



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

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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,*



Horsforth Town Council

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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 (NLFA)

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,
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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 October 2024	£3521.99	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension Contributions October 2024	£991.47	To note as previously approved by 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	

Period 01.11.2024 to 30.11.2024

Period 01.11.2024 to 30.11.2024

[illegible]

Period 01.12.2024 to 31.12.2024

[illegible]

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)	88,975.88	Short term
Unity Trust Bank (per Stmt 31.12.2024)	158,568.72	Short term
Nationwide Building Society (Per stmt 31.03.2024)	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 Budget		Income & Expenditure		Budget Remaining	
		2024-2025		As At 31.12.2024		As At 31.12.2024	
		£	£	£	£	£	£
INCOME							
	Precept	144,900		144,900		0	
	Council Tax Support Grant	5,174		5,174		0	
	Bank Interest Received	2,760		1,824			
	Donations			1,000			
	CIL						
	Other			900			
	Premises						
	Museum rent	1		0		0	
	Grants	5,000		0		0	
	Donations	10,000		0		0	
TOTAL INCOME		167,835		153,798		0	
EXPENDITURE							
	Community & Environment						
	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	
		42,390		20,434		21,956	
	Planning, Licensing & Traffic	500		0		500	
	Salaries						
	Office Staff	69,363		52,287		17,076	
	Premises Staff	7,500				7,500	
	Recruitment	100				100	
		76,963		52,287		24,676	
	Office						
	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	
	Meeting Expenses & Refreshments	100		26		74	
	Room Hire	500		296		204	
	Legal & Professional Fees	2,500		0		2,500	
	Email and website	800		83		717	
	Clock Maintenance	500		0		500	
	Defibrillator Maintenance	2,000		0		2,000	
	Combined Insurance	2,500		2,073		427	
		18,575		8,462		10,113	
	Training						
	Staff Training	1,000		166		834	
	Councillor Training	1,000		738		262	
		2,000		904		1,096	
	Election	12,500		0		12,500	
	Premises						
	Utilities and Services	13,500		7,728		5,772	
	Cleaning and caretaking	2,500		41		2,459	
	Maintenance and Statutory Checks	13,150		1,113		12,037	
	Sundry Expenditure	19,561		9,810		9,751	
		48,711		18,692		30,019	
TOTAL EXPENDITURE		201,639		100,779		100,860	
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE		-33,804		53,019			

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

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

		As At 31.12.2024
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			£	£
DESIGNATED FUNDS				
NEIGHBOURHOOD PLAN				
	Balance B/F 01.04.2024		3,243	
	Income		0	
	Expenditure		100	
	Transfer of funds		0	
	Balance C/F 31.12.2024			3,143
3 & 5 THE GREEN - REFURBISHMENT				
	Balance B/F 01.04.2024		53,068	
	Income		0	
	Expenditure		6,046	
	Transfer of fund	Decrease DF for 2024-2025 to General reserve	4,106	
	Balance C/F 31.12.2024			42,916
THE MUSUEM				
	Balance B/F 01.04.2024		5,000	
	Income		0	
	Expenditure		845	
	Transfer of funds		0	
	Balance C/F 31.12.2024			4,155
No.3 PHASE 2 RENOVATION				
	Balance B/F 01.04.2024		80,000	
	Income		0	
	Expenditure			
	Transfer of funds		0	
	Balance C/F 31.12.2024			80,000
CONTINGENCY FOR PREMISES REPAIRS				
	Balance B/F 01.04.2024		5,000	
	Income		0	
	Expenditure			
	Transfer of funds		0	
	Balance C/F 31.12.2024			5,000
3 & 5 THE GREEN - PRE-ACQUISITION COSTS				
	Balance B/F 01.04.2024		1,166	
	Income		0	
	Expenditure			
	Transfer of funds		0	
	Balance C/F 31.12.2024			1,166
MECHANICS INSTITUTE				
	Balance B/F 01.04.2024		4,500	
	Income		0	
	Expenditure			
	Transfer of fund	Decrease DF for 2024-2025 to General reserve	4,500	
	Balance C/F 31.12.2024			0
TOTAL DESIGNATED FUNDS C/F				136,380
RESTRICTED FUNDS				
COMMUNITY INFRASTRUCTURE LEVY				
	Balance B/F 01.04.2024		72,949	
	Income		8,134	
	Expenditure		24,793	
	Transfer of funds		0	
	Balance C/F 31.12.2024			56,290
3 & 5 THE GREEN - PWLB				
	Balance B/F 01.04.2024		89,899	
	Income (Loan)		0	
	Expenditure (repayment)		0	
	Transfer of funds		0	
	Balance C/F 31.12.2024			89,899
TOTAL RESTRICTED FUNDS C/F				146,189

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.

RECONCILIATION TO CASH BOOK

CHECK TOTAL

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

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

Difference	0
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Horsforth Town Council
Remaining General Funds at 31.12.2024

	£	£	£
Bank Balances per reconciliation as at 31.12.2024			
Virgin Money		88,975.88	
Unity Trust Bank		158,568.72	
Nationwide Building Society (Per stmt 31.03.2024)		87,494.89	
Lloyds		0.00	
			335,039
 Unspent General Budgets			
Community & Environment	21,956		
Planning, Licensing & Traffic	500		
Salaries	24,676		
Office	10,113		
Training	1,096		
Election	12,500		
Premises	30,019		
		100,860	
 Unspent Designated Fund Balances			
Neighbourhood Plan	3,143		
3&5 The Green Renovation	42,916		
The Museum	4,155		
No.3 Phase 2 Renovation	80,000		
Contingency for repairs	5,000		
3&5 The Green - Pre-acquisition costs	1,166		
		136,380	
 Unspent Restricted Fund			
CIL	56,290		
3&5 The Green - PWLB	89,899		
		146,189	
 Unspent Funds			383,429
 Remaining General Funds			-48,390



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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 December 2024 (Note includes backpay)	£5075.35	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension Contributions December 2024	£1502.08	To note as previously approved by 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 Engraving	Awards	£175.00	Approved at the F&GP Committee 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 cancellation	£450.00	Approved at the C&E Committee 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 Security	Fire alarm and equipment service	£221.85	Clerk approved using delegated powers
YLCA	Staff training	£35.00	
T&B Bookkeeping	Payroll	£161.00	Clerk approved using delegated powers
Robert Holler electrical	Electrical inspection at The Stables	£250.00	Clerk approved using delegated powers
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 Defibrillators	Replacement Batteries	£420.00	
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