airport (LBA)**

**To consider the following and agree any necessary action:**

**167.1 Leeds Bradford Airport Consultative Committee.**

No update.

**167.2 Leeds Bradford Airspace Change – to receive and note updates (if any)**

No update.

**167.3 Any other matters relating to LBA.**

The Clerk reported that she has not yet received confirmation regarding when councillors will be able to visit the new terminal.

**PLT/24.168 Neighbourhood Plan.**

**To consider any updates and agree any necessary action including:**

**168.1 To receive an update from the Neighbourhood Plan working group including:**

**i. To consider and agree to record all uses of the Neighbourhood Plan by LCC**

**Resolved** to record all instances of the NDP being referenced by LCC on a trial basis, due to limited staffing (The Clerk will note how much time it takes to monitor). It was agreed that the Clerk will log each use of the NDP and include a link to the relevant comments within the Agenda Pack.

**ii. To consider the community actions including items:**

○ **Lobby LCC re Article 4 Direction extension**

**Resolved** to defer to the next meeting.

○ **Restrictions on charity shops, betting shops & hairdressers**

**Resolved** to defer to the next meeting.

**PLT/24.169 Leeds City Council Core Strategy and Site Allocation Plan**

**To consider any updates and agree any necessary action.**

The Clerk reported that she believes the TC will receive further information from LCC in June.

**PLT/24.170 To consider matters requested by Councillors/Clerk and agree any necessary action:**

**170.1 To consider the expansion of external space at a restaurant on Town Street**

Cllr Brosnan reported that he had spoken to the restaurant, who confirmed they would take action. The space outside has since been reduced, and it was agreed that the situation will be monitored.

**170.2 To consider the PL&T Committee Terms of Reference**

**Resolved** to amend the Terms of Reference to still delegate authority to the Clerk to comment on planning applications where the deadline to comment expires before the next meeting, with the requirement to liaise with both the Chair and Vice Chair. It was also agreed that comments from committee members would be welcomed; however, it was noted that any additional input must be submitted as promptly as possible to avoid delays or the need to amend comments already submitted to LCC. Councillors agreed that no further changes would be made at this time, and the revised Terms of Reference will be proposed to Full Council.

**170.3 To consider contacting the LCC Enforcement Department regarding a commercial property on Town Street**

**Resolved** to contact the LCC Enforcement Department about the signage as there was no planning application.

**PLT/24.171 To consider correspondence received and agree any necessary action:**

**171.1 To consider correspondence received regarding a proposed upgrade to an existing radio base station installation at Low Lane SW**

The Cllrs considered the proposal and had no comments.

**PLT/24.172 Matters for information**

No further information.

**PLT/24.173 Items for future agenda**

- Community Actions

**PLT/24.174 Date of the next meeting**  
**Next meeting of the Committee: 15<sup>th</sup> May 2025**  
**Deadline for agenda items: 5<sup>th</sup> May 2025**  
The meeting date was noted.

The meeting concluded at 8.45pm

*Distribution: Cllrs R Hardcastle, D Brosnan, M Fletcher, G Garvani, A Goulden, E Hyndes*

**Appendix 1 - Minute No. PLT/24.162.2 – comments on new planning applications**

Reference	Address	Proposal	HTC Response
<a href="#">25/00926/LI/NW</a>	Low Hall Barns Low Hal Road Horsforth	Listed Building Application for change of use of two barns to a dwelling house with garage (Use Class C3)	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/00925/FU/NW</a>	Low Hall Barns Low Hal Road Horsforth	Change of use of two barns to a dwelling house with garage (Use Class C3)	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01817/FU/NW</a>	Aire Cottage 1 Fleet Thro Road Horsforth	Single storey infill extension and canopy to front	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01791/FU/NW</a>	11 Broadgate Crescent Horsforth Leeds	Two storey side/ rear extension	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01892/FU/NW</a>	14 Beech Avenue Horsforth Leeds	First floor side extension	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01573/FU/NW</a>	8 Manor Road Horsforth Manor Care Home Horsforth	Retrospective application for installation of freestanding air source heat pumps to side/rear, incorporating retaining walls and fencing to form enclosure	Horsforth Town Council neither supports nor objects to this application. Note that we deplore the retrospective application.
<a href="#">25/01838/FU/NW</a>	9 Newlay Wood Drive Horsforth Leeds	Single storey rear extension with new patio area and raised steps	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01898/FU/NW</a>	51 Woodside Park Drive Horsforth Leeds	Single storey front extension and erection of a canopy roof to front; part two and single storey side/rear extension forming first floor extension over existing single storey element; reinstatement of integral garage; amendments to windows and doors at rear	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01908/FU/NW</a>	4 Brodrick Gardens Horsforth Leeds	Single storey rear extension linking to existing garage	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01821/FU/NW</a>	90 New Road Side Horsforth Leeds	Replacement shop front	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/02123/FU/NW</a>	26 Newlay Lane Horsforth Leeds	Single storey side and rear extension, Raising roof height	Horsforth Town Council neither supports nor objects to this application.



		with dormer windows to front and rear	
<a href="#">25/01924/FU/NW</a>	Lomond Scotland Lane Horsforth	Existing vehicle access entrance to be closed off; construction of new vehicle entrance with gates and dropped kerb; existing stone gate posts to be relocated to new opening	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/02035/FU/NW</a>	8 Rose Terrace Horsforth Leeds	Part two storey part single storey rear extension	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01971/FU/NW</a>	28 Woodside Park Drive Horsforth Leeds	Alterations to existing roof, including raising of roof height and dormer windows to the front and rear to form conversion of loft into habitable room; Extending existing porch to the front; Additional side window to the first floor	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01920/FU/NW</a>	238 West End Lane Horsforth Leeds	Removal of existing detached garage; porch to front; part single, part two storey extension to rear; two storey extension to side	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01944/FU/NW</a>	4 Church Crescent Horsforth Leeds	Demolition of existing garage to the side; Two storey side extension, including a dormer window to the front and rear, and single storey rear extension	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/02130/FU/NW</a>	240 West End Lane Horsforth Leeds	Porch to front with pitched roof	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/02083/FU/NW</a>	204 Stanhope Drive Horsforth Leeds	Demolition of rear extensions; single storey front porch extension; single storey rear extension; addition of a window to side	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/02043/FU/NW</a>	14 Brownberrie Crescent Horsforth Leeds	Demolition of existing dormer and associated roofing to form first floor side extension; Part demolition of existing single storey element to form single storey rear extension and stairs; Amendments to fenestration including replacement windows to side	Horsforth Town Council neither supports nor objects to this application.



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### Planning, Licensing & Traffic Committee Minutes Thursday 15<sup>th</sup> May 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

**Present: In Chair** – Cllr D Brosnan (Vice Chair)  
Cllrs M Fletcher, G Garvani, Cllr Goulden and E Hydes

#### **PLT/24.175 Introduction from the Chair**

Cllr Brosnan welcomed all to the meeting in Cllr Hardcastle's absence.

#### **PLT/24.176 To receive apologies for absence and to consider the reason for the absence**

Apologies were received from Cllr Hardcastle and reasons were approved

#### **PLT/24.177 Declaration of Disclosable Pecuniary and other Interests**

None declared.

#### **PLT/24.178 To consider questions and comments from members of the public at the Chairman's discretion**

No members of public were present.

#### **PLT/24.179 Minutes of the previous meetings**

**Resolved** to approve the minutes of the meeting held on 24<sup>th</sup> April 2025 as an accurate record.

#### **PLT/24.180 Leeds City Council Planning Decisions**

The planning decisions were noted.

#### **PLT/24.181 New Planning Applications**

**181.1 To note the planning applications received since the meeting held on 24<sup>th</sup> April 2025 and the comments made by the Proper Officer whilst she had delegated powers to comment.**

The Proper Officer had not submitted any comments.

**181.2 To consider and comment on planning applications received from Leeds City Council since the last meeting of the Committee.**

**Resolved** to comment on the planning applications as per Appendix 1.

#### **PLT/24.182 Planning Appeals & Planning Appeal Decisions**

An appeal received since the agenda was issued was noted and no comment was made.  
(APP/N4720/W/25/3365200).

#### **PLT/24.183 Planning Enforcement**

Cllr Goulden reported that the LCC Enforcement Department is currently investigating unauthorised tree works at Wood Lane and Cragg Quarry.

It was also noted that the department is looking into concerns raised at the previous meeting regarding the commercial property on Town Street.

**PLT/24.184 Licensing Applications**

Applications since the agenda was issued were noted.

**PLT/24.185 Traffic**

To consider and approve any action in relation to traffic issues, including the following:

**185.1 Complaints (if any)**

None to report.

