



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

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

Community and Environment Committee

Thursday 7th March 2024

AGENDA PACK

*Distribution: Cllrs E. Bromley, B. Cousins, F. Gains, S. Gomersall, E. Hyndes,
R. Jones, E. Richards, T. Stones, J. Tumalan, A. Wishart*



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Community and Environment Committee Meeting Minutes
Thursday 7th December 2023 at 7pm
Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG

Present: In Chair – Cllr F. Gains (Chair)

Cllrs E, Bromley, R. Jones, E. Hyndes, E. Richards, T. Stones, J. Tumalan, A. Wishart

CE/23.45 Introduction from Chair

Cllr Gains welcomed all to the meeting.

CE/23.46 To accept apologies and the reason for absence

Apologies were received from Cllr Cousins and reasons were approved.

CE/23.47 Declaration of Disclosable Pecuniary and other Interests

Cllr Tumalan declared an interest in item CE/23.52.2 and Cllr Hyndes declared an interest in item CE/23.50.1.

CE/23.48 To consider questions and comments from members of the public at the Chairman's discretion

- Two representatives from WW1 100 Years were in attendance to provide further information about the grant they had submitted. It was noted that £2000 is allocated from LCC MICE funds to install new paving at the cenotaph. This was discussed and it was noted that hard standing is only needed for health and safety reasons at the Remembrance Service. It was agreed that Cllr Jones and the Remembrance Service Working Group will liaise with them about this.
- One member of Horsforth Litter Pickers was in attendance to give an update about the litter picks that were carried out in October with Horsforth Town Council and to discuss ways to improve the litter issue in Horsforth.

CE/23.49 To approve the minutes of the Community and Environment Committee meeting held on 7th September 2023 and Extraordinary Meeting held on 23rd October 2023

Resolved to approve the minutes of the meeting held on 7th September 2023 and the Extraordinary Meeting held on 23rd October 2023.

CE/23.50 Grant/Sponsorship

23.50.1 To receive feedback from previous applications/sponsorship

No feedback received.

23.50.2 To consider grant and sponsorship applications received

Resolved to approve a grant of £200 to WW1 100 years towards electricity costs for the lights inside the parameter walls of the Fink Hill Cenotaph site to illuminate the memorial.

Resolved to approve a grant of £500 to Woodside St James' PCC towards the construction of the Community Pantry.

Resolved to approve a grant of £500 to Walk of Art towards the event being held to celebrate the 10th year anniversary in 2024. It was **resolved** to recommend that the F&GP Committee considers increasing the grant to £1000 at the next Committee meeting.

CE/23.51 Good Citizen and Young Achiever Awards Scheme

It was noted that the awards were given out at the Christmas Event. Cllr's considered the current application process as there were so many great nominees to consider this year. Discussions included having additional awards such as for businesses and the criteria. It was **resolved** that the Clerk will prepare a checklist to be used when considering the nominations next year and will update the award scheme to be considered at the next meeting.

CE/23.52 Events

To receive updates/feedback from the Events Working Groups and agree any necessary action:

23.52.1 Remembrance Service

Members of the working group reported that the Remembrance Service went well, and J. Huck did a great job running it on the day. S. White has thanked all involved. It was noted that more communication is required on the day, ensure the music works and it was suggested that a church representative attends the service next year. The memorial stone has not been installed and it was agreed to include this on the next agenda.

23.52.2 Christmas Event

The Christmas Light Switch On was a success and attendance doubled compared to last year's event. Cllrs thanked everyone that was involved and felt that the Horsforth Town Team worked well with HTC. There were no major incidents on the day and the working group are due to meet in January to reflect on the day. Everyone agreed that Santa was amazing and great with the children. It was noted that the seating area and barriers that were used for health and safety reasons stopped people from walking towards the back of the stage and a business and organisation were impacted by this, the choice of music was discussed, the roles and responsibilities need to be clarified, it needs to be more child friendly and the possibility of extending the road closure was discussed.

Organisations and businesses that were involved have said that they had a successful day.

The timing of the actual light switch on was discussed but a time was given of between 5pm and 5.45pm as awards were being given, special guests were in attendance and therefore, it is hard to give a specific time.

23.52.3 Annual Event

Resolved that the working group will convene a meeting to discuss the suggestions for next year's annual event and make a recommendation at the Full Council meeting.

CE/23.53 Editorial Working Group

Cllr Wishart reported that the latest edition was delivered to every household in October, but several households didn't receive it, and this will be investigated. Additional copies are available at key locations.

Cllrs discussed preparing a directory of community groups and it was noted that the next edition will be published by the end of the January 2024 and 200 copies will be printed for key locations.

CE/23.54 Jubilee Garden

No update.

CE/23.55 Floral displays

No update.

CE/23.56 Band Concerts

Resolved to agree to sponsor the band concerts at a cost of £990 in Hall Park as part of Summer Bands in Leeds Parks 2024 and the bands are performing on 2nd June 2024, 7th July 2024 and 4th August 2024.

CE/23.57 Hall Park

It was noted that the path around the bandstand has now been resurfaced and Cllr J. Garvani is checking if the work has been completed as requested.

CE/23.58 Litter

23.58.1 To receive an update about the litter picks carried out throughout October 2023

P. Pinn reported that the litter picks were carried out every Sunday in October in each ward. Several Cllr's, residents and litter pickers attended, and 65 bags were filled.

Cllrs discussed promoting it to families in the future but felt it was not practical due to health and safety reasons.

It was **resolved** to carry out litter picks in 2024.

23.58.2 To consider ways to help deal with the litter issue in Horsforth

Cllrs considered ways to help deal with the litter issues including additional bins, competitions, and discussions with local schools. P. Pinn agreed to send the Clerk some resources that can be discussed at a later date. It was **resolved** that Cllr Tumalan will ask HTT to liaise with local businesses about improving the area, how they can promote it, what would help them and how the TC can support businesses.

CE/23.59 To consider matters requested by Councillors/Clerk and agree any necessary action:

23.59.1 To consider the Draft Committee Budget for 2024-2025.

Resolved to recommend the draft budget to the F&GP Committee.

i. To consider a proposal from Cllr Tumalan for the Christmas lights

Resolved to defer this item.

23.59.2 To receive an update from the Young People Champion including:

i. To receive an update about the Young People Survey

Resolved to defer this item.

ii. To receive an update about the skatepark

Resolved to defer this item.

iii. To consider installing a graffiti wall

Resolved to defer this item.

