



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Finance and General Purposes Committee

Thursday 11th September 2025

AGENDA PACK

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



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Leeds
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Finance and General Purposes Committee Minutes Meeting held on Thursday 3rd July 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

Present: In Chair – G. Garvani (Chair)

S. Dowling, M. Fletcher, J. Garvani, R. Hardcastle, R. Jones

In attendance: B. Crabtree – Clerk

FGP/25.1 Introduction from the Chair

Cllr G Garvani welcomed all to the meeting.

FGP/25.2 To consider apologies and the reason for absence

Apologies were received from Cllr Stones and reasons were approved.

FGP/25.3 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/25.4 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

FGP/25.5 To confirm and accept the minutes of the Finance and General Purposes meeting held on 22nd May 2025.

Resolved to approve the minutes of the Finance and General Purposes meeting held on 22nd May 2025 as a true and accurate record.

FGP/25.6 Financial Matters

25.6.1 To consider recommending that the Council approves the year end accounts and cash book entries to 31st May 2025 and agree any necessary action

Resolved to recommend that the Full Council approves the financial report as of 31st May 2025 with one amendment.

25.6.2 To consider and approve the schedule of payments.

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

25.6.3 To consider and agree the banking arrangements

Resolved to transfer £85,000.00 to the Lloyds account.

FGP/25.7 Community Infrastructure Levy (CIL)

25.7.1 To receive an update on CIL.

It was noted that the remaining CIL funds and future payments are allocated to No.3 The Green for the foreseeable future.

25.7.2 To receive any reports from Community Infrastructure Levy Group and agree any actions

The working group has not met recently due to funds already being allocated, and it was agreed to remove CIL as a standing agenda item until further discussion is required.

FGP/25.8 3&5 The Green

To receive an update and agree any necessary action including:

25.8.1 To receive an update about No.3 The Green

Cllr J Garvani reported that the contractors are due to pause the works shortly due to supplier lead times, including the manufacture of the lift.

The 'works in progress' insurance has been extended until 31st August 2025, which aligns with the architect's current estimate for the project's completion.

Key decisions still need to be made such as the entry system and booking systems. These matters will be discussed with both the architect and TW to seek their advice.

It was agreed to arrange an evening site visit for all councillors to view the current progress of the works.

The architect has also requested a meeting with the working group to review and discuss the current financial position of the project. This meeting will be scheduled shortly.

The Clerk reported receiving backdated water invoices for The Stables, dating back to 2022. It was agreed to contact the Museum, as they were responsible for the building until late 2023 and will therefore be required to contribute toward these costs.

25.8.2 To receive an update about the Museum

The Clerk reported that she is currently awaiting the Museum's solicitor details, but has been informed that a solicitor is expected to be appointed by the end of the week.

An invoice has been issued to the Museum for their agreed £10,000 contribution towards the lift installation.

Additionally, it was noted that the working group has agreed to fund £1,720 for the additional works required to the first-floor access to the Museum.

FGP/25.9 Matters for information

No further matters were noted.

FGP/25.10 Items for future agenda

- Premises budget

FGP/25.11 Date of the next meeting

Resolved that the next meeting will be held on 11th September 2025 and the deadline for agenda items is 1st September 2025.

The meeting closed at 7.15pm.

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

Appendix 1
Schedule of Payments for the Finance & General Purposes Committee meeting
Meeting being held on 3rd July 2025

Payee	Details	Amount	Comments
St Margarets Parish Centre	Room hire	£202.50	
Jackson Fire	Fire alarm inspection	£75.00	To note as previously approved by virtue of contract.
Salaries	Staff salary costs – June 2025	£3764.13	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – June 2025	£1116.04	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – Adjustment for 2024	£181.88	To note as previously approved by virtue of the employment contract.
HMRC	Tax & NI	£4027.05	To note as previously approved by virtue of the employment contract.
MJ Audio	PA & Engineer - Annual Event	£75.00	The Clerk approved using delegated powers
Pure Water	Floral displays	£1337.60	To note as previously approved by virtue of contract.
Tom Willoughby	No.3 The Green – Interim payment 2	£17,656.69	
YLCA	Training	£30.00	
Crooks Architecture	Architect – No.3 The Green	£4878.00	