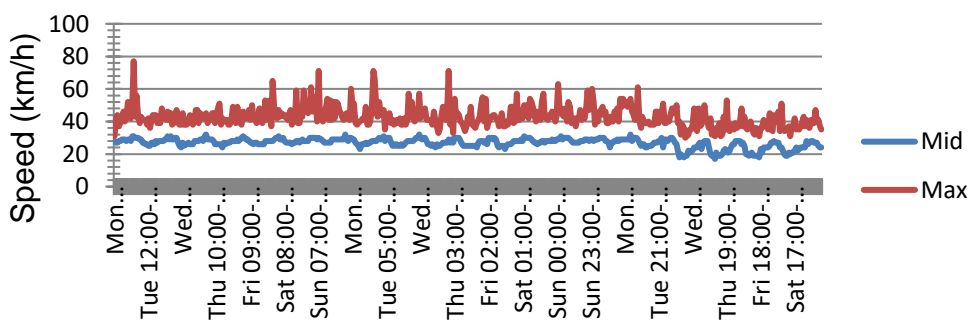
**185.2 Traffic schemes (if any)**

None to report.

**185.3 Speed indicator device (SID) updates and any data**

Cllr Fletcher had circulated the following data to councillors prior to the meeting. It was noted that the SID device had been relocated to a new position on Low Lane; however, there does not appear to be any significant change in speeding issues. The situation will continue to be monitored.

Sequence Average and Maximum speed



<b>Evaluation time</b>		21 April 2025,13:00 - 11 May 2025,12:00				
<b>Speed limit</b>	50 km/h	<b>Values</b>	<b>Vehicles</b>	<b>Vd[km/h]</b>	<b>Vmax[km/h]</b>	<b>V85 [km/h]</b>
<b>Speed violations</b>	0.04 %	261352	28874	27	77	31
<b>ADT</b>	1447					
<b>AYT</b>	528155					
<b>Evaluation direction</b>	Arriving					

**PLT/24.186 Leeds Bradford Airport (LBA)**

To consider the following and agree any necessary action:

**186.1 Leeds Bradford Airport Consultative Committee.**

It was noted that Leeds Bradford Airport (LBA) is preparing a 2025 Time Capsule to celebrate the £100 million transformation of the airport and the opening of Phase One this summer. LBA has invited partners to contribute to the project.

It was **resolved** that the Town Council would like to include a piece of artwork created during the 2024 Walk of Art as its contribution.

**186.2 Leeds Bradford Airspace Change – to receive and note updates (if any)**

No update.

**186.3 Any other matters relating to LBA.**

The Clerk reported that she has not yet received confirmation regarding when councillors will be able to visit the new terminal and will chase this.

**PLT/24.187 Neighbourhood Plan.**

**To consider any updates and agree any necessary action including:**

**187.1 To consider and agree the approach by which the committee will review and assess community actions in relation to progress made toward agreed objectives**

**Resolved** that Cllr Goulden and the Clerk will review the PL&T Committee's specific community actions and report back at the next meeting.

**187.2 To consider specific community actions including items:**

- **Lobby LCC re Article 4 Direction extension**
- **Restrictions on charity shops, betting shops & hairdressers**

**Resolved** that Cllr Goulden will engage with LCC and the City Councillors to investigate the feasibility of the two identified actions and report back to the committee.

**PLT/24.188 Leeds City Council Core Strategy and Site Allocation Plan**

**To consider any updates and agree any necessary action.**

**Resolved** that the Clerk will contact I. Mackay at LCC to follow up on a recent email sent by the Clerk and to enquire whether there are any updates regarding the site allocations.

**PLT/24.189 To consider correspondence received and agree any necessary action:**

**189.1 To consider correspondence received regarding concerns raised about certain businesses operating in Horsforth**

Councillors considered the concerns raised and noted that the Town Council has limited powers in relation to the issues highlighted. However, it was acknowledged that the Neighbourhood Plan Working Group and the Planning, Licensing & Transport Committee are currently investigating restrictions on betting shops, charity shops, and hairdressers as part of the community actions within the existing Neighbourhood Plan, which is currently under review.

It was further noted that some of the concerns fall under the remit of the Police and Trading Standards, and the Clerk will advise contacting these authorities in the response.

**189.2 To consider an enquiry about a Car Club vehicle in Fink Hill car park**

Councillors considered a suggestion for a Car Club vehicle to be located in Fink Hill Car Park. It was noted that the land is owned by LCC, and the Clerk had referred the enquiry to a City Councillor, who subsequently forwarded it to LCC Parking Services.

Councillors suggested that the Clerk respond to the resident, advising them to raise the suggestion during the next consultation phase of the Neighbourhood Plan.

**PLT/24.190 Matters for information**

No further matters were raised.

**PLT/24.191 Items for future agenda**

- Outcome of community actions review
- Update on item PLT/24.187.2

**PLT/24.192 Date of the next meeting**

**Next meeting of the Committee: 12<sup>th</sup> June 2025**

**Deadline for agenda items: 2<sup>nd</sup> June 2025**

The meeting date was noted.

The meeting concluded at 8.10pm

*Distribution: Cllrs R Hardcastle, D Brosnan, M Fletcher, G Garvani, A Goulden, E Hyndes*

**Appendix 1 - Minute No. PLT/24.181.2 – comments on new planning applications**

Reference	Address	Proposal	HTC Response
<a href="#">25/02079/FU/NW</a>	28 Knoll Wood Park Horsforth Leeds	Demolition of single storey front extension; Conversion of existing bungalow to a two storey dwellinghouse, incorporating two storey side/rear extension; amendments to fenestration including new doors to rear; associated landscaping including hardstanding to front to form enlarged driveway; new material finish	Horsforth Town Council objects to this application on the grounds that the proposed conversion would dominate neighbouring properties and is a substantial increase to the building envelope.
<a href="#">25/02599/FU/NW</a>	9 Hall Park Close Horsforth Leeds	Raising of roof height and dormer windows to each side to form first floor; Bi-fold doors and additional window to side/ground floor	Horsforth Town Council neither supports nor objects to this application, but wishes to note concerns regarding the size of the proposed dormers, the potential for overlooking neighbouring properties, and that the design may be visually out of keeping with the roofs of neighbouring properties.
<a href="#">25/02398/FU/NW</a>	2 Troy Road Horsforth Leeds	Two storey rear extension	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/02524/FU/NW</a>	2 Oliver Hill Horsforth Leeds	Retrospective application for demolition of garage and removal of existing terraced area to rear; new raised terrace area with steps to rear; creation of new first floor level; one new window at ground floor level	Horsforth Town Council objects to this application on the grounds of the height and mass of the proposed building. Horsforth Town Council would like to comment to note that the style of property is not in-keeping with the style of the surrounding buildings.
<a href="#">25/01970/FU/NW</a>	36 Sussex Avenue Horsforth Leeds	One detached dwelling	Horsforth Town Council objects to this application on the grounds that the proposed dwelling is too large for the available space on the boundary and is positioned too close to the neighbouring property.



## Horsforth Town Council

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2 Church Road  
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[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – **0113 258 0988**

### Community and Environment Committee Extraordinary Meeting Minutes Thursday 13<sup>th</sup> May 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

**Present: In Chair** – Cllr Cousins (Chair)

E Bromley, S Dowling (substitute), M. Fletcher, G Garvani (substitute), C. Gillinder, T Stones

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

#### **CE/24.74 Introduction from Chair**

Cllr Cousins welcomed all to the meeting.

#### **CE/24.75 To accept apologies and the reason for absence**

Apologies were received from Cllr Gains, Cllr Hyndes, Cllr Richards, Cllr Wishart and reasons were approved.

#### **CE/24.76 Declaration of Disclosable Pecuniary and other Interests**

None declared.

#### **CE/24.77 To consider questions and comments from members of the public at the Chairman's discretion**

No members of public were present.

#### **CE/24.78 Grant/Sponsorship**

##### **24.78.1 To review the Grant and Sponsorship Policy and agree any action**

**Resolved** to recommend to Full Council an amendment to the Grant and Sponsorship Policy, stating that funds awarded will not be released until the Town Council has received copies of the invoices from the organisation applying for the grant. This measure is intended to promote transparency and ensure that the Council only funds the actual costs incurred by the group for the approved project. Additionally, it was agreed that the application form will be updated to include an additional question asking whether the organisation is a subsidiary or secondary organisation of another body.

#### **CE/24.79 To consider matters requested by Councillors/Clerk and agree any necessary action:**

##### **24.79.1 To consider and agree on an increase to the festive lights budget, and to determine which budget heading the funds should be transferred from**

It was noted that the cost of festive lights has increased, and councillors considered various ways to reduce expenditure.

**Resolved** to discontinue the order of the star decorations installed at the Museum, enquire whether a local pub would be willing to contribute funding towards one of the Christmas trees and transfer £1,000 from the Horsforth Matters budget.

#### **CE/24.80 Date of the next Meeting**

**Next meeting of the Committee: 5<sup>th</sup> June 2025**

**Deadline for agenda items: 26<sup>th</sup> May 2025**

The meeting dates were noted.

