

The Stables
2 Church Road
Horsforth
LS18 5LG

<u>admin@horsforthtowncouncil.gov.uk</u> - <u>www.horsforthtowncouncil.gov.uk</u> - <u>0113 258 0988</u>

Finance and General Purposes Committee

Thursday 16th January 2025

AGENDA PACK

Distribution: Cllrs E Bromley, S. Dowling, G. Garvani, J. Garvani, R. Hardcastle, R. Jones, T. Stones,



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Finance and General Purposes Committee Minutes Meeting held on Thursday 14th November 2024 at 7pm Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG.

Present: In Chair – Cllr Dowling (Chair)

E. Bromley, G. Garvani, J. Garvani, R. Hardcastle, R. Jones, T. Stones,

In attendance: B. Crabtree – Clerk

FGP/24.25 Introduction from the Chair

Cllr Dowling welcomed all to the meeting.

FGP/24.26 To consider apologies and the reason for absence

All councillors were present.

FGP/24.27 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/24.28 To consider questions and comments from members of the public at the Chairman's discretion No members of public were present.

FGP/24.29 To confirm and accept the minutes of the Finance and General Purposes meeting held on 12th September 2024

Resolved to approve the minutes of the Finance and General Purposes Committee meeting held on 12th September 2024 as a true and accurate record.

FGP/24.30 Financial Matters

24.30.1 To review and consider recommending that the Council approves the financial report to 31st October 2024 and agree any necessary action.

The financial report was discussed, the budget was reviewed and it was **resolved** to recommend that the Full Council approves the financial report to 31st October 2024.

24.30.2 To consider and approve the schedule of payments.

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

24.30.3 To receive an update about the internal audit and internal control checks

i. Interim internal audit.

The Clerk reported that the auditor had carried out the interim internal audit. There was a recommendation to have a training log which the Clerk already has. It was noted that draft minutes for the Annual Town Meeting were still on the website, but they aren't approved until the next Annual Town Meeting so will be in draft format until 2025.

ii. Review of internal audit

Cllr Collins and Cllr Martin are due to carry out the review of internal audit. If it is not carried out by December, Cllr G Garvani and Cllr Dowling agreed to do it.

iii. Internal control checks.

Cllr G Garvani and Cllr Gains have carried out the internal control checks and there were no issues raised.

iv. Review of risk management

Cllr Dowling and Cllr Goulden have carried out the review and raised some queries regarding the insurance provision. The Clerk is investigating this.

24.30.4 To agree the quote for the Heart of Horsforth awards at a cost £35 each and agree to waive the requirement to seek three quotes as stated in the Financial Regulations.

Resolved to approve the quote and agree to waive the requirement to seek three quotes as stated in the Financial Regulations.

24.30.5 To note that the Clerk is preparing the draft budget for 2024-2025 and to make any recommendations

Noted.

FGP/24.31 Community Infrastructure Levy (CIL)

24.31.1 To receive an update on CIL

It was noted that the Clerk has asked LCC for a quote to pin the tarmac near the bandstand and will chase this

24.31.2 To receive any reports from Community Infrastructure Levy Group

The working group is due to meet again in January.

FGP/24.32 3&5 The Green

To receive an update and agree any necessary action including:

24.32.1 To receive an update about the license of alterations

The Clerk reported that LCC has prepared the draft license of alterations and has asked the architect to check it. He is due to send his comments shortly. This will be included on the next Full Council agenda along with the contractors updated schedule of costs.

24.32.2 To receive an update about the Museum

The leads of the working group and the Clerk had a meeting with the trustees to go through the draft lease and discuss the queries raised. The terms were agreed, and the Clerk has sent a letter and draft lease with comments to the Museum and will then send it back to the solicitor.

FGP/24.33 To consider matters requested by Councillors/the Clerk/Committee and agree any necessary action:

24.33.1 To receive an update about the Governance Review

The Clerk reported that LCC is preparing the documents for the review. It was **resolved** that the preferred name for the new ward would be Broadgate and Drury Fields. Councillors also agreed for the new arrangements to come into effect for May 2027.