23.59.3 To consider alternative play space ideas for Wards with no playgrounds

Resolved that the LCC Ward Cllrs will investigate installing a climbing wall and Cllr's will engage with the community further to find out their views about play spaces in Horsforth.

23.59.4 To consider taking part in an initiative called 'Trees for Streets'.

Resolved to defer this item.

23.59.5 To agree to have a stall at the Farmers Market bi-monthly in 2024

Resolved to have a stall at the Farmers Market bi-monthly in 2024.

CE/23.60 To consider correspondence received and agree any necessary action:

23.60.1 To consider a request from Yorkshire Air Ambulance

Resolved that the Clerk will investigate if the TC has a power to donate to the organisation and agreed to invite them to have a stall a future event.

CE/23.61 Items for future agenda

- Litter issues
- Yorkshire Air ambulance
- Trees for Streets
- Young People Champion update
- Christmas lights

CE/23.62 Date of the next Meeting

Next meeting of the Committee: 7th March 2024

Deadline for agenda items: 26th January 2024

The meeting dates were noted.

Meeting closed at 9.15pm.

*Distribution: Cllrs E. Bromley, B. Cousins, F. Gains, S. Gomersall, E. Hyndes,
R. Jones, E. Richards, T. Stones, J. Tumalan, A. Wishart*

Grant Feedback

Message from St James Woodside Parish Church

I write to thank you very much for your gift to our Food Pantry project of £500 which I confirm we have received.

We have now also received planning permission for construction. On Monday the foundations work starts. And our first volunteer work week is scheduled for w/c 12th Feb in Horsforth Shed to construct the panels the new Pantry. On site assembly will be during April, just after Easter.

We have received good help also from Moortown Construction - pro bono - and from Leeds City Council. The St James Parish Centre has donated its surplus from lettings for 2023 and 2024 to the project, so we have about 75% of the funds needs either received or promised.

We look forward to opening in May (approx) and to helping to feed the hungry folk in our town

Grant and Sponsorship Application – summary

Organisation	9 th Airedale Scout Group
Is this a recurring event?	No
Amount requested	500.00
Previous grants/sponsorship awarded by HTC	None
Last set of audited accounts	Provided
Constitution	Requested a copy
Public liability insurance	Requested
Amount and period of cover	Available to view in the office
Details of funding from other sources	We intend to do this by a variety of means including launching a Just Giving website based appeal and our application to Horsforth Town Council.
Committee/Council meeting date	07.03.2024
Decision	

The 9th Airedale Scout Group was established in 1927 and is based at The Grove Methodist Church. We currently offer a range of activities for young people aged from 6 to 18 years old. We operate 2 Beaver Colonies, 2 Cub packs, 2 Scout Groups and an Explorer Scout unit (Tenzing Shire Oak). We currently have 101 young people within the group and 121 on the waiting list. The group is run entirely by volunteers. We are part of the Scout Association.

The Scout Group undertaker regular camping activities whether as a Group or as a sections. Camping is the often the highlight of the year for our young people as it provided them an amazing experience and also teaches them new skills.

In order to deliver this activity we need to provide and maintain a large amount of equipment. This over the years has been regularly replaced. However, the Group, like many other Scout groups and clubs, was adversely financially impacted by the Covid pandemic and as a consequence we were unable to replace the tents on a regular basis. In the summer of 2023 the Group attended the Challenge 23 camp at Bramham park and as a result of heavy rain it became apparent that many of the tents need to be replaced.

As a result the group has launched a fund raising initiative to raise £3,000 for the purchase of new tents in preparation for the 2024 camping season. These will include 3, 4 and 5 person Vango tents.

To date the group has raised the following money:

1. Bonfire event jointly with the 7th Airedale Scout Group - £688 (note the amount is less than is shown on the accounts as some of the proceeds was given to the 7th Airedale)
2. Bag Packing – Morrisons – 6th December 2023 - £527
3. Bequest in memory of David Hodgson, a former leader - £500

Grant and Sponsorship Application – summary

We therefore need to raise a further £1,285, hence our application to Horsforth Town Council.

Accounts statement - 9th Airedale Scout Group are currently operating with an annual expenditure of £8,305.50, which includes capitation payments to the Scout Association to cover the overall cost of membership. We generate an annual income of £105 per child (payable in termly amounts of £35), which is deliberately kept as low as possible in order to ensure that Scouting in the local area is accessible to all regardless of household income or status. This means that approximately 80% of annual income is absorbed by fixed operating costs, leaving 20% to fund the day to day running of seven different sectional groups. All costs falling outside of this (such as the purchase of new equipment) need to be met by fundraising activities.

9th Airedale Scout Group (Charity no. if applicable)

Receipts and payments account

Year start date

Year end date

For the year from	1st April 2023	To	31st March 2024
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Receipts and payments

	Unrestricted funds £	Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	-	6,426
Donations	-	-
Legacies	-	-
Gift Aid	-	2,415
Other similar income	-	-
Sub total	-	8,840
Grants		
Maintenence grant	-	-
Other grants	-	-
Sub total	-	-
Fundraising events (gross)		
Challenge 23	-	348
Bag Pack	-	527
Bonfire Night	-	892
Other fundraising activities	-	-
Sub total	-	1,768
Scout hut income		
Hire of building	-	-
Hire of equipment	-	-
Other Scout hut income	-	-
Sub total	-	-
Investment income		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
Sub total	-	-
Total Gross Income	-	10,608
Asset and investment sales, etc.	-	-
Total receipts	-	10,608

XXXXXXXXXXXX Scout Group (Charity no. if applicable)
Receipts and payments account

Year start date

Year end date

For the year from	1st April 2023	To	31st March 2024
-------------------	----------------	----	-----------------

Receipts and payments

	0	0
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/Area/District)	-	-
Youth programme and activities	-	-
Adult support and training	-	-
Rent	-	4,500
Water and Sewerage	-	-
Electricity and Gas	-	-
Insurance	-	-
Repairs and Renewals	-	-
Materials and equipment	-	2,043
Printing and photocopying	-	-
Contribution to camp costs	-	-
Uniforms	-	-
AGM and trustee expenses	-	-
Badges	-	322
Historic Invoice Payment	-	179
OSM & Stripe Costs	-	331
Sub total	-	7,374
Fundraising expenses		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
Sub total	-	-
Total Gross Expenditure	-	7,374
Asset and investment purchases, etc.	-	-
Total payments	-	7,374
Net of receipts/(payments)	-	3,234
Cash funds last year end	-	-
Cash funds this year end	-	3,234