Meeting closed at 7.23pm

*Distribution: B Cousins, E Bromley, M Fletcher, F Gains, C Gillinder,  
E Hyndes, E Richards, T Stones, A Wishart*



## Horsforth Town Council

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Staffing and Employment Minutes  
Thursday 15<sup>th</sup> May 2025 at 6.15pm  
Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

**Present: In Chair** – Cllr J Garvani (Chair)  
Cllr E Bromley, Cllr E Hyndes (Substitute), Cllr G Garvani (Substitute)

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

### **SE/24.33 Introduction from the Chair**

Cllr J Garvani welcomed all to the meeting.

### **SE/24.34 To receive apologies and consider reasons for absence**

Apologies were received from Cllr Hardcastle, Cllr Dowling, Cllr Gains and reasons were approved.

### **SE/24.35 Declaration of Disclosable Pecuniary and other Interests**

None declared.

### **SE/24.36 To consider questions and comments from members of the public at the Chairman's discretion.**

No members of public were present.

### **SE/24.37 Minutes of the previous meeting**

**Resolved** to approve the minutes of the Staffing and Employment Committee meeting held on 19<sup>th</sup> March 2025 as a true and accurate record.

### **SE/24.38 Exclusion of press and public**

**Resolved** to exclude members of the public under the Local Government (Admissions to Meetings) Act 1960 due to the business to be transacted being considered at item SE/24.39.1 as prejudicial to the public interest.

### **SE/24.39 To receive an update about staffing matters and agree any necessary action including:**

#### **24.39.1 To receive an update about the Admin Assistant**

The Clerk provided councillors with an update about the Admin Assistant and arrangements were agreed.

#### **24.39.2 To consider annual leave for staff members**

The staff members current annual leave and TOIL were noted. Cllrs discussed the Admin Assistants annual leave that was carried over and **resolved** to make a recommendation to Full Council.

#### **24.39.3 To consider any other staffing matters**

The Clerk provided an update on the upcoming work placement scheduled for June, informing councillors that she had completed the risk assessment and outlined the tasks she has set aside in preparation.

**SE/24.40 To confirm the date of the next meeting**

**Resolved** that the Clerk will arrange a meeting at the end of April.

Meeting closed at 6.34pm.

*Distribution: E. Bromley, S. Dowling, F. Gains, J. Garvani, S. Gomersall, R. Hardcastle,*

DRAFT



Horsforth Town Council  
Bank Reconciliation as at 31.03.2025  
Prepared by Becky Crabtree 01.05.2025

At next y/end  
S / L term

Balance per bank statements as at 31.03.2025

Current Account	Virgin Money (per stmt 31.03.2025)	89,757.28	Short term
	Unity Trust Bank (per Stmt 31.03.2025)	117,275.33	Short term
	Nationwide Building Society (Per stmt 31.03.2025)	89,378.91	Short term
	Lloyds (per stmt 31.03.2025)	0.00	Short term

Term deposit accounts

---

296,411.52

Add uncredited receipts

0.00

Less unpresented cheques

0.00

0.00

Net Balances as at 31.03.2025

296,411.52

Cash book

Opening balances as at 01.04.2024

303,284.01

Add cash book receipts

175,600.14

Less cash book payments

182,472.63

Closing cash book balance as at 31.03.2025

296,411.52

Difference 0.00



Horsforth Town Council  
Annual Budget and Expenditure 2024-2025 without provisions  
Updated 19.05.2025

		Annual Budget		Income & Expenditure		Budget Remaining	
		2024-2025		As At 31.03.2025		As At 31.03.2025	
		£	£	£	£	£	£
<b>INCOME</b>							
	Precept	144,900		144,900		0	
	Council Tax Support Grant	5,174		5,174		0	
	Bank Interest Received	2,760		4,489			
	Donations			1,000			
	CIL						
	Other			1,400			
	<b>Premises</b>						
	Museum rent	1		0		0	
	Grants	5,000		0		0	
	Donations	10,000		0		0	
	<b>TOTAL INCOME</b>		<b>167,835</b>		<b>156,963</b>		<b>0</b>
<b>EXPENDITURE</b>							
	<b>Community &amp; Environment</b>						
	Grants & Sponsorship	4,000		2,000		2,000	
	Award Scheme	200		195		5	
	Civic Service	100		100		0	
	Horsforth Gala	100		0		100	
	Remembrance Service	1,000		1,070		-70	
	Annual Town Meeting	0		0		0	
	Horsforth Matters	2,000		1,155		845	
	Band Concerts	990		990		0	
	Special Events and Projects (Annual Eve	1,500		1,163		337	
	Christmas Motifs, Lights & Trees	17,000		16,066		934	
	Christmas Switch On Event	4,500		4,452		48	
	HTC Floral Displays - Installation & Wat	5,800		5,179		621	
	Community Watering - HIB & Fairtrade	4,200		4,200		0	
	Garden Maintenance	1,000		660		340	
			<b>42,390</b>		<b>37,230</b>		<b>5,160</b>
	<b>Planning, Licensing &amp; Traffic</b>		<b>500</b>		<b>0</b>		<b>500</b>
	<b>Salaries</b>						
	Office Staff	69,363		68,835		528	
	Premises Staff	7,500				7,500	
	Recruitment	100				100	
			<b>76,963</b>		<b>68,835</b>		<b>8,128</b>
	<b>Office</b>						
	Office Equipment & Photocopier Lease	400		321		79	
	IT Support	1,400		1,320		80	
	Stationery & Printing	900		750		150	
	Postage	25		0		25	
	Telephone and Broadband	1,500		853		647	
	Subscriptions	2,450		2,475		-25	
	Audit, Accounts & Data Protection	2,000		1,439		561	
	Miscellaneous, Quality Council & Recru	750		170		580	
	Bank Charges	150		162		-12	
	Chairman's Allowance	100		6		94	
	Meeting Expenses & Refreshments	100		26		74	
	Room Hire	500		369		131	
	Legal & Professional Fees	2,500		180		2,320	
	Email and website	800		823		-23	
	Clock Maintenance	500		312		188	
	Defibrillator Maintenance	2,000		420		1,580	
	Combined Insurance	2,500		2,073		427	
			<b>18,575</b>		<b>11,699</b>		<b>6,876</b>
	<b>Training</b>						
	Staff Training	1,000		221		779	
	Councillor Training	1,000		808		192	

			2,000		1,029		971
	<b>Election</b>		12,500		0		12,500
	<b>Premises</b>						
	Utilities and Services	13,500		8,605		4,895	
	Cleaning and caretaking	2,500		41		2,459	
	Maintenance and Statutory Checks	13,150		1,253		11,897	
	Sundry Expenditure	19,561		9,810		9,751	
			48,711		19,709		29,002
	<b>TOTAL EXPENDITURE</b>		201,639		138,502		63,137
	<b>SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE</b>		-33,804		18,461		

Horsforth Town Council  
Annual Budget and Expenditure 2024-2025 without provisions  
Designated Funds

		As At 31.03.2025	
		£	£
<b>DESIGNATED FUNDS</b>			
<b>NEIGHBOURHOOD PLAN</b>			
	<b>Balance B/F 01.04.2024</b>	3,243	
	Income	0	
	Expenditure	100	
	Transfer of funds	0	
	<b>Balance C/F 31.03.2025</b>		3,143
<b>3 &amp; 5 THE GREEN - REFURBISHMENT</b>			
	<b>Balance B/F 01.04.2024</b>	53,068	
	Income	0	
	Expenditure	6,046	
	Transfer of Decrease DF for 2024-2025 to General	4,106	
	<b>Balance C/F 31.03.2025</b>		42,916
<b>THE MUSUEM</b>			
	<b>Balance B/F 01.04.2024</b>	5,000	
	Income	0	
	Expenditure	845	
	Transfer of funds	0	
	<b>Balance C/F 31.03.2025</b>		4,155
<b>No.3 PHASE 2 RENOVATION</b>			
	<b>Balance B/F 01.04.2024</b>	80,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	<b>Balance C/F 31.03.2025</b>		80,000
<b>CONTINGENCY FOR PREMISES REPAIRS</b>			
	<b>Balance B/F 01.04.2024</b>	5,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	<b>Balance C/F 31.03.2025</b>		5,000
<b>3 &amp; 5 THE GREEN - PRE-ACQUISITION COSTS</b>			
	<b>Balance B/F 01.04.2024</b>	1,166	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	<b>Balance C/F 31.03.2025</b>		1,166

<b>MECHANICS INSTITUTE</b>			
	<b>Balance B/F 01.04.2024</b>		<b>4,500</b>
	Income		0
	Expenditure		
	Transfer of Decrease DF for 2024-2025 to General	4,500	
	<b>Balance C/F 31.03.2025</b>		<b>0</b>
<b>TOTAL DESIGNATED FUNDS C/F</b>			<b>136,380</b>
<b>RESTRICTED FUNDS</b>			
<b>COMMUNITY INFRASTRUCTURE LEVY</b>			
	<b>Balance B/F 01.04.2024</b>		<b>72,949</b>
	Income	8,134	
	Expenditure	24,793	
	Transfer of funds	0	
	<b>Balance C/F 31.03.2025</b>		<b>56,290</b>
<b>3 &amp; 5 THE GREEN - PWLB</b>			
	<b>Balance B/F 01.04.2024</b>		<b>89,899</b>
	Income (Loan)	0	
	Expenditure (repayment)	0	
	Transfer of funds	0	
	<b>Balance C/F 31.03.2025</b>		<b>89,899</b>
<b>TOTAL RESTRICTED FUNDS C/F</b>			<b>146,189</b>