24.33.2 To consider affiliating to UK/Ireland Nuclear Free Local Authorities (NFLA)

The Clerk reported that the current energy suppliers and the pending suppliers have nuclear as part of their fuel mix. It was **resolved** that the Clerk will speak to NLFA to enquire if this would be an issue.

24.33.3 To consider and agree to recommend adopting the Biodiversity Policy

Resolved to recommend that Full Council adopts the Biodiversity Policy.

FGP/24.34 The Heart of Horsforth Awards Scheme

24.34.1 To consider excluding the public from the meeting during item 10.2 under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason that the item will disclose the identity of individuals and information relating to them.

Resolved to exclude members of the public for item 24.34.2.

24.34.2 To consider nominations and agree any necessary action

The winner of the volunteering award (individuals or groups aged 21 and over) category was agreed.

The meeting re-opened to the public.

FGP/24.35 Matters for information

It was noted that the government is due introduce a new law, the Terrorism (Protection of Premises) Bill, better known as Martyn's Law and the TC will need to start considering this when planning events and No.3 The Green. The Clerk will provide more information to the Full Council shortly.

Cllr Garvani reported that LGA are carrying out a consultation for remote meetings and this will be included on the Full Council agenda.

FGP/24.36 Items for future agenda

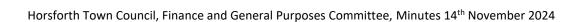
Budget

FGP/24.37 Date of the next meeting

Resolved that the next meeting will be held on 16th January 2025 and the deadline for agenda items is 6th January 2025.

The meeting closed at 7.33pm.

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 being held on 14th November 2024

Payee	Details	Amount	Comments
Salaries	Staff Salaries	£3521.99	To note as previously approved by
	October 2024		virtue of the employment contract.
West Yorkshire Pension	Pension Contributions	£991.47	To note as previously approved by
Fund	October 2024		virtue of the employment contract
Pure Water	Watering floral displays	£1520.00	To note as previously approved by virtue of the contract
T&B Bookkeeping	Payroll Fees	£126.50	Clerk approved using delegated powers
Vision ICT	SSL certificate	£50.00	
Leeds City Council	CIL projects	£24793.00	Approved by the F&GP Committee on 20 th July 2023
Royal British Legion	Wreaths	£61.00	Clerk approved using delegated powers
Bugler for hire	Bugler – Remembrance Service£	£230.00	
Engie	Electric – No.3	£88.58	
Horsforth heating	Call out charge	£32.50	Note- The engineer was unable to check it due to not having access to flue
Royal Mail	License for Freepost	£99.90	Clerk approved using delegated powers
SLCC	Staff training	£30.00	Clerk approved using delegated powers
Account-Ant	Interim Internal Audit	£255.00	
Storm in a Teacup Circus	Christmas Lights entertain	£1050.00	
St Margarets Parish Centre	Room hire	£118.50	
Aire Valley Trees Service	Christmas Trees	£950.00	
Mixam	Horsforth Matters printing	£639 plus	
		shipping	
Ace	Horsforth Matters Delivery costs	£1259.91	