XXXXXXXXXXXX Scout Group (Charity no. if applicable)
Receipts and payments account

Year start date

Year end date

For the year from	1st April 2023	To	31st March 2024
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Statement of assets and liabilities at the end of the year

	Xst X 200Z Unrestricted funds	Xst X 200Y Unrestricted funds
	£	£
Cash funds		
Bank current account	-	-
Bank deposit account	-	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	-	-
(agree balances with receipts and payments account)	ok	agreement error
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
Sub total	-	-
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-
Total net assets	-	-

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

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Print Name

	Chair
	Treasurer

Grant and Sponsorship Application – summary

Organisation	Horsforth Central Methodist Church
Is this a recurring event?	No
Amount requested	500.00-1000.00
Previous grants/sponsorship awarded by HTC	None
Last set of audited accounts	Provided
Constitution	Yes – available to view on their website
Public liability insurance Amount and period of cover	£5 million public liability Renewal date 24.03.2024 Available to view in the office
Details of funding from other sources	Own fund raising to date is £7000. (8 th January 2024) Grant from Leeds Methodist Loans and Grants Society £1500
Committee/Council meeting date	07.03.2024
Decision	

HORSFORTH CENTRAL METHODIST IS NOT ONLY A CHURCH, THE BUILDING SERVES THE LOCAL COMMUNITY AS A BASE FOR SEVERAL GROUPS. ONE OF THESE GROUPS IS THE CHARITY, MHA (LIVE AT HOME SCHEME).

THE OLD CENTRAL HEATING BOILER HAS BEEN CONDEMNED AND REQUIRES REPLACING. THE WORK HAS HAD TO COMMENCE AS A MATTER OF SAFETY BUT WE STILL NEED TO FIND FUNDING TO PAY FOR THIS.

The estimate accepted was £12,960 Plus associated work. Our target is £14000. We have already reached approximately 50% of this through the support of the community, local businesses, the Methodist Church and its members and all those who use our building.

THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS

HORSFORTH

Church

FOR THE YEAR ENDED

31 August 2022

LEEDS SOUTH & WEST Circuit

Circuit no 27/01

Registered Charity - Charity Registration number

If, not a registered charity Her Majesty's Revenue and
Customs Gift Aid number

(The HMRC number is equivalent to a registered charity number in terms of evidence of charitable status and may be used to give to donors or grant funders wishing to see evidence of the organisation's charitable status. Methodist charities in England and Wales that are not registered charities are excepted from registration under Statutory Instrument 2014 No.242)

Minister:

REV JO LIGHTOWLER

Church Stewards:

MICHAEL COOKE

PAUL METCALFE

WILLIAM FLETCHER

VICTORIA ROSE

Treasurer:

MARGARET METCALFE

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
RECEIPTS					
a2	Offerings and Tax recovered	8141		8141	10477
a3	Bank and CFB interest and Investment income	49		49	40
a4	Lettings	13265		13265	10680
a5	Other receipts	3256		3256	1653
a6	TOTAL RECEIPTS	24711		24711 (a7)	22850
SECTION B					
PAYMENTS					
b2	Circuit Assessment or Share	11126		11126	11126
b3	Donations	886		886	865
b4	Repairs and Maintenance	5219		5219	3987
b5	Utilities (Insurances, water charges, heating & lighting)	8155		8155	7196
b6					1424
b7	Other payments	3084		3084	1526
b8	TOTAL PAYMENTS	28470		28470 (b9)	26124
SECTION C					
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	(3759)	(3759)	(3274)
c2	Total funds brought forward from last year		22703	22703 (c6)	25456
c3	Sub total	(c1+c2)	18944	18944	
c4	Transfers and adjustments				
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	18944	18944 (c8)	22182 (c6)
SECTION D					
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS					
d	(these amounts are not to be included in total receipts/payments figures above)			£	£
d1	Balance brought forward from last year				
d2	Offerings/Gifts - received for external organisations			423	215
d3	Offerings/Gifts - passed to external organisations			423	215
d4	BALANCE STILL TO BE PAID	(d1+d2-d3)			

STATEMENT OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL

SECTION E Please follow the Guidance Notes to complete this page

Summary of the Church accounts for the year ended 31 August 2022 and Internal Organisations reporting to the Church Council/Church Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the District and connected District Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1						
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub-total of Internal Organisations funds					(e11)	(e12)
e9 Church accounts (totals brought forward from page 7 - totals column)	24711 (a7)	28470 (b9)	(3759)	(c7)	22703 (c6)	18944 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	24711	28470	3759		22703 (x)	18944 (y)
	TOTAL RECEIPTS	TOTAL PAYMENTS				

Continue on a separate sheet if necessary and bring the totals forward

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

CHURCH - CASH FUNDS HELD at 31 August 2022

f1	Cash in hand
f2	Bank Current Account
f3	Bank Deposit Account
f4	Central Finance Board
f5	Trustees for Methodist Church Purposes
f6	Other funds
f7	SUB TOTAL - Church accounts
f8	Total funds held by Internal Organisations (the closing balance total from above) (e12)
f9	TOTAL CASH FUNDS HELD BY CHURCH

OPENING BALANCES	CLOSING BALANCES
14	15
2941	4527
35	
14112	1161
4740	3240
340	
22182 (c6)	18943 (c8)
521 (e11)	(e12)
22703 (x)	18943 (y)

Section G

OTHER ASSETS and LIABILITIES

g1	Investments (include Endowments)
g2	Land & Buildings (see notes re Insurance value)
g3	Other Assets
g4	Loan(s) - show amount outstanding at year end
g5	Other Liabilities

1 September 2021

31 August 2022

f4 Include only Funds held at the Central Finance Board
 f5 Include only Funds held at Trustees for Methodist Church Purposes
 g1 Include any other investments (not the cash element of T&CP trusts accounts this is included in line f5)

Name of Church HORSFORD CENTRAL No.....

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2022 have been prepared from the records of the Church and that they include all funds under the control of the Church trustees.