**RECONCILIATION TO CASH BOOK**

**CHECK TOTAL**

General income less expenditure	18,461
Designated Income	0
Designated expenditure	-6,991
Restricted fund income	8,134
Restricted fund expenditure	-24,793
<b>CASH BOOK TOTAL</b>	<b>-5,189</b>

**CASH BOOK TOTAL 2024-2025** -5,189.28  
**(CB Receipts less payments - per cash book)**

**Difference** 1

Horsforth Town Council  
Annual Budget and Expenditure 2024-2025 with provisions  
Updated 05.03.2025

		Annual Budget		Income & Expenditure		Budget Remaining	
		2024-2025		As At 31.03.2025		As At 31.03.2025	
		£	£	£	£	£	£
<b>INCOME</b>							
	Precept	144,900		144,900		0	
	Council Tax Support Grant	5,174		5,174		0	
	Bank Interest Received	2,760		4,489			
	Donations			1,000			
	CIL						
	Other			1,639			
	<b>Premises</b>						
	Museum rent	1		0		0	
	Grants	5,000		0		0	
	Donations	10,000		0		0	
<b>TOTAL INCOME</b>			<b>167,835</b>		<b>157,202</b>		<b>0</b>
<b>EXPENDITURE</b>							
	<b>Community &amp; Environment</b>						
	Grants & Sponsorship	4,000		2,000		2,000	
	Award Scheme	200		195		5	
	Civic Service	100		100		0	
	Horsforth Gala	100		0		100	
	Remembrance Service	1,000		1,070		-70	
	Annual Town Meeting	0		0		0	
	Horsforth Matters	2,000		1,155		845	
	Band Concerts	990		990		0	
	Special Events and Projects (Annual E	1,500		1,237		263	
	Christmas Motifs, Lights & Trees	17,000		16,066		934	
	Christmas Switch On Event	4,500		4,452		48	
	HTC Floral Displays - Installation & W	5,800		5,179		621	
	Community Watering - HIB & Fairtrac	4,200		4,200		0	
	Garden Maintenance	1,000		720		280	
			<b>42,390</b>		<b>37,364</b>		<b>5,026</b>
	<b>Planning, Licensing &amp; Traffic</b>		<b>500</b>		<b>0</b>		<b>500</b>
	<b>Salaries</b>						
	Office Staff	69,363		68,835		528	
	Premises Staff	7,500				7,500	
	Recruitment	100				100	
			<b>76,963</b>		<b>68,835</b>		<b>8,128</b>
	<b>Office</b>						
	Office Equipment & Photocopier Leas	400		321		79	
	IT Support	1,400		1,425		-25	
	Stationery & Printing	900		808		92	
	Postage	25		0		25	
	Telephone and Broadband	1,500		863		637	
	Subscriptions	2,450		2,475		-25	
	Audit, Accounts & Data Protection	2,000		1,577		423	
	Miscellaneous, Quality Council & Rec	750		170		580	
	Bank Charges	150		168		-18	
	Chairman's Allowance	100		6		94	
	Meeting Expenses & Refreshments	100		26		74	
	Room Hire	500		369		131	
	Legal & Professional Fees	2,500		180		2,320	
	Email and website	800		838		-38	
	Clock Maintenance	500		312		188	
	Defibrillator Maintenance	2,000		420		1,580	
	Combined Insurance	2,500		2,073		427	
			<b>18,575</b>		<b>12,031</b>		<b>6,544</b>
	<b>Training</b>						
	Staff Training	1,000		221		779	
	Councillor Training	1,000		808		192	
			<b>2,000</b>		<b>1,029</b>		<b>971</b>
	<b>Election</b>		<b>12,500</b>		<b>0</b>		<b>12,500</b>

	<b>Premises</b>								
		Utilities and Services	13,500		8,227			5,273	
		Cleaning and caretaking	2,500		41			2,459	
		Maintenance and Statutory Checks	13,150		1,253			11,897	
		Sundry Expenditure	19,561		9,785			9,776	
				48,711			19,306		29,405
	<b>TOTAL EXPENDITURE</b>			201,639			138,566		63,073
	<b>SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE</b>			-33,804			18,637		

Horsforth Town Council  
Annual Budget and Expenditure 2024-2025 with provisions  
Designated Funds

		As At 31.03.2025	
		£	£
<b>DESIGNATED FUNDS</b>			
<b>NEIGHBOURHOOD PLAN</b>			
	<b>Balance B/F 01.04.2024</b>	3,243	
	Income	0	
	Expenditure	100	
	Transfer of funds	0	
	<b>Balance C/F 31.03.2025</b>		3,143
<b>3 &amp; 5 THE GREEN - REFURBISHMENT</b>			
	<b>Balance B/F 01.04.2024</b>	53,068	
	Income	0	
	Expenditure	6,192	
	Transfer of funds	Decrease DF for 2024-2025 to Gener	4,106
	<b>Balance C/F 31.03.2025</b>		42,770
<b>THE MUSUEM</b>			
	<b>Balance B/F 01.04.2024</b>	5,000	
	Income	0	
	Expenditure	845	
	Transfer of funds	0	
	<b>Balance C/F 31.03.2025</b>		4,155
<b>No.3 PHASE 2 RENOVATION</b>			
	<b>Balance B/F 01.04.2024</b>	80,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	<b>Balance C/F 31.03.2025</b>		80,000
<b>CONTINGENCY FOR PREMISES REPAIRS</b>			
	<b>Balance B/F 01.04.2024</b>	5,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	<b>Balance C/F 31.03.2025</b>		5,000
<b>3 &amp; 5 THE GREEN - PRE-ACQUISITION COSTS</b>			
	<b>Balance B/F 01.04.2024</b>	1,166	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	<b>Balance C/F 31.03.2025</b>		1,166
<b>MECHANICS INSTITUTE</b>			
	<b>Balance B/F 01.04.2024</b>	4,500	
	Income	0	
	Expenditure		
	Transfer of funds	Decrease DF for 2024-2025 to Gener	4,500
	<b>Balance C/F 31.03.2025</b>		0
	<b>TOTAL DESIGNATED FUNDS C/F</b>		136,234

<b>RESTRICTED FUNDS</b>			
<b>COMMUNITY INFRASTRUCTURE LEVY</b>			
	<b>Balance B/F 01.04.2024</b>	<b>72,949</b>	
	Income	8,134	
	Expenditure	24,793	
	Transfer of funds	0	
	<b>Balance C/F 31.03.2025</b>		<b>56,290</b>
<b>3 &amp; 5 THE GREEN - PWLB</b>			
	<b>Balance B/F 01.04.2024</b>	<b>89,899</b>	
	Income (Loan)	0	
	Expenditure (repayment)	0	
	Transfer of funds	0	
	<b>Balance C/F 31.03.2025</b>		<b>89,899</b>
<b>TOTAL RESTRICTED FUNDS C/F</b>			<b>146,189</b>

**RECONCILIATION TO CASH BOOK**

**CHECK TOTAL**

General income less expenditure	18,637
Designated Income	0
Designated expenditure	-7,137
Restricted fund income	8,134
Restricted fund expenditure	-24,793
<b>CASH BOOK TOTAL</b>	<b>-5,159</b>

**CASH BOOK TOTAL 2024-2025** -5,189.28  
**(CB Receipts less payments - per cash book)**

**Difference** 30

in budget figures	<b>Provisions 2025</b>	
ADD	Creditors	-598
ADD	Accruals	-2,459
MINUS	Prepayments	1,418
	Debtors	239
	<b>Reverse Prepayments 2024</b>	
ADD	Vision ICT	-755
	<b>Reverse Accruals 2024</b>	
Minus	Loan interest	2,185
	Utilities	
	LCC- CIL	
	<b>REVERSE Creditors 2024</b>	
	<b>TOTAL ADJUSTMENTS</b>	<b>30</b>





## **Internal Audit Review May 2025**

**Covering Dates for Audit Trail testing between:  
October 2024 – March 2025  
Plus Year End AGAR & Governance**

Provided by: Account-ant Yorkshire Limited  
For: RFO & Clerk, Rebecca Crabtree  
Date Issued: 19<sup>th</sup> May 2025

Where information resulting from investigation and/or audit work is made public or is provided to a third party by the client or by Account-ant Yorkshire Limited then this must be done on the understanding that any third party will rely on the information at its own risk. Account-ant Yorkshire Limited will not owe a duty of care or assume any responsibility towards anyone other than the client in relation to the information supplied. Equally, no third party may assert any rights or bring any claims against Account-ant Yorkshire Limited in connection with the information. Where information is provided to a named third party, the third party will keep the information confidential.

