

FINANCE AND GENERAL PURPOSES COMMITTEE
TUESDAY, 23RD JUNE, 2009

PRESENT:- Councillor J. Arbuckle in the Chair

Councillors:- I. Scott; J. R. Hardcastle; K. Arbuckle; D. Collins; N. Hunt and A. Barker

In attendance: - T. Ferry V. Watson and a journalist student from Trinity & All Saints College

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors, G. Hudson; A. Hey; P. Dobson; D. Holmes; C. Windsor and G. Kneeshaw.

2. CHAIRMAN FOR THIS COMMITTEE

It states in the Terms of Reference for this Committee that the Chair of the Town Council be the Chair of the Finance and General Purposes Committee. As Councillor J. Arbuckle is the Chair of the Town Council he will continue as Chair for this Committee also.

3. DECLARATIONS OF INTEREST

Councillor A. Barker declared an interest in Minute 9 regarding Office Lease because of his employment with Leeds City Council. Councillor Barker did not take part in the voting for this particular item.

4. TERMS OF REFERENCE

RESOLVED – That the Terms of Reference for this Committee be approved once Number 11 has been deleted and Number 3 reads at the end of the sentence ' by the Council at the AGM'.

5. MINUTES OF THE PREVIOUS MEETINGS

RESOLVED – That the minutes of the meetings held on Tuesday 12th May, 2009 and Tuesday 19th May, 2009 be approved as being a true and accurate record of the proceedings and they were duly signed by the Chair.

6. MATTERS ARISING FROM THE MINUTES

Minute 5, Financing PCSO's – meeting 12th May, 2009

It was reported that the grants for the PCSO's went through on Monday 22nd June, 2009

Minute 3, Insurance quotes – meeting 12th May, 2009

The Town Clerk informed Members that he has recently had a reply from the Zurich Insurance Company and they have agreed to back date £250,000 worth of fidelity insurance to April 2009 free of cost.

7. ACCOUNTS AND REPORT ON PAYMENTS MADE SINCE THE LAST MEETING

Information on the Horsforth Town Council's bank statements was submitted for Members information. Councillor Collins mentioned her concerns that it was not clear by the print out which payments related to which Committee.

RESOLVED – That the Town Clerk be requested to submit to the next meeting similar information to that which was submitted at this meeting but to itemise the costs under each Committee head.

8. ANNUAL RETURN

The Town Clerk explained that the Annual return was about to be signed by the Internal Auditor who was visiting the office the next day.

RESOLVED – That approval be given to the Annual return and note that it would be signed by the Internal Auditor on Wednesday 24th June, 2009

9. FREEDOM OF INFORMATION ACT

Mr. Ferry submitted an updated copy of the information that the Town Council Members have to be aware of in regard to fulfilling the requirements of the Freedom of Information Act. He said that what the Town Council has at the moment, in regard to complying with the Act, is only the basic requirements which have to be in the Public Domain in order that the public can ask questions of the Town Council at any time

Mr. Ferry said that there is a cost implication to the Town Council because the first 18 hrs taken by the Town Clerk to obtain the information requested would be free of charge to the public but then it would cost them £25 for each hour thereafter. Members were informed that the following 3 categories must be worked upon next and they are; complaints procedure; Information security policies and record management policies.

RESOLVED - To note the information submitted above

10. OFFICE LEASE

The Town Clerk submitted information in regard to the Town Council's Office Lease and said that most of the information and figures were kindly given by the Asset Management Section in Leeds City Council.

Mr. Ferry did ask at this point if Members would be willing for him to pursue the possibility of him obtaining a key for the office to enable him to enter the building independently without relying on the Library staff to be working on the premises. He said there were times when he would like to start early but was unable to do so because he had not got his own key.

RESOLVED – That agreement be made for Mr. Ferry to contact the relevant officer with a request for a key to be made available to him for entering the building independently from the Library staff.

11. INQUORATE MEETINGS

Referring to the Community meeting held on the 10th June Members questioned the possibility of holding the Community meeting if it is inquorate. This question was raised because Members of the public are more often than not invited to attend on a particular date. It was decided at that meeting that the Committee meeting would not go ahead in the absence of the correct number of Members.

Since the last Community meeting the Town Clerk has been in touch with the Yorkshire Local Councils Associations and it was stated that a meeting should not go ahead if the correct number of Councillors are not in attendance.

RESOLVED – To note that a Committee meeting does not go ahead if the meeting is not quorate.

12. COMMUNITY GRANT RECOMMENDATIONS

(a) Friends of Hall Park

Referring to minute 6c of the Community Committee meeting held on the 21st May 2009 there was a request for a grant of £450 to be made available to contribute to the Band Concerts in Hall Park. An amount of £300 was granted by the Community Committee and they in turn referred the outstanding amount of £150 to this Committee for consideration.

RESOLVED – That £150 be granted from this Committee to make up the total sum of £450 to contribute towards the Band concerts in Hall Park.

(b) Horsforth Sports & Fun Day

Referring to minute 6d of the Community Committee meeting held on the 21st May 2009 the Horsforth Sports and Fun Day Committee requested that a grant of £1,700 be made available for children to assist in creating a mosaic as part of the children's festival which was to be held on Saturday 20th June, 2009. Members were informed that £300 had been granted by the Community Committee and they in turn referred the outstanding amount to this Committee for consideration.

It was stated that the mosaic, when completed, would be situated at the front of the Horsforth Library but questions were raised by Members as to whether permission had been sought from Leeds City Council to do this. Members did say that the Horsforth emblem was part of the mosaic but the design of the Horse was not accurate.

RESOLVED – That Mr. Ferry be requested to invite Mr. Mark Saville from the Horsforth Sports and Fun Day Committee to the next meeting to provide more information in regard to the request for a grant.

13. BANKING ARRANGEMENTS

Councillor D. Collins informed Members that the 3 monthly investment has now matured and has been returned to the current account. Members discussed the options as to where the money should now be placed but it was decided to leave it for the time being until maybe the interest rate rises.

RESOLVED – To note that the 3 monthly investment account has now matured and transferred into the Town Council's current account.

14. INTERNAL AUDITORS REPORT

Mr. Ferry mentioned the Parish Plan which is required to be undertaken by Parish Councils and Town Council's as part of their best practice approach. He did explain that he had been in touch with other Parish Council's and found that they had involved the Community asking them what their priorities were.

Members did say that it seemed very similar to the Horsforth Design Statement; Vision for Leeds Plan; Area Committees Plan and also work being undertaken by the Police who have involved the local Community.

RESOLVED – That Mr. Ferry be requested to contact a number of other Parish/Town Council's to see exactly what they are doing in regard to the Parish Plan and report back to a future meeting of this Committee

15. Agenda items 12, Number of Council Meetings, Full and Committee, 15, Town Council Employees Appraisal Structure and 16, Complaints and Grievance Committee Report were heard in a closed session of the Committee meeting and separate 'Confidential' minutes of those items will be issued separately.

16. DATE AND TIME OF THE NEXT MEETING

HTC/F&GP/09