Signature of treasurer [redacted] Date 19/9/22
Name and address of treasurer MA METCALFE 11 MOSELEY WOOD CROFT
..... Post Code LS16 7JJ

Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2022 were/will be* presented to the meeting of the Church trustees held on 27/9/22

Signature of the Chair of the meeting: [redacted]
Name of the Chair of the meeting: Rev Jo Lightowler Date 27/9/22

Independent Examiner's Report to the Trustees of the

.....Church

Charity Number

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the HORSFORD CENTRAL Church for the year ended 31 August 2022 set out on pages 1. to 5. As the Church's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Church's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

* delete or circle as appropriate

Name of Church HORSFORTH CENTRAL No


Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below*) which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I have/have not* obtained independent verification of all investments with the Trustees for Methodist Church Purposes or held in other trusts, bank balances and funds at the Central Finance Board of the Methodist Church which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

Signature of independent examiner 

Name of independent examiner ANTHONY N. DANKS

Relevant professional qualification of independent examiner A.C.I.B

Name of firm (where appropriate)

Address

.....

Date Post Code

* delete or circle as appropriate

Grant and Sponsorship Application – summary

Organisation	Horsforth Churches Together
Is this a recurring event?	Yes
Amount requested	500.00
Previous grants/sponsorship awarded by HTC	£500 in 2023, 2022, 2021, 2019, 2018
Last set of audited accounts	Provided
Constitution	No
Public liability insurance Amount and period of cover	£5 million public liability Renewal date 17.05.2024 Available to view in the office
Details of funding from other sources	Attached is the Churches Together account. The Grove will provide for the costs of Hot Cross Buns and Refreshments Lister Hill will provide a PA HCT will provide costs of electricity and the printing of song sheets etc
Committee/Council meeting date	07.03.2024
Decision	
<p>Horsforth Churches Together providing a community Walk of Witness on Good Friday, carrying a cross as a focal point down Horsforth Town Street to The Green whilst singing hymns. Once on The Green there is a service with Easter readings, hymns and prayers. After the service all are welcomed back to The Grove for hot cross buns and soup.</p> <p>The Walk of Witness is a special event in the life of the churches in Horsforth. It is an event which unites all the churches in Horsforth to Walk together. Whilst marking one of the most significant days in the Christian calendar, reflecting on the universal theme of sacrificial love it builds friendships across church denominations. It is a very precious short act for those who take part and has always been well received by those in the community who witness it often coming out of shops to connect with the walkers.</p> <p>The plan is again to begin the official walk this year from the Car Park at Central Methodist, with the wooden cross, down Town Street to the Green from 11.30am - 12 noon on Good Friday for the walk of Witness. (Before the official walk begins, a smaller group go to Bedford Court at their request to sing with the Cross.)</p> <p>After the service - all are invited back to The Grove for hot cross buns and soup.</p> <p>The walk requires road closures for a short period (20 mins maximum) of time to allow for the safety of those involved.</p> <p>Highways have allowed us in the past a Licence at reduced cost £100 which we hope they will do again. The cost for the Traffic Management company TCM to manage the event is estimated at £480 – the cost it was last year.</p>	

Date	Ref	INCOME	Income £	EXPENDITURE	Expend £	Balance	PP Adj Bal	Clear PP INCOME & EXPENDITURE	£
		<u>Carried Forward from Year End December 2022</u>				5,785.72	4,215.10	PP Opening Balance January 2023	1,570.62
16-Jan	chq 386			PP St Margaret's Church	200.00	5,585.72	5,506.85	c Hire of church Feb & March	-200.00
10-Jan	DR			Bank Charges	6.60	5,579.12	5,500.25	c	
17-Jan		St Margaret's 2023 contribution	500.00			6,079.12	6,000.25	c	
24-Jan		PP Sponsorship, Jordans Solicitors	300.00			6,379.12	6,300.25	c Sponsorship, Jordans Solicitors	300.00
10-Feb	chq 387				35.55	6,343.57	6,264.70	c	
16-Feb	DR			Bank Charges	5.00	6,338.57	6,259.70	c	
21-Feb	chq 388				260.00	6,078.57	5,999.70	c Performance Fee	-260.00
21-Feb	chq 389				106.85	5,971.72	5,892.85	c Flyer Printing	-106.85
13-Mar	CR	Horsforth Grove 2023 Contribution	425.00			6,396.72	6,317.85	c	
15-Mar	CR	St Mary's 2023 Contribution	600.00			6,996.72	6,917.85	c	
16-Mar	CR	St James' Woodside 2023 Contribution	525.00			7,521.72	7,442.85	c	
19-Mar	DR			Bank Charges	5.80	7,515.92	7,437.05	c	
23-Mar	Paid in	Central Methodists 2023 Contribution	350.00			7,865.92	7,787.05	c	
27-Mar	CR	Cragg Hill 2023 Contrib (Cornerstone)	450.00			8,315.92	8,237.05	c	
30-Mar	CR	Horsforth Town Council Sponsorship	500.00			8,815.92	8,737.05	c	
30-Mar	CR	PP Horsforth Town Council Grant	500.00			9,315.92	9,237.05	c Horsforth Town Council Grant	500.00
03-Apr	chq 390			Community TM Ltd (Walk of Witness)	480.00	8,835.92	8,757.05	c	
03-Apr	chq 391			Duncan Stow (Rewind to Easter)	121.76	8,714.16	8,635.29	c	
03-Apr	chq 392			Methodist Insurance plc	201.60	8,512.56	8,433.69	c	
10-Apr	chq 393			PP Peter Reasbeck (performance fee)	260.00	8,252.56	8,173.69	c (performance fee)	-260.00
16-Apr	DR			Bank Charges	6.60	8,245.96	8,167.09	c	
10-May	chq 394			PP Neil Balfour (performance fee)	130.00	8,115.96	8,037.09	c (performance fee)	-130.00
11-May	chq 395			PP St Margaret's Church	170.00	7,945.96	7,867.09	c Hire of church May & June	-170.00
18-May	chq 396			PP Peter Reasbeck (performance fee)	130.00	7,815.96	7,737.09	c (performance fee)	-130.00
04-May	CR	Lister Hill Baptists 2023 contribution	425.00		-	8,240.96	8,162.09	c	
17-May	DR		-	Bank Charges	6.60	8,234.36	8,155.49	c	
02-Jun	CR	PP Cash from concerts	559.31			8,793.67	8,714.80	c Cash from concerts	559.31
05-Jun	chq 397			PP Anthony Thompson (Performance f	650.00	8,143.67	8,064.80	c n (performance fee)	-650.00
17-Jun	chq 398			Emmanuel Church (Easter Rewind)	50.00	8,093.67	8,014.80	c	
16-Jun	DR			Bank Charges	5.00	8,088.67	8,009.80	c	
21-Jun	chq 399			Horsforth Gala Committee	103.00	7,985.67	7,906.80	c	
06-Jun	CR	PP St Margaret's concert donations	88.00			8,073.67	7,994.80	c Cash from Concerts	88.00
03-Jul	chq 400			Duncan Stow (Gala Expenses)	390.97	7,682.70	7,603.83	c	
03-Jul	CR	(Donation)	300.00			7,982.70	7,903.83	c	
17-Jul	DR			Bank Charges	9.24	7,973.46	7,894.59	c	
16-Aug	DR			Bank Charges	5.80	7,967.66	7,888.79	c	
16-Sep	DR			Bank Charges	5.00	7,962.66	7,883.79	c	
25-Sep	chq 401			PP Thomas Greed (performance fee)	520.00	7,442.66	7,363.79	c (performance fee)	-520.00
12-Oct	chq 402			PP St Margaret's Church	140.00	7,302.66	7,223.79	c Hire of Church Sept & Nov	-140.00
17-Oct	DR			Bank Charges	5.00	7,297.66	7,218.79	c Cash from concerts	17.79
22-Oct	CR	PP St Margaret's concert donations	17.79			7,315.45	7,236.58	c	
16-Nov	DR			Bank Charges	5.80	7,309.65	7,230.78	c	
18-Nov	chq 403			PP (Performance fee)	390.00	6,919.65	6,840.78	c (Performance fee)	-390.00