## Introduction & Scope

- I. Local councils in England must complete an Annual Governance and Accountability Return (AGAR) which includes an Annual Governance Statement, Accounting Statements, and an Annual Internal Audit report.
- II. Proper practices for Town Councils and the preparation of the AGAR is included in Joint Panel on Accountability & Governance (Practitioner's Guide) March 2025. A copy of which can be found on [nalc.gov.uk](http://nalc.gov.uk)
- III. Internal Audit is a key component of the council's system of internal control. The purpose of internal audit is to review and report to the council whether its systems of financial and other internal controls and procedures are effective.
- IV. As part of the AGAR, the council's internal auditor, acting independently and on the basis of an assessment of risk, carries out assessments of compliance with relevant procedures and controls in operation throughout the financial year.
- V. Our work with Horsforth Town Council commenced on 17th October 2023 with the onsite attendance for an Interim Internal Audit.
- VI. The Current period covered is relating to the year 24/25 Audit
- VII. All aspects of internal audit were covered.

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## About Account-ant Yorkshire Limited

Horsforth Town Council has appointed Account-ant Yorkshire Limited with the view to complete Interim and Year End Internal Audits for the Council.

Account-ant Yorkshire Limited is an Accountancy Practice owned and run by Rachel Pearson who is a CIMA Qualified Management Accountant and Member in Practice. She has been fully qualified for over 10 years and been in a finance role for over 20 years.

Rachel started of Town and Parish Council Audits in 2018 and knowledge and experience in the subsequent years.

The Auditor for the period April 2024 to March 2025 is Rachel Pearson ACMA (MiP)

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## Summary

I have reviewed a wide range of documentation including documentation provided by the Clerk as well as the Town Council website.

My initial contact with Horsforth Town Council was a telephone call with Rebecca Crabtree, subsequent communication has been via email.

The Council has been open and clear with regards any queries I have made. The team have been thorough and knowledgeable when met with queries.

Having reviewed the Council, I believe they are at a High standard whilst there is always room for continuous improvement even in a High standard Town Council.

Where information resulting from investigation and/or audit work is made public or is provided to a third party by the client or by Account-ant Yorkshire Limited then this must be done on the understanding that any third party will rely on the information at its own risk. Account-ant Yorkshire Limited will not owe a duty of care or assume any responsibility towards anyone other than the client in relation to the information supplied. Equally, no third party may assert any rights or bring any claims against Account-ant Yorkshire Limited in connection with the information. Where information is provided to a named third party, the third party will keep the information confidential.

## Findings

### Proper Bookkeeping

Horsforth Town Council use a spreadsheet system to record all its financial transactions. Monthly Reconciliations are undertaken and subsequently presented to the Finance and General Purpose Committee before being presented to Full Council at their bi-monthly meeting.

### Standing Orders and Financial Regulations

Standing orders and Financial Regulations were agreed at Full Council in May 2024. These documents are reviewed yearly.

Both are easily accessible on the website:

Financial Regulations:

[https://www.horsforthtowncouncil.gov.uk/\\_UserFiles/Files/Financial%20Regulations%202024%20NEW%20MODEL.pdf](https://www.horsforthtowncouncil.gov.uk/_UserFiles/Files/Financial%20Regulations%202024%20NEW%20MODEL.pdf)

Standing Orders:

[https://www.horsforthtowncouncil.gov.uk/\\_UserFiles/Files/Standing%20Orders%202024.pdf](https://www.horsforthtowncouncil.gov.uk/_UserFiles/Files/Standing%20Orders%202024.pdf)

### Documentation Readoption at Full Council

Along with the Standing Orders and Financial Regulations several policies were readopted without amendment during Annual Meeting in May 2024. These were listed in our Interim Report.

### Payment Controls

#### Staffing

The Finance department comprises of the Clerk/RFO and one member of Admin. Each employee has an up to date job description and has been appointed with specific duties.

Where information resulting from investigation and/or audit work is made public or is provided to a third party by the client or by Account-ant Yorkshire Limited then this must be done on the understanding that any third party will rely on the information at its own risk. Account-ant Yorkshire Limited will not owe a duty of care or assume any responsibility towards anyone other than the client in relation to the information supplied. Equally, no third party may assert any rights or bring any claims against Account-ant Yorkshire Limited in connection with the information. Where information is provided to a named third party, the third party will keep the information confidential.

### Purchases above De Minimus

The Financial Regulations state that any contract over £5,000 will require 3 quotes to be obtained by the Clerk/RFO and for any amount over £1,500 they shall strive to receive 3 quotes.

3 items were over the De Minimus level but due to their nature they did not require 3 quotes.

### Banking

The council's main bank is Unity. Dual Authorisation for online banking is in place. There are 4 signatories and 2 are required for release of payment.

The Council has 3 other bank accounts at the time of writing this report. Virgin, Nationwide & Lloyds along with a Credit Card. Lloyds has a zero balance.

### Sample Review

The Auditor reviewed a sample of purchase and sales invoices. All items were found to have an audit trail and were authorised. A list of payments is provided to Full Council at each meeting where payments are agreed.

### VAT reporting

VAT has been reported and reclaimed correctly once per year. The council uses MTD reporting to provide the information to HMRC.

### S137 Expenditure

The Council has been granted "General Power of Competence" to process such items through the P&L as the Clerk is CILCA Qualified.

The number of Electors has not been queried during this Audit but will be requested at year end.

As the Council has General Power of Competence they cannot use the S137 Powers.

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## Risk Management Arrangements

### Risk Assessments

Risk Assessment document seen was reviewed by Council in May 2024. It is to be tabled again in September 2025. We note items of ongoing work on the risk assessment.

### Unusual Financial Activity

The minutes and accounts have been reviewed for unusual financial activity and none has been identified.

### Insurance Cover

The council has a Local Councils Policy in place. As part of Audit we have reviewed its relevancy and have noted an independent review of the insurance as occurred during the year.

### Internal Controls

The detailed internal controls are as per stated in the Statement of Internal Controls. However, they are provided below for ease of reference.

The Town Council carries out the following checks annually with 2 councillors doing each check.

- Internal Control Check

The Council will carry out an internal control check at least once each year. The internal control check will be in accordance with the Internal Audit Testing document at Appendix 1 (“Internal Audit Testing”). This document is based on Appendix 9 of Governance and Accountability for Local Councils, A Practitioners Guide (England) 2014.

Where information resulting from investigation and/or audit work is made public or is provided to a third party by the client or by Account-ant Yorkshire Limited then this must be done on the understanding that any third party will rely on the information at its own risk. Account-ant Yorkshire Limited will not owe a duty of care or assume any responsibility towards anyone other than the client in relation to the information supplied. Equally, no third party may assert any rights or bring any claims against Account-ant Yorkshire Limited in connection with the information. Where information is provided to a named third party, the third party will keep the information confidential.

- Review of Internal Audit

The Council will each year carry out a review of the effectiveness of its overall internal audit arrangements.

- Risk Management Review

The Council carries out a review of the risks highlighted in the Risk Assessment.

We note from the meeting minutes discussion of the above.

### Investments

The Council does not have any investments

### GDPR

The GDPR policy forms part of the Privacy Policy and is appropriate

## **Budgetary Controls**

### Budget Preparation

Each year the Council undertakes an extensive budget process. The process begins with a draft being prepared based on last year's budget along with known projects and uplifts being given to committee members. Changes are made based the reviews before a final version being approved by the Finance and General Purpose Committee and subsequently presented to Full Council in January

Only once the budget is agreed Full Council will the precept be requested from Leeds City Council.

We have seen evidence of the process in the meeting minutes during the second half of the financial year.

Where information resulting from investigation and/or audit work is made public or is provided to a third party by the client or by Account-ant Yorkshire Limited then this must be done on the understanding that any third party will rely on the information at its own risk. Account-ant Yorkshire Limited will not owe a duty of care or assume any responsibility towards anyone other than the client in relation to the information supplied. Equally, no third party may assert any rights or bring any claims against Account-ant Yorkshire Limited in connection with the information. Where information is provided to a named third party, the third party will keep the information confidential.



## Budget Reviews

The budget is reviewed in the Finance and General Purposes Committee month and is also provided to Full Council. We can see evidence of this within the meeting minutes

## Budget Variances

Variances to budget are reported to the Finance and General Purposes Committee at each meeting. The remaining funds are in order, and we are pleased to see them regularly discussed by Council.

The standard explanation of variances

## **Income Controls**

### Precept

The precept reviewed matches the request sent to Leeds City Council. Leeds does not provide a notification.

### Cash and Near Cash Security

The Council no longer holds petty cash.

### Credit Card

There is a credit card which is used for petty expenses. Credit Card is kept by the Clerk. The Council account for the Credit Card in the cashbook rather than separately which means as part of our sample request some of the items chosen have been paid on the credit card.

## **Payroll Controls**

### Staffing

All members of staff have current job descriptions and terms and conditions. The council also has an annual appraisal process.