Horsforth Town Council Cash Book

Year ended 31 March 2025

Period 01 11 2024 to 30 11 2024

riod 01.11.2024 to 30.11.2024

	2024 to 30.11.2024																
Bank Paymen	nts																
Date	Supplier	Details	Current	Deposit	Vat	Creditors	Comm &	Planning	Salaries	Office	Training	Election	Premises	Designated	Restrcited	S137	Powers
			Account	Account			Environ'mt	Lic & Traffic						Funds	Funds	EXPENDITUR	
01.11.2024	Brought Forward		80,267.25		2,631.02	3,995.10	11,419.26		37,383.88	7,085.79	101.00		10,760.20	6,891.00			
04.11.2024	Ceremonial Events	Bugler for Remembrance Service	230				230	Remembrance S	ervice								
04.11.2024	Horsforth Heating	Call out fee - Boiler servce	39		6.5								32.5	Maintenar	ice and Sta	tutory Chec	ks
04.11.2024	Horsforth in Bloom	Garden maintenance	60				60	Garden maintne	enance								
04.11.2024	St Margarets	Room hire	118.5							118.5	Room hire	2					
04.11.2024	Leeds City Council	Business rates	661										661	Utilities an	d services		
04.11.2024	Royal Mail	License for freepost	119.88		19.98									99.9	Neighbour	hood Plan	
04.11.2024	SLCC	Staff training	36		6						30	Staff train	ing				
04.11.2024	Royal British Legion	Wreaths	61				61	Remembrance S	ervice								
08.11.2024	Pozitive Energy	The Stables - Gas	71.02		3.38								67.64	Utlities and	service		
15.11.2024	British Gas	Electric - Stables	62.44		2.97								59.47	Utlities and	d service		
18.11.2024	Zen	Broadband	48		8					40	telephone	and broad	band				
18.11.2024	Smartest Energy	Electric - No.3	39.67		1.87								37.8	Utlities and	service		
18.11.2024	Smartest Energy	Gas - No.3	19.03		0.91								18.12	Utlities and	d service		
18.11.2024	Credit card fee																
	Giff Gaff	Office/Telephones	6		1					5	Broadban	d and telep	hone				
	Giff Gaff	Office/Telephones	6		1					5	Broadban	d and telep	hone				
	Amazon	Mouse for computer	8.99		1.50					7.49	Stationary	/ & printing					
	Engie	Electric owed	88.55		4.22							T	84.33	Utlities and	service		
	Amazon	cleaning supples	33.59		5.60								27.99	Cleaning su	upplies		
	Credit card fee		3							3	Bank char	ges					
	Credit card fee		3							3	Bank char	ges					
20.11.2024	Commerce Business Solutions	Printing charges	66		11					55	Printing a	nd Stationa	ry				
21.11.2024	Complete Computers	IT Support	126.12		21.02					105.1	IT Suppor	t					
21.11.2024	3D Productions	Stage for R. Service	436.68		72.78		363.9	Remembrance S	ervice								
21.11.2024	Leeds City Council	Community projects - CIL	24793												24793	CIL funds	
21.11.2024	St Margarets Parish Centre	Room hire	177.75							177.75	Room hir	e					
21.11.2024	Account - Ant	Interim internal audit	306		51					255	Audit, Acc	ounts and [Data protect	tions			
21.11.2024	Horsforth Cricket Club	Grant	500				500	Grant									
21.11.2024	Leeds City Council	Business rates	661										661	Utlities and	service		
21.11.2024	Directions Planning Consultancy	NDP training	853.92		142.32						711.6	Cllr trainin	e				
22.11.2024	Salary costs	Salary	2450.53						2450.53	Salaries							
22.11.2024	Salary costs	Pension	991.47						991.47	Salaries							
22.11.2024	Salary costs	Salary	1071.4						1071.4	Salaries							
25.11.2024	Zen	telephone	24.65		4.11					20.54	telephone	and broad	band				
27.11.2024	Storm in a Teacup	Christmas entertainment	252		42		210	Christmas Event	:								
28.11.2024	PWLB	Loan	4905.18										4905.18	Sundry Exp	enditure		
30.11.2024	Unity	Service Charge	8.55							8.55	Bank char	ges		'			
	Carried Forward		119,606.17		3,038.18	3,995.10	12,844.16	:	41,897.28	7,889.72			17,315.23	6,990.90	24793		
	Check total	•	119,606,17		119.606.17	-,	,	•	, ,				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	. ,			