27-Nov chq 404	The Squeaker Ltd (Xmas cards)	200.00	6,719.65	6,640.78	c
14-Dec chq 405	Duncan Stow (Rewind £227.61, Carols)	641.49	6,078.16	5,999.29	c
17-Dec DR	Bank Charges	5.40	6,072.76	5,993.89	c
			6,072.76	5,993.89	
			6,072.76	5,993.89	

HCT ANNUAL ACCOUNTS Y/E 31.12.23

Year End 31.12.23	Income	5,540.10	Expenditure	5,253.06
Opening Balance 1.1.23		<u>5,785.72</u>		
		<u>11,325.82</u>		

Closing Bank Balance	6,072.76
less Perfectly Pitched balance	78.87
HCT Balance of Funds	5,993.89

Opening Balance on 1.1.23	5,785.72	Closing Book Balance on 31.12.23	6,072.76	PP Account balance	<u><u>78.87</u></u>
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Income

Expenditure

Perfectly Pitched	1,465.10	Perfectly Pitched	2,956.85
MICE Grants for HCT	-	Gala	493.97
Town Council (Walk of Witness)	500.00	Rewind Expenses	434.92
Donations from Churches	3,275.00	Carols in the Park	322.64
Other Donations	300.00	Christmas Cards	200.00
Carols in the Park	-	Open the Book	-
		Methodist Insurance premium	201.60
		Walk of Witness	480.00
		Misc Expenses	
		Refugees' expenditure	
		Café of Hope	91.24
		Bank Charges	71.84
		Website Expenses	

TOTAL INCOME	<u><u>5,540.10</u></u>	TOTAL EXPENDITURE	<u><u>5,253.06</u></u>
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<i>Opening balance plus income</i>	11,325.82	<i>Closing balance plus expenditure</i>	11,325.82
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NOTE: Closing book balance includes £78.87 belonging to Perfectly Pitched - leaving £5,993.89 available to spend.

Bank Reconciliation

Balance on statement 31.12.23	6,072.76	
minus uncleared cheques	-	
plus any receipts not shown on statement	-	
actual bank balance	6,072.76	John H Barnes
book balance as shown in accounts	6,072.76	Treasurer
reconciliation difference	-	31.12.23

Grant and Sponsorship Application – summary

Organisation	Horsforth Hawks
Is this a recurring event?	No
Amount requested	300.00
Previous grants/sponsorship awarded by HTC	None
Last set of audited accounts	Provided
Constitution	Yes – Available at the office
Public liability insurance Amount and period of cover	£10 million public liability Renewal date 02.04.2024 Available to view in the office
Details of funding from other sources	N/A
Committee/Council meeting date	07.03.2024
Decision	
<p>We are a non-profit Rounders social sports group for ladies based in Horsforth. We had struggled to get back up and running again after covid and especially with rising costs of equipment and facility hire. Our group has grown in numbers past few months and therefore we require more equipment to be able to facilitate for everybody who is wanting to get out and exercise and play rounders again. Majority of our participants played the much-loved sports in school so when they hear there is a club playing Rounders it's very exciting for them.</p> <p>Horsforth Hawks is our club's name and we try and encourage women from all backgrounds to come out and have fun playing rounders. We believe this has impacted the community in such a positive way as we've had feedback from our participants saying how much they look forward to playing in the week. We know our group has positively impacted mental and physical health of all our participants.</p> <p>As of end of 2023 our numbers had grown allowing us to form two full teams where we would share equipment, with bats with cracks, balls with threads coming off them.</p> <p>This year 2024 we will be holding an event that will bring together other sports clubs to come play rounders in mini tournament. We will be welcoming Horsforth Cricket Club (men's team) and the Horsforth Running Club to play against both our teams in a tournament.</p> <p>We are hoping to gain a grant of £300 to help cover costs of new equipment to help keep our participants playing and not burdening them with costs as we have some participants from low socio-economic backgrounds who we do not want to exclude from the sport. As we can all appreciate running a sports group can be costly with facility hire, insurance and membership costs on the rise, we want to try our best to keeps costs down for our participants. The last thing we want is talented players dropping out due to costs. We also have players with certain disabilities where they require a brighter coloured ball so they're able to see better when fielding to be able to catch the ball and not injure themselves.</p>	

Grant and Sponsorship Application – summary

We want to try our best to include everyone and not exclude, so this grant will truly help Horsforth Hawks and the people of Horsforth as we are giving back to the community by running these Rounders sports sessions for the public, getting the community out exercising and socialising by playing the sport we all loved in school, Rounders!