Where information resulting from investigation and/or audit work is made public or is provided to a third party by the client or by Account-ant Yorkshire Limited then this must be done on the understanding that any third party will rely on the information at its own risk. Account-ant Yorkshire Limited will not owe a duty of care or assume any responsibility towards anyone other than the client in relation to the information supplied. Equally, no third party may assert any rights or bring any claims against Account-ant Yorkshire Limited in connection with the information. Where information is provided to a named third party, the third party will keep the information confidential.

### Payroll Processing

Payroll is processed by a third party supplier. The payroll was tested at random and found to be correctly processed.

### Expenses

No expenses were observed as part of the sample testing

### Approval of salaries and increments

The Council adopts NJC terms and conditions. NJC increases are budgeted and reported to Council. During the Interim Audit period this was not updated. It is usually updated later in the financial year

### Minimum Wage Threshold Met

All members of staff are paid above the National Living Wage

### HR Procedures and policies adopted

The Council has HR Policies in place. They are available on the website to review. HR is managed internally

### Training Policy and record for staff and elected members

There is a statement of Intent within the Policies section of the website which states the requirements of the Council.

We have reviewed the Training Log.

### Qualified Clerk

The Clerk, Rebecca Crabtree is CILCA qualified.

### Annual Staff Appraisals

Where information resulting from investigation and/or audit work is made public or is provided to a third party by the client or by Account-ant Yorkshire Limited then this must be done on the understanding that any third party will rely on the information at its own risk. Account-ant Yorkshire Limited will not owe a duty of care or assume any responsibility towards anyone other than the client in relation to the information supplied. Equally, no third party may assert any rights or bring any claims against Account-ant Yorkshire Limited in connection with the information. Where information is provided to a named third party, the third party will keep the information confidential.

Appraisals are undertaken.

### H&S review of Staff Workstations and PC equipment

H&S for workstations are completed at the start of employment or when changes of health occur such as pregnancy.

## **Asset Control**

### Register

The asset register is present and up to date.

### Insurance

The insurance of assets is covered under the Council Commercial Combined Policy and appears to be sufficient. It has also recently been checked as part of the Internal Controls.

## **Bank Reconciliations**

Bank reconciliations are present for all accounts.

## **Grants - Income**

The Council keeps a reconciliation of Grant income vs expenditure. This will form part of the year end checks

## **Grants - Expenditure**

The Council keeps a reconciliation of Grant income vs expenditure. This will form part of the year end checks

## **Accounting Principles**

The Council are operating as Income and Expenditure.

Where information resulting from investigation and/or audit work is made public or is provided to a third party by the client or by Account-ant Yorkshire Limited then this must be done on the understanding that any third party will rely on the information at its own risk. Account-ant Yorkshire Limited will not owe a duty of care or assume any responsibility towards anyone other than the client in relation to the information supplied. Equally, no third party may assert any rights or bring any claims against Account-ant Yorkshire Limited in connection with the information. Where information is provided to a named third party, the third party will keep the information confidential.

## **Accruals & Prepayments**

Accruals and Prepayments are minimal and in order.

## **Debtors & Creditors**

Debtors and Creditors are minimal and in order.

## **Allotments**

The Council does not have allotments

## **Facilities Management**

The Council does not currently manage facilities as it is waiting for a Licence of Alterations from Leeds City Council. The Council expects to be able to fully utilities facilities from January 2025 onwards.

## **Reserves**

The Council has a policy for Reserves which was signed reviewed May 2024 with review noted for 12 months later.

The Council sets out to have 33% in general reserves.

The 2025 JPAG states the Council is required to have 3 months of net expenditure in Earmarked reserves. The Council's policy is in line with the JPAG requirement.

## **Monies in Bank**

This comment remains relevant to the 2024/25 Audit but was written in the 23/24 report:

The Auditor notes the Unity Account has more than £85,000 throughout the year.

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Based on your expenditure on your AGAR for 23.24, your monthly expenditure is approximately £15,000, therefore I would expect to see approx. £45,000 in an easy access account with the excess in a high interest bearing account.

The Auditor understand this may be due to the work ongoing on premises.

We note the opening of the Lloyds Account in August and the indication of FCSC protection being discussed

## **Year End & AGAR**

The Year End workings and Accounts are accurate. The explanation of variances have only one requirement for further explanation.

Where information resulting from investigation and/or audit work is made public or is provided to a third party by the client or by Account-ant Yorkshire Limited then this must be done on the understanding that any third party will rely on the information at its own risk. Account-ant Yorkshire Limited will not owe a duty of care or assume any responsibility towards anyone other than the client in relation to the information supplied. Equally, no third party may assert any rights or bring any claims against Account-ant Yorkshire Limited in connection with the information. Where information is provided to a named third party, the third party will keep the information confidential.

## Other items of Note

The council is registered with the Information Commissioners Office under membership number: Z1831717 and expires in July 2025.

The council has sufficient security over information and uses Cloud Storage.

### Arrangement for inspection of public records

The is sufficient provision for the public inspection of records. The Policy for Public Inspection

### Memberships

The Council has many memberships in place to assist with the successful management of the Council and it's amenities.

YCLA – for advice regarding the running of the Council along with relevant training courses

SLCC. – advice and training for Clerks.

Where information resulting from investigation and/or audit work is made public or is provided to a third party by the client or by Account-ant Yorkshire Limited then this must be done on the understanding that any third party will rely on the information at its own risk. Account-ant Yorkshire Limited will not owe a duty of care or assume any responsibility towards anyone other than the client in relation to the information supplied. Equally, no third party may assert any rights or bring any claims against Account-ant Yorkshire Limited in connection with the information. Where information is provided to a named third party, the third party will keep the information confidential.

## Recommendations, Observations or Further information required.

- Reserves Policy – we note its existence and the comment “Any unspent funds in revenue budgets at the end of the financial year will be transferred to General Reserves for the beginning of the next financial year”. We would recommend putting some of the reserves into an interest bearing account.
- We have noticed dates on the cashbook correspond with the payment date rather than the invoice date. Whilst the year end has the correct Accruals, Prepayment, Creditors and Debtors information, the in year information needs to reflect Income and Expenditure accounting rules rather than receipts and payments. I have asked the Clerk if she would like me to give her some time on this subject.

Where information resulting from investigation and/or audit work is made public or is provided to a third party by the client or by Account-ant Yorkshire Limited then this must be done on the understanding that any third party will rely on the information at its own risk. Account-ant Yorkshire Limited will not owe a duty of care or assume any responsibility towards anyone other than the client in relation to the information supplied. Equally, no third party may assert any rights or bring any claims against Account-ant Yorkshire Limited in connection with the information. Where information is provided to a named third party, the third party will keep the information confidential.

# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2024/25

HORSFORTH TOWN COUNCIL

WWW.HORSFORTHTOWNCOUNCIL.GOV.UK WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

19/5/25 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

Account-ant Yorkshire Ltd.

Signature of person who carried out the internal audit

R. Pearson

Date

19/5/25.

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of ENTER NAME OF AUTHORITY

## 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

## 2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

## 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Horsforth Town Council					
Annual Governance and Accountability Return 2024-2025					
Explanation of Variances					
• variances of more than 15% between totals for individual boxes (except variances of less than £200);					
• Variances of £100,000 or more require explanation regardless of the % variation year on year;					
• a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2)					
Section 2	2023/2024	2024/2025	Variance	Variance	Detailed explanation of variance
	£	£	£	%	(with amounts £)
Box 1 Balances b/f	342,421	308,863			Balance b/f agrees with Box 7 c/f from last year
Box 2 Precept or rates and levies	126,035	144,900	18,865	14.97%	VARIANCE EXPLANATION NOT REQUIRED
Box 3 Total other receipts	13,548	20,437	6,889	50.85%	See detailed explanation below
Box 4 Staff costs	63,301	68,835	5,534	8.74%	VARIANCE EXPLANATION NOT REQUIRED
Box 5 Loan interest/capital repayments	9,786	9,785	-1	-0.01%	VARIANCE EXPLANATION NOT REQUIRED
Box 6 All other payments	100,054	92,233	-7,821	-7.82%	VARIANCE EXPLANATION NOT REQUIRED
Box 7 Balances c/f	308,863	303,347	-5,516		
Box 8 Total cash & short term investments	303,284	296,411	-6,873		
Box 9 Total fixed assets & long-term investments & assets	273,391	273,391	0	0.00%	VARIANCE EXPLANATION NOT REQUIRED
Box 10 Total borrowings	282,040	278,726	-3,314	-1.18%	VARIANCE EXPLANATION NOT REQUIRED
Explanation for 'high' reserves	(where Box 7 is more than twice Box 2) Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				
	<b>Earmarked reserves:</b>				
				3,143	Neighbourhood Plan
				42,770	3&5 The Green - refurbishment
				4,155	The Museum
				80,000	No. 3 Phase 2 Renovation
				5,000	Premises repairs
				1,166	3&5 The Green pre acquisition costs
				56,290	Community Infrastructure Levy
				89,899	3&5 The Green - PWLB monies
				282,423	
				20,924	<b>General reserve</b>
				303,347	<b>Total Reserves (must agree to Box 7)</b>
Horsforth Town Council					
Annual Governance and Accountability Return 2024-25					
Box 3: Total Other Receipts - explanation of variation					
	2023-24	2024-25	Difference		
Council Tax support g	4,927	£5,174	-247		
Community Infrastructure Levy	176	£8,134	-7,958		
Bank Interest received	4,257	£4,489	-232		
Grants/Sponsorship	1,195	£1,500	-305		
Museum - Electric usage		£240	-240		
Refunds	2,993	£900	2,093		
	13,548	£20,437	-6,889		
Reconciliation between boxes 7 & 8					303,347
<b>Box 7: Balances c/f</b>					
<b>Deduct:</b>					
				8,574	Debtors
				1,418	Prepayments
				9,993	<b>Total deductions</b>
<b>Add:</b>					
				598	Creditors
				2,459	Accruals
				3,057	<b>Total additions</b>
<b>Box 8: Total cash &amp; short term investments</b>					296,411