Check total
Total Expenditure 2024-2025(for budget page) 112,572.89

Cash book payments (for rec) 119,606.17

Period 01.11.2024 to 30.11.2024

	Details	Current	Deposit	Vat	Debtors	Other	Precept	Comm &	rant Incom	Designated	Office	Buildings	Staff	Events	Restricted
		Account	Account					Environ'mt		Funds			Training		Funds
Balances brought forward		382,263.56	88,770.98	10,503.05	500.00	6,793.08	144,900.00								5054.4
Leeds Bradford Airport	Christmas Event sponsorship	1,000.00						1,000.00							
Virgin	Bank interest		204.90			204.90									
Carried Forward		383,263.56	88,975.88	10,503.05	500.00	6,997.98	144,900.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,054.40
Check total			472,239.44		472,239.44										
,	Leeds Bradford Airport Virgin Carried Forward	Balances brought forward Leeds Bradford Airport Christmas Event sponsorship Wirgin Bank interest Carried Forward	Balances brought forward 382,263.56 Leeds Bradford Airport Christmas Event sponsorship 1,000.00 Wirgin Bank interest Carried Forward 383,263.56	Account Account 382,263.56 88,770.98	Account Account Account	Account Account 382,263.56 88,770.98 10,503.05 500.00	Account Account	Account Account Account	Account Account Account Environ'mi Environ'mi Sa2,263.56 88,775.88 10,503.05 500.00 6,793.08 144,900.00 1,000.00	Account Account Account Environ'mt Account Environ'mt Account Environ'mt Account Environ'mt Account S82,263.56 88,770.98 10,503.05 500.00 6,793.08 144,900.00	Account Account Account Saz, 263.56 88,776.98 10,503.05 500.00 6,793.08 144,900.00	Account Account Account Balances brought forward Christmas Event sponsorship 1,000.00 204.90 Christmas Event sponsorship 204.90 204.90 Christmas Event sponsorship Christmas Event sponsorship 204.90 Christmas Event sponsorshi	Account Account Account Saz,263.56 Saz,703.95 Saz,703.05 South Saz,263.56 Saz,703.95 Saz,703.95 Saz,703.95 South Saz,263.56 Saz,703.95 Saz,263.56 Saz,703.95 Saz,263.56 Saz,703.95 Saz,263.56 Saz,703.95 Saz,263.56 Saz,263.	Account Account Account Serviron Environ Funds Training Account Account Account Account Serviron Serviron	Account Account Account Account Account Balances brought forward Christmas Event sponsorship 1,000.00

Total Income 2024-2025 (for budget page) 157,952.38 Cash book receipts (for rec) 472,239.44 168,955.43

Cash book balances (agrees to bank rec) 352,633.27 263,657.39 88,975.88

157,952.38 112,572.89 45,379.49 Total Income 2024-2025 (for budget page)
Total Expenditure 2024-2025(for budget page) Agreed to Budget