Period 01.07.2025 to 31.07.2025

Period 01.07.2025 to 31.07.2025[illegible]

Period 01.08.2025 to 31.08.2025

Period 01.08.2025 to 31.08.2025[illegible]

Horsforth Town Council
Bank Reconciliation as at 31.08.2025
Prepared by Becky Crabtree 02.09.2025

At next y/end
S / L term

Balance per bank statements as at 31.08.2025

Current Account	Virgin Money (per stmt 31.07.2025)	90,502.90	Short term
	Unity Trust Bank (per Stmt 31.08.2025)	33,371.10	Short term
	Nationwide Building Society (Per stmt 31.03.2025)	89,378.91	Short term
	Lloyds (per stmt 30.05.2025)	100.00	Short term

Term deposit accounts

213,352.91

Add uncredited receipts

0.00

Less unpresented cheques

0.00

0.00

Net Balances as at 31.08.2025

213,352.91

Cash book

Opening balances as at 01.04.2025

296,411.52

Add cash book receipts

180,168.51

Less cash book payments

263,227.12

Closing cash book balance as at 31.08.2025

213,352.91

Difference 0.00

Horsforth Town Council
Annual Budget and Expenditure 2025-2026
Updated 02.09.2025

		Annual Budget		Income & Expenditure		Budget Remaining	
		2025-2026		As At 31.08.2025		As At 31.08.2025	
		£	£	£	£	£	£
INCOME							
	Precept	152,367		152,367		0	
	Council Tax Support Grant	5,249		5,249		0	
	Bank Interest Received	2,500		701			
	Donations			3,000			
	CIL						
	Other			516			
	Premises						
	Museum rent	1				0	
	Grants	5,000				0	
	Donations	10,000				0	
TOTAL INCOME			175,117		161,833		0
EXPENDITURE							
	Community & Environment						
	Grants & Sponsorship	4,000				4,000	
	Award Scheme	250				250	
	Civic Service	100				100	
	Horsforth Gala	100				100	
	Remembrance Service	1,100				1,100	
	Annual Town Meeting	0				0	
	Horsforth Matters	1,000				1,000	
	Band Concerts	1,100				1,100	
	Annual Event	1,500		1,016		484	
	Christmas Motifs, Lights & Trees	18,000				18,000	
	Christmas Switch On Event	4,500				4,500	
	HTC baskets and planters - inc wate	10,000		6,280		3,720	
	Garden Maintenance	1,000		180		820	
			42,650		7,476		35,174
	Planning, Licensing & Traffic		500		83		417
	Salaries						
	Office Staff	74,000		29,098		44,902	
	Premises Staff	7,500				7,500	
	Recruitment	100				100	
			81,600		29,098		52,502
	Office						
	Office Equipment & Photocopier Le	400		108		292	
	IT Support	1,400		433		967	
	Stationery & Printing	900		233		667	
	Postage	25		16		9	
	Telephone and Broadband	1,000		338		662	
	Subscriptions	2,800		2,412		388	
	Audit, Accounts & Data Protection	2,000		1,296		705	
	Miscellaneous	500		18		482	
	Bank Charges	200		71		130	
	Chairman's Allowance	100				100	
	Meeting Expenses & Refreshments	50				50	
	Room Hire	250		203		48	
	Legal & Professional Fees	2,500				2,500	
	Email and website	850				850	
	Clock Maintenance	500				500	
	Defibrillator Maintenance	2,000		325		1,675	
	Combined Insurance	2,500		2,461		39	
			17,975		7,913		10,062
	Training						
	Staff Training	500		20		480	
	Councillor Training	1,000		260		740	
			1,500		280		1,220
	Election		12,500		0		12,500

	Premises									
		Utilities and Services	15,100			4,785			10,315	
		Cleaning and caretaking	2,500						2,500	
		Maintenance and Statutory Checks	13,150			75			13,075	
		Sundry Expenditure	19,561			4,905			14,656	
				50,311			9,765			40,546
	TOTAL EXPENDITURE			207,036			54,615			152,421
	SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE			-31,919			107,218			