# HORSFORTH TOWN COUNCIL

## NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

### NOTICE

**1. Date of announcement: 3<sup>rd</sup> June 2025**

**2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.**

**Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:**

Becky Crabtree – Clerk  
Horsforth Town Council, The Stables, 2 Church Road, Horsforth, LS18 5LG  
Tel: 07526 567591  
Email: [admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk)

commencing on **4<sup>th</sup> June 2025** and ending on **15<sup>th</sup> July 2025**

**3. Local government electors and their representatives also have:**

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

**4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:**

PKF Littlejohn LLP (Ref: SBA Team)  
15 Westferry Circus  
Canary Wharf  
London E14 4HD  
([sba@pkf-l.com](mailto:sba@pkf-l.com))

**5. This announcement is made by Becky Crabtree, Clerk**



**Horsforth Town Council**

The Stables  
2 Church Road  
Horsforth  
LS18 5LG

[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – **0113 258 0988**

**Schedule of Payments for the Full Council meeting  
Meeting being held on 29<sup>th</sup> May 2025**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
Airedale Movers	Moving items in No.3	£90.00	



Horsforth Town Council: regular due payments 2025-2026

Updated: 16.04.2025

Details	Supplier	Frequency		Latest payment due/made (ex VAT)	Notes
Salaries		Monthly	TFR	3,764.33	
Tax and NI		Quarterly	TFR	3,041.61	
Pension contributions		Monthly	TFR	991.47	
Photocopier lease	Grenke	Quarterly	DD	54.00	
Photocopier printing charges	CBS	Monthly	DD	60.40	
Telephone – landline	Zen	Monthly	DD	20.54	
Internet	Zen	Monthly	DD	40.00	
Domain renewal – gov.uk	Gov uk	Every 2 years	TFR	55.00	
Website and email hosting	Vision ICT	Annual	TFR	740.00	
Bookkeeping & payroll	T. Sutcliffe	Every 2 months approx	TFR	138.00	
Internal audit (Interim and End of Year)	YIAS	Twice a year	TFR	510.00	
External audit	PKF	Annual	TFR	420.00	
Annual insurance	Zurich	Annual	TFR	2,072.75	
Bank service charges	Lloyds	Monthly	DD	£6.00 monthly charge, 0.15 per transaction and 0.15 per payment	
Data protection registration	ICO	Annual	DD	35.00	
Room hire	St Margarets	Every 2 months	TFR	75.00	
Fink Hill clock - annual service & maintenance agreement	Smith of Derby	Annual	TFR	312.00	
Jubilee Garden maintenance	Horsforth in Bloom	Monthly	TFR	60.00	
Multipay credit card fee (credit card) x 2	Lloyds	Monthly	CC	6.00	
Wreaths (3) for Armistice Day and Remembrance Service x 2 events	Royal British legion	Annual	TFR	104.00	
Mobile Goodybag	Giff Gaff	Monthly	DD	10.00	
Loan for 3&5 The Green	PWLB	Twice a year	DD	4,905.18	
Clerk Membership - Shared cost with other PC	SLCC	Annual	TFR	180.00	
Council Membership	YLCA	Annual	TFR	2,216.00	
IT support & Office 365	Complete Computers	Monthly	DD	108.24	
SSL Certificate	Vision ICT	Annual	DD	£50	
Ring Doorbell	RinG	Annual	DD	49.99	
Living Wage	Living Wage	Annual	TFR	69	
LCC	Business Rates	Monthly	TFR	£662.75 on 01/04/2024 and then £661 per month for the year	Note: The cost should lower once the building opens to public
The Stables electricity	Tomato Energy	Monthly	DD	14.44	Note: Cost will increase when premises in use
3 & 5 The Green Gas	Pozitive energy	Monthly	DD	23.89	Note: Cost will increase when premises in use
3 & 5 The Green electricity	Tomato Energy	Monthly	DD	73.32	Note: Cost will increase when premises in use
The Stables - Gas	Pozitive energy	Monthly	DD	12.9	Note: Cost will increase when premises in use
Jackson Fire and Security	Fire alarm service - Stables	Twice a year	TFR	75	
Canva	Design app	Annual	DD	270	

**Horsforth Town Council: CIL Receipts and Expenditure Report  
2024-2025**

**Updated: 14.05.2025**

<b>Date</b>	<b>Details</b>	<b>Receipts £</b>	<b>Expenditure £</b>	<b>Balance £</b>
<u>Previous Years b/f</u>				
2017-18	CIL Payment	2,116.88	-	
2018-19	CIL Payment	24,013.20	-	
2019-20	CIL Payment	25,132.45		
2020-21	CIL Payment	26,918.28		
2021-22	CIL Payment	2,486.04		
2022-23	Leeds City Council - Wheelchair accessible roundabout at Newlathes Playground		5,093.00	
2023-24	Bench and bins at Newlathes playground		2,800.00	
2023-24		175.54		
	<b>Total previous years</b>	<b>83,921.68</b>	<b>7,893.00</b>	<b>76,028.68</b>
<u>Current Year</u>				
2024-25	LCC - Various projects - Open Spaces		24,793.00	
2024-25	CIL Payment	5,054.40		
2024-25	CIL Payment	3,079.29		
	<b>Total in current year</b>	<b>8,133.69</b>	<b>24,793.00</b>	<b>16,659.31</b>
	<b>Total all years</b>	<b>88976.08</b>	<b>32,686.00</b>	<b>£56,290.08</b>