**Grants and Sponsorship
Updated:**

**2023-24
27.02.2024**

Combined budget	4,500.00
Total awarded to date	2,200.00
Balance available	2,300.00

Organisation	Details	Grants		Sponsorship		Awarding committee	Date of decision	Date Paid	Notes	Info on website?
		Amount requested	Amount awarded	Amount requested	Amount awarded					
Friends of Horsforth Hall Park	Community Garden	500.00	500.00			C&E	08.06.2023	16.06.2023		Yes
Horsforth St Margarets C of E Primary School PTA	2 x defibrillator	1,536.00	0.00			F&GP	20.07.2023	N/A		N/A
Horsforth Shed	Purchase a router	500.00	500.00			C&E	07.09.2023	20.09.2023		Yes
Horsforth Walk of Art	Event	500.00	500.00			C&E	06.12.2023	12.12.2023		Yes
WW1 100 Years	Electricity for cenotaph lights	200.00	200.00			C&E	06.12.2023	12.12.2023		Yes
Woodside St James PCC	Community Pantry	500.00	500.00			C&E	06.12.2023	12.12.2023		Yes
Horsforth Hawks	New equipment for rounders team	300.00				C&E	07.03.2024			
Horsforth Churches Together	Good Friday Walk of Witness	500.00				C&E	07.03.2024			
Horsforth Central Methodist Church	Boiler	500.00				C&E	07.03.2024			
9th Airedale scouts	Activities	500.00				C&E	07.03.2024			
	Totals	5,536.00	2,200.00	0.00	0.00					

New applications are shown in red - to be decided

At the Community and Environment Committee meeting held on 7th December 2023, it was resolved that the Clerk will prepare an updated awards scheme for Cllrs to consider. Please see the proposal below for the Committee to discuss.



Horsforth Town Council knows that it is important to recognise the hard work and successes of local people making a difference for Horsforth.

Each year we have acknowledged and highlighted these achievements through the Good Citizen and Young Achiever Awards.

Horsforth Town Council has reviewed the awards scheme and is launching a new scheme called "I Heart Horsforth Awards" to recognise and celebrate individuals and community groups who have made their mark on Horsforth. This could be someone who has worked selflessly for others in our community or someone who has brought credit to our town.

We welcome applications to recognise those who have gone above and beyond by 5th September 2024. The winners will be selected by the Community and Environment Committee and the awards will be presented at the Christmas Light Switch on event being held on Saturday 7th December 2024.

The council would like to recognise the outstanding contributions of individuals and groups who would otherwise go unnoticed for their efforts in making Horsforth a great place to live. There are five distinct Awards:

- **Volunteering award** - For individuals or groups **under the age of 21** who have made a difference to their community through their volunteering.
- **Volunteering award** - For individuals or groups **aged 21 and over** who have made a difference to their community through volunteering.
- **Business Award** – for a business which has supported or worked with the community
- **Community Award** – for a voluntary organisation delivering a service to the community
- **Environmental Award** - An individual or group who has led, delivered or supported work aimed at making Horsforth greener, cleaner or safer.

Eligibility

To ensure that we recognise a range of fantastic people who live and work in Horsforth, we have five categories to nominate from.

Individuals from all walks of life and all sections of the community who have made a difference to Horsforth are eligible.

Individuals or groups can be nominated for a wide range of reasons, including:

- Outstanding achievement in their field such as sports or culture
- Contribution to commercial life
- Improving the environment of Horsforth
- Going that extra mile
- Improving other people's lives
- Gained national or international recognition for Horsforth
- An act of bravery.
- Made a material contribution to the advancement, wellbeing and welfare of the people of Horsforth
- Supported charitable work carried out in Horsforth
- Assisted the work of the Town Council in a voluntary capacity
- Demonstrated outstanding citizenship

The nominee must live, work, study, or contribute to Horsforth.

Serving councillors or ones who have served within the last electoral term, are not eligible to be nominated for their work as a councillor or their work they provide in another capacity in the community.

Previous winners of the Good Citizen and Young Achievers Award will not be considered unless they are nominated for a new achievement. The details can be found on the Town Council website.

Nominations cannot be made posthumously.

Multiple nominations for different categories not accepted.

Nominations

Nominations can be made by any person who has links with Horsforth, as long as they are not related to the nominee.

Nominations must be submitted to the Town Clerk using the application form included with this policy.

The submission should outline the voluntary service provided by the individual or group to the community.

Nominations are considered by the Community and Environment Committee, where the winner will be selected and notified following the meeting. The awards will be presented at the Christmas Light Switch Saturday 7th December 2024.

Horsforth Town Council is proud of the many community organisations, individuals and activities in the town and the community spirit of residents. The Town Council is keen to recognise the achievements of those people who voluntarily and selflessly work to improve and enhance the lives of local people. In recognising the huge benefit of this kind of work it is hoped that others will be inspired to contribute to make the parish of Hessle an even better place to live and work.

The aim of presenting awards is to promote pride in the community and to promote the idea of the community as something to be valued. The presentation of the awards will provide an opportunity to increase awareness of the good works in the town and to allow that work to be celebrated.

Members of the public can nominate someone for a community award by email, attaching a completed nomination form or in writing to the council (with the nomination form) stating why they think they should receive an award.

Nomination Form: [Award Nomination Form](#)

If you would like to nominate anyone for an award please complete the application form and send it to: –

Town Clerk, Horsforth Town Council, The Stables, 2 Church Road, Horsforth, LS18 5LG

Or email to: admin@horsforthtowncouncil.gov.uk



I HEART HORSFORTH AWARDS - NOMINATION FORM

I nominate the following person for an Award for their outstanding contribution to the local community.

Individual or group's name:	
If an individual is under 18 years old, their date of birth or approximate age:	
Contact address (if known):	
Contact telephone number (if known):	
Contact email address (if known):	

Category: (Please tick one box next to the category that is appropriate)	
Volunteering award - For individuals or groups under the age of 21 who have made a difference to their community through their volunteering.	<input type="checkbox"/>
Volunteering award - For individuals or groups aged 21 and over who have made a difference to their community through volunteering.	<input type="checkbox"/>
Business Award – for a business which has supported or worked with the community	<input type="checkbox"/>
Community Award – for a voluntary organisation delivering a service to the community	<input type="checkbox"/>
Environmental Award - An individual or group who has led, delivered or supported work aimed at making Horsforth greener, cleaner or safer.	<input type="checkbox"/>

Your details

First Sponsor	
Full name and title:	
Address	
Telephone number:	
Email address:	
Relationship to nominee:	

Second sponsor	
Full name and title:	
Address	
Telephone number:	
Email address:	
Relationship to nominee:	



Why are you nominating this person or group for an award?