Bank Paymer	nts																4
Date	Supplier	Details	Current	Deposit	Vat	Creditors	Comm &	Planning	Salaries	Office	Training	Election	Premises	Designated	Restrcited	S137	Pow
			Account	Account			Environ'mt	Lic & Traffic						Funds	Funds	EXPENDITURE	
1.12.2024	Brought Forward		119,606.17		3,038.18	3,995.10	12,844.16		41,897.28	7,889.72	842.60		17,315.23	6,990.90	24793		
3.12.2024	Community TM	Traffic management	1920		320		1600	Christmas Even	t								
9.12.2024	Pozitive Energy	Gas - The Stables	98.22		4.68								93.54	Utilities and	services		1
6.12.2024	Smartest Energy	Electric - 3& 5	94.18		4.48								89.7	Utilities and	services		_
6.12.2024	Smartest Energy	gas - 3&5	20.23		0.96								19.27	Utilities and	services		+
6.12.2024	Credit Card	800 000	20.20		0.00												+
	Giff Gaff	Office/Telephones	6		1					5	Broadband and	telenhone					+
	Amazon	speaker	187.86		31.31		156.55	Christmas even	t t		Di Oddobana dna	Leiephone					$^{-}$
	Ring	Doorbell at Stables	49.99		8.33				i –				41.66	Security - Ala	rm. lighting		+
	Giff Gaff	Office/Telephones	6		1					5	Broadband and	telenhone			,		+-
		christmas lights/light up reindeer for	_		_		223.51	Christmas even	rt .		Di Oddobana dna	Leiepiione					+
	Amazon	grotto	268.21		44.70		223.31	Cili istinus even									
	Mixam	Horsforth Matters	691.59		44.70		691.59	Horsforth Matt	ore								+
	Amazon	santa gifts	15.58		2.60			Christmas even									+
	Festive Lights	Christmas lights	156.98		26.16			Christmas even									+-
	Amazon	Lanyards	7.86		1.38			Christmas even									+
	Amazon	Lanyards	10.38		1.38			Christmas even					_				+
		Telephone	24.2		4.03		8.56	Christmas even	T.	20.47	Broadband and	to book one					+-
	Amazon		24.2		4.03								_				+-
	Amazon	Paper	347.47		57.91					20.82	Stationary and p	irinting					+-
	Award banners	Signage for event			57.91		289.56	Christmas even	ıt .								+
	Fix It	Laptop repair	105								Office equipmen	nt and Phot	ocopier lea:	se			+
	Credit card fee		3								Bank charges						+
	Credit card fee		3							3	Bank charges						+-
7.12.2024	YLCA		35								35	Staff traini	ing				₩
17.12.2024	YSS Events	Stage	540		90			Christmas Even	rt								+
17.12.2024	Leeds City Council	Hanging baskets	2160		360			Floral displays									
17.12.2024	Storm in a Teacup	Entertainment	1008		168		840	Christmas Even	rt								
17.12.2024	Leeds City Council	Business Rates	661										661	Utilities and	services		
17.12.2024	PPL PRS	Music License	217.72		36.29		181.43	Christmas Even	t								
7.12.2024	YLCA	Cllr Training	26.3								26.3	Cllr trainin	ng				
7.12.2024	PPL PRS	Music License	87.61		14.60		73.01	Remembrance	Service								
17.12.2024	Jackson Fire and Security	Fire Alarm service	266.22		44.37								221.85	Fire alarm, e	quipment and	l emergency li	ghting
17.12.2024	Aire Valley Tree Service	Christmas Trees	1140		190			Christmas Light									
7.12.2024	Larkfield Engraving	Awards	210		35		175	Awards Scheme	e								
18.12.2024	Zen	Broadband	48		8					40	telephone and b	roadband					
18.12.2024	Robert Holler Electrical	Electrical testing - The Stables	300		50								250	Portable app	liance testing	and Fixed Wir	ring
18.12.2024	T&B Bookkeeping	Payroll	193.2		32.2					161	Audit, accounts	and data pr	otection				
18.12.2024	Salary costs	Tax and NI	3812.65						3812.65								
9.12.2024	Commerce Business Solutions	Printing charges	86.26		14.38					71.88	Stationary and p	rinting					
19.12.2024	Salary costs	Pension	1502.08						1502.08								T
20.12.2024	Salary costs	Salary	3601.31						3601.31								_
0.12.2024	Salary costs	Salary	1474.04						1474.04								+
3.12.2024	Complete Computers	IT Support	126.12		21.02						IT Support						+
4.12.2024	Zen	telephone	26.47		4.41						telephone and b	roadband	t				$\overline{}$
31.12.2024	Unity	Service Charge	10.35								Bank charges		t				+
		and the charge	10.33							20.33	crurges						=
					-												+
	Carried Forward		141,179.24		4.620.98	3,995,10	20.433.65		52.287.36	8.462.10	903.90	0.00	18.692.25	6.990.90	24.793.00		

Total Expenditure 2024-2025(for budget page)
Cash book payments (for rec) 132,563.16

141,179.24

Period 01 12 2024 to 31 12 2024

Period 01.12.	.2024 to 31.12.2024															
Bank Receipt	s															
Date		Details	Current	Deposit	Vat	Debtors	Other	Precept	Comm &	rant Incom	Designated	Office	Buildings	Staff	Events	Restricted
			Account	Account					Environ'mt	:	Funds			Training		Funds
01.12.2024	Balances brought forward		383,263.56	88,975.88	10,503.05	500.00	6,997.98	144,900.00	1,000.00							5054.4
09.12.2024	Community TM	Refund - Xmas event	900.00						900.00							
30.12.2024	Leeds City Council	CIL Funds	3,079.29													3079.29
	Carried Forward		387,242.85	88,975.88	10,503.05	500.00	6,997.98	144,900.00	1,900.00	0.00	0.00	0.00	0.00	0.00	0.00	8,133.69
	Chack total	•		A76 210 72	•	476 210 72		•								