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
1	Councillor Attendance Record 2024/25		Bromley, Emmie	Brosnan, Dave	Collins, Dawn	Cousins, Becky	Dowling, Simon	Fletcher, Mark	Gains, Francesca	Garvani, Gill	Garvani, John	Gillinder, Cathy	Gomersall, Shiv	Goulden, Aiden	Hardcastle, Richard	Heaviside, Becky	Hynes, Eddie	Jones, Raymond	Martin, Andrew	Richards, Emily	Stones, Tracy	Tumalan, Julio	Wishart, Andrew		
2	HTC Meetings	Date	EB	DB	DC	BC	SD	MF	FG	GG	JG	CG	SG	AG	RH	BH	EH	RJ	AM	ER	TS	JT	AW	Total	
3	Full - AMTC	30.5.2024	1	1	A	1	A	1	1	A	A	X	A	1	1	1	1	A	1	1	1	A	1	13	
4	EDITORIAL	05.06.2024	X	X	X	X	X	1	X	1	X	X	X	X	OA	X	X	X	X	X	X	X	X	1	3
5	CE	13.06.2024	X	X	X	A	X	A	1	X	X	X	X	X	X	X	1	X	X	OA	1	X	1	4	
6	ANNUAL WG	17.06.2024	X	1	X	X	X	A	X	X	X	X	X	X	X	X	1	X	X	1	X	X	X	3	
7	PLT	20.06.2024	X	1	X	X	X	A	X	1	X	X	X	1	A	X	1	X	X	X	X	X	X	4	
8	Council of Sanctuary	07.07.2024	X	1	X	X	X	1	X	X	X	X	X	X	X	X	1	OA	X	X	X	X	X	3	
9	Premises WG	10.07.2024	X	1	X	X	1	X	X	1	X	X	1	X	X	X	X	X	X	X	1	X	X	6	
10	FGP	11.07.2024	1	X	X	X	A	X	X	1	1	X	X	X	1	X	X	OA	X	X	1	X	X	5	
11	PLT	18.07.2024	X	1	X	X	X	1	X	1	X	X	X	1	X	1	X	X	X	X	X	X	X	6	
12	Christmas Event WG	22.07.2024	X	1	X	X	1	X	X	1	X	X	X	X	X	X	A	X	X	X	X	1	X	4	
13	SE	23.07.2024	1	X	X	X	1	X	1	X	A	X	A	X	1	X	X	X	X	X	X	X	1	5	
14	Neighbourhood Plan WG	24.07.2024	X	1	X	X	OA	X	1	X	X	X	X	1	X	X	X	X	X	X	X	X	X	3	
15	Full	25.07.2024	1	1	1	1	1	1	1	1	1	1	A	1	1	A	1	1	1	1	1	A	1	18	
16	Remembrance Service WG	13.08.2024	X	X	X	X	1	1	X	X	X	X	X	X	X	X	1	1	X	X	X	X	1	5	
17	PLT	22.08.2024	X	A	X	X	X	1	X	1	X	X	X	A	1	X	1	X	X	X	X	X	X	4	
18	EDITORIAL	04.09.2024	X	X	X	X	X	1	X	1	1	X	X	X	X	X	X	X	X	A	X	X	1	4	
19	Council of Sanctuary	04.09.2024	X	1	X	X	X	1	X	A	X	1	X	X	X	X	1	X	X	X	X	X	X	4	
20	Remembrance Service WG	02.09.2024	X	X	X	X	A	1	X	X	X	X	X	X	X	X	1	1	X	X	X	X	1	4	
21	CE	05.09.2024	X	X	X	1	X	1	A	X	X	2	X	X	X	X	1	X	X	A	OA	X	1	6	
22	Neighbourhood Plan WG	05.09.2024	X	1	X	X	A	X	A	X	X	X	1	1	X	X	X	X	X	X	X	X	X	3	
23	FGP	12.09.2024	A	X	X	X	1	X	X	1	1	X	X	X	A	X	X	1	X	X	1	X	X	5	
24	PLT	19.09.2024	X	1	X	X	X	1	X	1	X	X	X	1	1	X	1	X	X	X	X	X	X	6	
25	Christmas Event WG	23.09.2024	X	1	X	X	A	X	X	1	X	1	1	X	X	X	1	X	X	X	X	1	X	6	
26	CIL WG	24.09.2024	X	X	X	A	1	X	1	X	X	X	X	A	X	X	X	X	X	X	X	X	X	2	
27	COUNCIL	26.09.2024	A	1	OA	A	1	1	1	1	1	1	A	1	A	OA	1	1	1	1	1	A	A	13	
28	CE	03.10.2024	A	X	X	1	A	1	1	1	X	1	X	X	X	X	1	1	X	A	1	X	A	7	
29	SE	03.10.2024	A	X	X	X	A	X	1	X	1	1	A	X	A	X	X	X	X	X	X	X	X	3	
30	Christmas Event WG	14.10.2024	X	1	X	X	1	X	X	1	X	1	1	X	X	X	1	X	X	X	X	1	1	8	
31	Remembrance Service WG	15.10.2024	X	X	X	X	1	1	X	X	X	X	X	X	X	X	1	1	X	X	X	X	1	5	
32	Neighbourhood Plan WG	22.10.2024	X	1	X	X	A	X	A	X	X	X	X	1	1	X	X	X	X	X	X	X	X	3	
33	PLT	24.10.2024	X	1	X	X	X	1	X	1	X	X	X	1	1	X	1	X	X	X	X	X	X	6	
34	Remembrance Service WG	04.11.2024	X	X	X	X	1	1	X	X	X	X	X	1	1	X	X	1	1	X	X	X	1	5	
35	Christmas Event WG	11.11.2024	X	1	X	X	1	X	X	1	1	1	X	X	X	1	X	X	X	X	X	1	1	8	
36	FGP	14.11.2024	1	X	X	X	1	X	X	1	X	X	X	1	X	X	1	X	1	X	X	1	X	7	
37	PLT	21.11.2024	X	1	X	X	X	1	X	1	X	X	1	1	X	1	X	1	X	X	X	X	X	6	
38	Christmas Event WG	25.11.2025	X	1	X	X	A	X	X	1	X	1	1	X	X	X	1	X	X	X	X	1	1	7	
39	COUNCIL	28.11.2024	1	1	1	A	A	1	1	1	1	1	A	1	1	OA	1	1	OA	1	1	1	1	16	
40	CE	05.12.2024	1	X	X	A	X	1	1	X	X	1	X	X	X	X	1	X	X	1	A	X	1	7	
41	Council of Sanctuary	09.12.2024	X	1	X	X	X	1	X	1	X	1	X	X	X	X	1	X	X	X	X	X	X	5	
42	EDITORIAL	06.01.2025	X	X	X	X	X	1	X	1	1	X	X	X	X	X	X	X	X	A	X	X	1	4	
43	Christmas Event WG	09.01.2025	X	1	X	X	1	X	X	1	X	1	1	X	X	X	1	X	X	X	X	1	1	8	
44	CIL WG	09.01.2025	X	X	X	A	1	X	1	X	1	X	X	X	1	X	X	X	X	X	X	X	X	3	
45	FGP	16.01.2025	1	X	X	X	1	X	X	1	1	X	X	X	1	X	X	1	X	X	1	X	X	7	
46	PLT	23.01.2025	X	1	X	X	X	1	X	1	X	X	X	1	1	X	1	X	X	X	X	X	X	6	
47	Council of Sanctuary	27.01.2025	X	1	X	X	X	1	X	A	X	1	X	X	X	1	X	X	X	X	X	X	X	4	
48	COUNCIL	30.01.2025	1	1	OA	A	1	1	1	A	A	1	A	1	1	A	1	1	A	1	1	OA	1	13	
49	SE	06.02.2025	OA	X	X	X	1	X	1	X	1	X	OA	X	1	X	X	X	X	X	X	X	X	4	
50	ANNUAL WG	11.02.2025	X	1	X	X	X	1	X	X	1	X	X	X	X	X	1	X	X	A	X	X	X	3	
51	PLT	13.02.2025	X	1	X	X	X	1	X	1	X	X	X	1	1	X	1	X	X	X	X	X	X	6	
52	Neighbourhood Plan WG	25.02.2025	X	1	X	X	A	X	1	X	X	X	X	1	1	X	X	X	X	X	X	X	X	4	
53	CE	06.03.2025	1	X	X	1	X	1	1	X	X	1	X	X	X	X	1	X	X	1	OA	X	A	7	
54	FGP	13.03.2025	A	X	X	X	1	X	X	1	1	X	X	1	X	X	1	X	X	1	X	X	1	7	
55	Council of Sanctuary	17.03.2025	X	A	X	X	X	1	X	1	X	1	X	X	X	A	X	X	X	X	X	X	X	3	
56	ANNUAL WG	18.03.2025	X	1	X	X	X	1	X	X	X	X	X	X	X	X	1	X	X	1	X	X	X	4	
57	SE	19.03.2025	OA	X	X	X	1	X	1	1	1	X	A	X	A	X	X	X	X	X	X	X	X	4	
58	PLT	20.03.2025	X	1	X	X	X	1	X	1	X	X	X	1	A	X	1	X	X	X	X	X	X	5	
59	COUNCIL	27.03.2025	A	1	1	A	1	1	1	1	1	1	OA	A	1	OA	1	1	1	A	1	1	1	15	
60	Council of Sanctuary	14.04.2025	X	1	X	X	X	1	X	1	X	1	X	X	X	A	X	X	X	X	X	X	X	4	
61	Neighbourhood Plan WG	16.04.2025	X	A	X	X	1	X	1	X	X	X	X	1	1	X	X	X	X	X	X	X	X	4	
62	PLT	24.04.2025	X	1	X	X	X	1	X	1	X	X	X	A	1	X	1	X	X	X	X	X	X	5	
63	Premises WG	30.04.2025	X	1	X	X	1	X	X	X	1	X	X	A	1	X	X	X	X	X	OA	X	X	4	
64	ATM	01.05.2025	1	1	OA	A	1	1	1	1	1	1	OA	A	1	OA	1	1	OA	1	1	A	1	14	
65	CE	13.05.2025	1	X	X	1	1	1	A	1	X	1	X	X	X	A	X	X	A	1	X	A	7		
66	PLT	15.05.2025	X	1	X	X	X	1	X	1	X	X	X	1	A	X	1	X	X	X	X	X	X	5	
67	SE	15.05.2025	1	X	X	X	A	X	A	1	1	X	OA	X	A	X	1	X	X	A	X	X	X	4	
68	FGP	22.05.2025	1	X	X	X	1	X	X	1	1	X	X	X	1	X	X	1	X	X	1	X	X	7	
69																									
70																									
71	Total attendance		5	18	1	4	13	17	9	16	8	8	3	11	12	1	21	10	2	4	8	5	13		
72	Total possible attendance		9	19	3	7	22	20	12	18	10	8	8	12	18	3	22	12	3	8	10	7	15		
73	Total reasons for absence accepted		4	1	1	3	8	3	3	2	2	0	5	1	5	1	1	0	1	3	1	2	2		
74	Total other absences		0	0	1	0	1	0	0	0	0	0	0	0	1	1	0	2	0	1	1	0	0		
75	% attendance and accepted absences		100%	100%	67%	100%	95%	100%	100%	100%	100%	100%	100%	100%	94%	67%	100%	83%	100%	88%	90%	100%	100%		
76	% actual attendance record		56%	95%	33%	57%	59%	85%	75%	89%	80%	100%	38%	92%	67%	33%	95%	83%	67%	50%	80%	71%	87%		
77																									
78	Key:																								
79	X - Not a member																								
80	1 - Present																								
81	A - Apologies received and reasons accepted																								