Please highlight any achievements and successes and how they have made a difference to the community or the lives of others.



Sponsor 1: Declaration		Please tick	
<ul style="list-style-type: none"> I confirm that to the best of my knowledge, the information contained in this form and any supporting documentation is complete and accurate. 		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> If successful, I agree to my name being disclosed to the nominee and the nominee's parents or guardians as one of the sponsors 		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature of Sponsor 1			
Date			

Sponsor 2: Declaration		Please tick	
<ul style="list-style-type: none"> I confirm that to the best of my knowledge, the information contained in this form and any supporting documentation is complete and accurate. 		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> If successful, I agree to my name being disclosed to the nominee and the nominee's parents or guardians as one of the sponsors 		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature of Sponsor 2			
Date			

Please email completed nominations forms to admin@horsforthtowncouncil.gov.uk or post or hand into the office at Horsforth Town Council, The Stables, Church Road, Horsforth, Leeds LS18 5LG.

The Town Council will review the nominee(s) and decide whether to make an award.

The Town Council's decision is final, and no correspondence will be entered into.

Permission will be requested in advance if the Town Council wishes to use the photographs submitted with the application in their newsletter, social media and website.

Attached: I Heart Horsforth Award Privacy Notice



I Heart Horsforth Awards – Privacy Notice

Purpose and lawful basis for processing

Our purpose for processing to run the awards scheme is to recognise nominees' achievements that may otherwise go unacknowledged. We will assess the applications to decide whether to make awards.

The lawful basis we rely on to process your personal data is article 6(1)(f) of the GDPR, which allows us to process personal data when this is necessary for our legitimate interests. Our legitimate interest in this case is the conferring by us of an award on local people in recognition of their achievements that may otherwise go unacknowledged. We collect the personal information necessary to process applications and to determine eligibility and suitability for an award.

More information on how we assessed the legitimate interests is available by contacting the Clerk at the address shown below.

What we need

The information we ask for is the information we need to assess the applications we receive, decide who should receive an award, contact successful nominees and to publicise their achievements.

If you are nominating an individual or group for consideration, you will submit your name and contact details along with information about the nominee in an application form.

The personal data we will collect is:

- Your name
- Your nominee's name
- Your nominee's age (if under 18)
- Your address, email and contact number
- Your nominee's address, email and contact number
- Photographs and images provided with your nomination
- If your nominee is successful and you and/or your nominee come to an award presentation, we may take photographs and video recordings of you and them

If your nominee is under the age of 18, we will also collect:

- Your nominee's parent/guardian name
- Your nominee's parent/guardian address, email and contact number

It is possible that we will also collect and process your nominee's sensitive personal data if this is part of the nomination story. For example, information relating to ethnicity, disability or health conditions.

Nominations should always be made in confidence. There is no requirement for the nominator to obtain the consent of the nominee.

Why we need it

We need personal data of the nominator so that we can contact them with any queries we might have. We need the personal data of the nominees to assess the applications, decide who should receive an award, contact successful nominees and to publicise their achievements.



What we do with it

We collect and use your personal information for the awards scheme to promote positive stories and to celebrate the efforts and achievements of people and groups across the town.

The applications will be assessed by members of the Council. We will contact successful nominees to tell them that they have won an award and to ask if they accept the award. We will also contact the person who nominated successful candidates to inform them that their nominee has been successful.

We will publish the information about the successful nominees who have accepted awards on our own website, social media and in our printed materials, including their name, organisation and why they were nominated.

You may request that your nomination is withdrawn at any time prior to judging. If you request that the nomination or your details are withdrawn prior to judging, your nomination will not be processed any further and any personal information that had been collected will be held in line with data protection legislation.

Successful nominees who accept the award will be invited to a presentation where the award winners will be announced.

Photographs and video recordings may be taken at presentations for the awards which are held in public. These images will be used to share news about the awards online on our website and social media and published in Council printed materials and will enter the public domain.

How long we keep it

We will retain applications for 12 months.

We will keep indefinitely a record of successful nominees who accept awards. This will include the nominee's name, the year that they received an award and brief reasons why they received an award.

Information about the successful nominees and photographs and recordings taken at an awards presentation will be placed online on the Council's website and social media and published in Council printed materials and will enter the public domain.

What are your rights?

You have the right to object to our processing of your personal data. Please contact the Clerk to the Council:

Becky Crabtree

Horsforth Town Council,
The Stables,
2 Church Road,
Horsforth,
Leeds
LS18 5LG

Email: admin@horsforthtowncouncil.gov.uk

Floral Displays Report by the Clerk

Leeds City Council has quoted £1800.00 + Vat to install, plant and dismantle the hanging baskets and TC planters this year but are no longer able to water them this year due to staffing issues.

The cost for watering the hanging baskets and planters in 2023 was £4014.18 (Community floral displays) and £3616.53 (HTC displays) £7630 for watering only.

I have contacted several landscaping and window cleaning companies to invite them to quote for the work and have not received any quotes at the time the agenda was issued. Any quotes received before the meeting will be sent to the Committee.

I have requested quotes for the following:

Horsforth Town Council planters - watering

	Quote
Job 1 - Horsforth Town Council watering of floral displays three times per week, June to September a. Watering of 82 hanging baskets and Jubilee Garden (in front of Brownlee Stone Building), 3 times per week, June to September b. Watering of 3 barrier troughs at Fink Hill, 3 times per week, June to September c. Watering of 2 black planters on Town Street, opposite shops, 3 times per week, June to September d. Watering of 1 planter at junction of King Edward Avenue/Broadgate Lane, 3 times per week, June to September	
Total for HTC floral displays - watering	

Community floral displays (Horsforth in Bloom and Fairtrade) - watering

	Quote
Job 2 - Watering of Horsforth in Bloom planters, once per week, June to September a) 15 planters on New Road Side made up of green planters and including 3 concrete planters and 2 beer barrel containers sited on the pedestrian areas of the roundabout at the junction of the Ring Road and the A65. b) 14 Planters on Town Street 10 brown wooden planters. 2 large black plastic planters (directly opposite Morrisons) c) Jubilee gardens, Town Street, outside the Brownlee/Stone building. d) Jubilee Clock, junction of Hall Lane & Fink Hill, (designated centre of the town) comprising 2 green wooden ground planters and 1 horizontal narrow planter under the Jubilee clock. Jubilee Rose bed. e) Planter within the fence of the Emmanuel Baptist area, Hall Lane/Fink Hill. f) Planter of Horsforth Civic Society on pavement of Fink Hill opposite The Green.	
Job 3 - Watering of Fairtrade Town sign planters once per week, June to September a) Ring Road coming up from Rodley roundabout. b) Ring Road coming from Weetwood and towards Low Lane. c) Near to Horsforth Golf Club, Layton Road, Horsforth.	
Total	

I have contacted other TC's to enquire about what they do.