Check total

Total Income 2024-2025 (for budget page)

Cash book receipts (for rec) 161,931.67 172,934.72 476,218.73

Cash book balances (agrees to bank rec) 335,039.49 246,063.61 88,975.88

Total Income 2024-2025 (for budget page)
Total Expenditure 2024-2025(for budget page)
Agreed to Budget 161,931.67 132,563.16 29,368.51 Horsforth Town Council Bank Reconciliation as at 31.12.2024 Prepared by Becky Crabtree 02.01.2025

At next y/end S / L term

Balance per bank statements as at 31.12.2024

Current Account

Virgin Money (per stmt 31.12.2024)

Unity Trust Bank (per Stmt 31.12.2024)

Nationwide Building Society (Per stmt 31.03.2024)

88,975.88

Short term
87,494.89

Short term

Lloyds (per stmt 31.12.2024)

0.00 Short term

Term deposit accounts

335,039.49

Add uncredited receipts

0.00

Less unpresented cheques

0.00

0.00

Net Balances as at 31.12.2024

335,039.49

Cash book

Opening balances as at 01.04.2024

303,284.01

Add cash book receipts

172,934.72

Less cash book payments

141,179.24

Closing cash book balance as at 31.12.2024

335,039.49

Difference 0.00

Horsforth Town Council Annual Budget and Expenditure 2024-2025 Updated 07.01.2025

			Annual			xpenditure	Budget Re	
			2024-			.12.2024	As At 31.	
			£	£	£	£	£	£
NCOME								
	Precept		144,900		144,900		0	
	Council Tax Supp		5,174		5,174		0	
	Bank Interest Re	eceived	2,760		1,824			
	Donations				1,000			
	CIL							
	Other				900			
	Premises				500			
	rieillises	NA						
		Museum rent	1		0		0	
		Grants	5,000		0		0	
		Donations	10,000		0		0	
OTAL INC	OME			167,835		153,798		
				,,,,,,				
VDENIDITI	IDE							
XPENDITU								
	Community & E							
		Grants & Sponsorship	4,000		1,000		3,000	
		Award Scheme	200		175		25	
		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		795		1,205	
		Band Concerts	990		990		0	
		Special Events and Projects (Annual Event)	1,500		1,163		337	
						+-+		
		Christmas Motifs, Lights & Trees	17,000		950		16,050	
		Christmas Switch On Event	4,500		4,452		48	
		HTC Floral Displays - Installation & Water	5,800		5,179		621	
		Community Watering - HIB & Fairtrade	4,200		4,200		0	
		Garden Maintenance	1,000		360		640	
		Garden Waintenance	1,000	42 200	300	20,434	040	21,95
				42,390		20,434		21,95
	Planning, Licens	sing & Traffic	1	500		0		50
	Salaries							
	outur res	Office Staff	69,363		E2 207		17,076	
				-	52,287			
		Premises Staff	7,500				7,500	
		Recruitment	100				100	
				76,963		52,287		24,67
	Office							
	Office	Office Feedows & Blooms in London	400		267		422	
		Office Equipment & Photocopier Lease	400		267		133	
		IT Support	1,400		899		501	
		Stationery & Printing	900		478		422	
		Postage	25		0		25	
		Telephone and Broadband	1,500		644		856	
		-	_					
		Subscriptions	2,450		2,070		380	
		Audit, Accounts & Data Protection	2,000		1,439		561	
		Miscellaneous, Quality Council & Recruitment	750		70		680	
		Bank Charges	150		117		33	
		Chairman's Allowance	100		0		100	
					26		74	
		Meeting Expenses & Refreshments	100					
		Room Hire	500		296		204	
		Legal & Professional Fees	2,500		0		2,500	
		Email and website	800		83		717	
		Clock Maintenance	500		0		500	
		Defibrilator Maintenance	2,000		0		2,000	
		Combined Insurance	2,500		2,073		427	
				18,575		8,462		10,11
			Π.					
	Training							
		Staff Training	1,000		166		834	
			1,000					
		Councillor Training	1,000		738	— — —	262	
				2,000		904		1,09
T			T			T		
	Election			12,500		0		12,50
				,		1	-+	,-
				-		 		
	Premises				7,728	T	5,772	
	Premises	Utilities and Services	13,500					
	Premises				41	1	2.4591	
	Premises	Cleaning and caretaking	2,500				2,459	
	Premises	Cleaning and caretaking Maintenance and Statutory Checks	2,500 13,150		1,113		12,037	
	Premises	Cleaning and caretaking	2,500					
	Premises	Cleaning and caretaking Maintenance and Statutory Checks	2,500 13,150	48,711	1,113	18,692	12,037	30,0
	Premises	Cleaning and caretaking Maintenance and Statutory Checks	2,500 13,150	48,711	1,113	18,692	12,037	30,0
	Premises	Cleaning and caretaking Maintenance and Statutory Checks	2,500 13,150	48,711	1,113	18,692	12,037	30,01
		Cleaning and caretaking Maintenance and Statutory Checks	2,500 13,150		1,113		12,037	
	Premises	Cleaning and caretaking Maintenance and Statutory Checks	2,500 13,150	48,711	1,113	18,692	12,037	30,0
		Cleaning and caretaking Maintenance and Statutory Checks	2,500 13,150		1,113		12,037	