Horsforth Town Council
Annual Budget and Expenditure 2025-2026
Designated Funds

		As At 31.08.2025	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.08.2025	3,143	
	Income		
	Expenditure		
	Transfer of funds		
	Balance C/F 31.08.2025		3,143
3 & 5 THE GREEN - REFURBISHMENT			
	Balance B/F 01.08.2025	42,770	
	Income	10,000	
	Expenditure	52,770	
	Transfer of funds		
	Balance C/F 31.08.2025		0
THE MUSUEM			
	Balance B/F 01.08.2025	4,155	
	Income		
	Expenditure		
	Transfer of funds		
	Balance C/F 31.08.2025		4,155
No.3 PHASE 2 RENOVATION			
	Balance B/F 01.08.2025	80,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.08.2025		80,000
CONTINGENCY FOR PREMISES REPAIRS			
	Balance B/F 01.08.2025	5,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.08.2025		5,000
3 & 5 THE GREEN - PRE-ACQUISITION COSTS			
	Balance B/F 01.08.2025	1,166	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.08.2025		1,166
TOTAL DESIGNATED FUNDS C/F			
			93,464
RESTRICTED FUNDS			
COMMUNITY INFRASTRUCTURE LEVY			
	Balance B/F 01.08.2025	56,290	

	Income			
	Expenditure		50,096	
	Transfer of funds			
	Balance C/F 31.08.2025			6,194
3 & 5 THE GREEN - PWLB				
	Balance B/F 01.08.2025		89,899	
	Income (Loan)			
	Expenditure (repayment)		70,441	
	Transfer of funds			
	Balance C/F 31.08.2025			19,458
TOTAL RESTRICTED FUNDS C/F				25,652

RECONCILIATION TO CASH BOOK

CHECK TOTAL

General income less expenditure	107,218
Designated Income	10,000
Designated expenditure	-52,770
Restricted fund income	0
Restricted fund expenditure	-120,537
CASH BOOK TOTAL	-56,089

CASH BOOK TOTAL 2025-2026	-56,088.89
(CB Receipts less payments - per cash book)	

Difference	0
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Horsforth Town Council
Remaining General Funds at 31.08.2025

	£	£	£
Bank Balances per reconciliation as at 31.08.2025			
Virgin Money		90,502.90	
Unity Trust Bank		33,371.10	
Nationwide Building Society (Per stmt 31.03.2025)		89,378.91	
Lloyds		100.00	
			213,353
 Unspent General Budgets			
Community & Environment	35,174		
Planning, Licensing & Traffic	417		
Salaries	52,502		
Office	10,062		
Training	1,220		
Election	12,500		
Premises	40,546		
		152,421	
 Unspent Designated Fund Balances			
Neighbourhood Plan	3,143		
3&5 The Green Renovation	0		
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		
		93,464	
 Unspent Restricted Fund			
CIL	6,194		
3&5 The Green - PWLB	19,458		
		25,652	
 Unspent Funds			271,537
 Remaining General Funds			-58,184



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Salaries	Staff salary costs – August 2025	£3764.13	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – August 2025	£1116.04	To note as previously approved by virtue of the employment contract.
Tom Willoughby	No.3 The Green – Interim payment 3	£77,225.23	To note as previously approved by virtue of the contract.
Pure Water	Floral displays	£1672.00	To note as previously approved by virtue of the contract.
Brian Jones	Structural engineer	£220.00	Clerk approved using delegated powers
Brian Jones	Structural engineer	£1910.50	Clerk approved using delegated powers
Socotec	Building Control	£1085.00	Clerk approved using delegated powers
PKF Littlejohn	External Audit	£420.00	Clerk approved using delegated powers and included on approved regular payments report
Living Wage Foundation	Accreditation	£71.00	Clerk approved using delegated powers and included on approved regular payments report
Pure Water	Floral displays	£1337.60	To note as previously approved by virtue of the contract.
Leeds City Council	Floral displays	£1933.06	Approved at the F&GP Committee meeting held on 6 th March 2025
Blend Telecom	Sim card for lift	£78.00	Clerk approved using delegated powers
Horsforth Methodist Church	Grant	£500.00	
Horsforth Climate Action	Stall at event	£30.00	

Payments received

Payee	Details	Amount
Horsforth Historical Society	Funding support towards No.3	£3000.00
Horsforth Museum	Contribution towards lift	£10,000.00