To agree to vire funds from annual events budget heading to Horsforth Matters

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

A- A+ 21 12 2024	
AS At 31.12.2024	Δε Δ+ 31 12 2024

				•
DECICNAT	TED FUNDS		£	£
	URHOOD PLAN			
NEIGHBOO	Balance B/F 01.04.202	4	3,243	
	Income		0	
	Expenditure		100	
	Transfer of funds		0	
	Balance C/F 31.12.202	4		3,143
3 & 5 THE	GREEN - REFURBISHME			
	Balance B/F 01.04.202	4	53,068	
	Income		0	
	Expenditure		6,046	
	Balance C/F 31.12.202	ase DF for 2024-2025 to General reserve	4,106	42.046
	balance C/F 31.12.202	4		42,916
THE MUSI	IFM			
TITE WIOSE	Balance B/F 01.04.202	4	5,000	
	Income	-	0	
	Expenditure		845	
	Transfer of funds		0	
	Balance C/F 31.12.202	4		4,155
No.3 PHAS	SE 2 RENOVATION			
	Balance B/F 01.04.202	4	80,000	
	Income		0	
	Expenditure			
	Transfer of funds		0	20.000
	Balance C/F 31.12.202	4		80,000
CONTING	 ENCY FOR PREMISES RE	DAIDS		
CONTING	Balance B/F 01.04.202		5,000	
	Income	7	0	
	Expenditure		-	
	Transfer of funds		0	
	Balance C/F 31.12.202	4		5,000
3 & 5 THE	GREEN - PRE-ACQUISIT	ION COSTS		
	Balance B/F 01.04.202	4	1,166	
	Income		0	
	Expenditure			
	Transfer of funds		0	
	Balance C/F 31.12.202	4		1,166
NATCHANI	CS INSTITUTE			
IVIECHANI	Balance B/F 01.04.202	4	4,500	
	Income	4	4,300	
	Expenditure			
		ase DF for 2024-2025 to General reserve	4,500	
	Balance C/F 31.12.202		,	0
TOTAL DE	SIGNATED FUNDS C/F			136,380
RESTRICTE				
COMMUN	IITY INFRASTRUCTURE L			
	Balance B/F 01.04.202	4	72,949	
	Income		8,134	
	Expenditure		24,793	
	Transfer of funds Balance C/F 31.12.202	4	0	EC 200
	balance C/F 31.12.202	4		56,290
3 & 5 THE	GREEN - PWLB			
	Balance B/F 01.04.202	4	89,899	
	Income (Loan)		0	
	Expenditure (repaymer	nt)	0	
	Transfer of funds		0	
	Balance C/F 31.12.202	4		89,899

Note: The brought forward figure has been amended as I noticed there was an error once I allocated the £2800 payment for CIL.
This amount was a credit at the end of the last financial year. This now reconciles with the CIL spreadsheet.

TOTAL RESTRICTED FUNDS C/F

RECONCILIATION TO CASH BOOK CHECK TOTAL General income less expenditure Designated Income Designated expenditure Restricted fund income Restricted fund expenditure CASH BOOK TOTAL 53,019 0 -6,991 8,134 -24,793 29,369

146,189

CASH BOOK TOTAL 2024-2025 (CB Receipts less payments - per cash book) 29,368.51

Difference

Remaining General Funds at 31.12.2024

		£	£	£
, I	ices per reconciliation as at 31.12.2024 Virgin Money Unity Trust Bank <mark>Nationwide Building Society (Per stmt 31.03.20</mark> 24) Lloyds)	88,975.88 158,568.72 87,494.89 0.00	335,039
				,
Unspent G	eneral Budgets			
-	Community & Environment	21,956		
	Planning, Licensing & Traffic	500		
	Salaries	24,676		
(Office	10,113		
-	Fraining	1,096		
	Election	12,500		
ſ	Premises	30,019		
			100,860	
Unspent De	esignated Fund Balances			
-	Neighbourhood Plan	3,143		
	3&5 The Green Renovation	42,916		
	The Museum	4,155		
ı	No.3 Phase 2 Renovation	80,000		
(Contingency for repairs	5,000		
	3&5 The Green - Pre-acquisition costs	1,166		
	·		136,380	
Unspent Re	estricted Fund			
	CIL	56,290		
;	3&5 The Green - PWLB	89,899		
	_		146,189	
Unspent Fu	inds			383,429
Remaining	General Funds			-48,390



The Stables
2 Church Road
Horsforth
LS18 5LG

<u>admin@horsforthtowncouncil.gov.uk</u> - <u>www.horsforthtowncouncil.gov.uk</u> - <u>0113 258 0988</u>

Schedule of Payments for the Finance and General Purposes Committee Meeting being held on 16th January 2025

Payee	Details	Amount	Comments
Salaries	Staff Salary costs	£5075.35	To note as previously approved by
	December 2024		virtue of the employment contract.
	(Note includes backpay)		
West Yorkshire Pension	Pension Contributions	£1502.08	To note as previously approved by
Fund	December 2024		virtue of the employment contract
HMRC	Tax & NI – Quarter 3	£3812.65	To note as previously approved by
			virtue of the employment contract
PPL PRS	Music license for two events	£254.44	Clerk approved using delegated powers
Larkfield Glass	Awards	£175.00	Approved at the F&GP Committee
Engraving			meeting held on 14 th November 2024
Asda	Frames for awards	£12.50	
Fix it	Laptop repair	£105.00	Clerk approved using delegated powers
YSS events	Stage – 25% fee only due to	£450.00	Approved at the C&E Committee
	cancellation		meeting held on 5 th September 2024
YLCA	Cllr training	£26.30	Clerk approved using delegated powers
Post office	Card	£2.49	Clerk approved using delegated powers
Jackson Fire and	Fire alarm and equipment	£221.85	Clerk approved using delegated powers
Security	service		
YLCA	Staff training	£35.00	
T&B Bookkeeping	Payroll	£161.00	Clerk approved using delegated powers
Robert Holler electrical	Electrical inspection at The	£250.00	Clerk approved using delegated powers
	Stables		
YLCA	Cllr Training	£70.20	
Leeds City Council	Christmas Lights	£15116.00	Approved at the F&GP Committee
			meeting held on 14 th March 2024
Public Access	Replacement Batteries	£420.00	
Defibrillators			
Horsforth in Bloom	Floral displays	£180.00	
Canva	Annual subscription	£225.00	Clerk approved using delegated powers
			due to needing access for marketing
			materials for Christmas Event

Payments received

Payee	Details	Amount	Comments
Leeds City Council	CIL funds	£3079.29	Community Infrastructure Levy Funding