- Wetherby Town Council – Wetherby in Bloom water the plants
- Morley Town Council - The councillors and community groups sort out watering.
- Otley Town Council – They have not responded but I have seen that Otley BID have gone to tender so it looks like the floral displays are paid for by BID. (A BID is a business-led initiative where local businesses are invited to come together, in partnership, to make decisions and take action to improve their trading environment.)

One company is due to meet the Clerk to discuss the work and has queried about access to water. There is a tap outside No.3 so this will need to be discussed.

Band Concerts 2024

The Committee **resolved** to sponsor the band concerts at a cost of £990 in Hall Park as part of Summer Bands in Leeds Parks 2024 and LCC has confirmed the bands that will be performing.

Sunday 2 June 2024 – Corpus Christi Brass Band

Sunday 7 July 2024 – Horsforth Music Centre Concert Band

Sunday 4 August 2024 – Otley Brass Band

All the concerts last between 2.30pm - 4.30pm.

Item 15.1- Christmas Lights Proposal by Cllr Tumalan

At the last Committee meeting, Cllr Tumalan proposed the TC purchases festive lights gradually adjusting within the current budget limitations to avoid overspending. Cllrs raised some queries about his proposal and Cllr Tumalan has raised these with LCC.

LCC has confirmed the following:

- Light motives are made at the warehouse either for lease or following customer specifications.
- New motives will have LED technology with the option of being animated or stationary, LED technology makes it difficult to determine the life span as OLD models with serial bulbs had 10 years with yearly bulb replacing and occasional switch board. LED lights have much longer life span and more energy efficient, adding that any circuits or plastic cover are replaced on the yearly servicing fee. TAs have been introduced in last few years and estimates will last at least 15-20 years. The TC would be purchasing the structure with the strip of lights on it, if new technology requires it, LCC will replace the internal electronics and not the physical structure design, this could take the life span to 40-50 years or more
- It is unlikely that lights will change plug style or connection in the next 20 years as it will be a real task changing these for the thousands of lights in the city. If in the remote even that this happens, LCC will replace the plug accordingly at no extra cost adapting to new technologies.
- LCC currently has over 50 designs to choose from. In previous years, the Town Council has utilised 25 designs x 2 randomly allocated around the streets, (could be sales design but different colour, etc), the TC could choose one of each design to have a variety or have repeats.
- Most councils have lights owned either purchased at once or in stages as the proposal presented.

Current lights hire fee is £248, Total per year inc VAT £15,475

This includes Insurance, electricity, installation and removal.

Purchasing Service fee is £169, total projected per year once purchased inc VAT £10,545

This includes insurance, storage, maintenance and servicing parts, installation, removal and electricity.

Pros:

- Saving on expenditure over 30% helping the TC utilise public money in other areas that require more attention
- The TC will be able to choose the designs and colour of the motives to the latest trends or create designs instead of picking from existing designs with the option of having them animated.
- Servicing package includes replacement of components so life span is extended every year (currently forecasted to 20 years)
- Most designs never go out of fashion (Christmas tree, Santa, reindeer, shooting star, angels, Christmas baubles, etc)
- Possibility of getting a better electricity deal bringing the annual fee down

Cons:

- If lights are purchased in stages, the Town council would have two years of displaying only 30 lights around the 3 streets instead of the 52 currently hired, increasing gradually from year 3 to a 'NORMAL' level
- Once a design is chosen, the TC will have the design until the structure corrodes or breaks so a full new light will have to be purchased or if we want a different design.

Please note: This report uses the 2023 costs.

Please see the spreadsheet below.

Christmas Lights Street Motives saving plan

CURRENT PLAN

Item	Units	Cost p/unit	Year avr	Total Hire Net	vs Purchasing net	Year
Year 1 Motif Hire	52	£248.00	0.00%	£12,896.00	£667.00	2024
Year 2 Motif Hire	52	£262.88	6.00%	£13,669.76	£81.46	2025
Year 3 Motif Hire	52	£278.65	6.00%	£14,489.95	£464.63	2026
Year 4 Motif Hire	52	£295.37	6.00%	£15,359.34	£3,149.10	2027
Year 5 Motif Hire	52	£313.09	6.00%	£16,280.90	£2,436.26	2028
Year 6 Motif Hire	52	£331.88	6.00%	£17,257.76	£5,497.43	2029
Year 7 Motif Hire	52	£351.79	6.00%	£18,293.22	£6,477.78	2030
Year 8 Motif Hire	52	£372.90	6.00%	£19,390.82	£6,866.44	2031
Year 9 Motif Hire	52	£395.27	6.00%	£20,554.26	£7,278.43	2032
Year 10 Motif Hire	52	£418.99	6.00%	£21,787.52	£7,715.13	2033
Year 11 Motif Hire	52	£444.13	6.00%	£23,094.77	£8,178.04	2034
Year 12 Motif Hire	52	£470.78	6.00%	£24,480.46	£8,668.73	2035

Total after 12 Years £217,554.76

Expenditure vd budget including VAT at 6% annual increase

Budget	Budget vs hire	Budget vs Purchasing plan
£15,500.00	£24.80	£775.60
£16,430.00	£26.29	£124.04
£17,415.80	£27.87	£585.42
£18,460.75	£29.54	£3,808.46
£19,568.39	£31.31	£2,954.82
£20,742.50	£33.19	£6,630.10
£21,987.05	£35.18	£7,808.51
£23,306.27	£37.29	£8,277.02
£24,704.65	£39.53	£8,773.64
£26,186.92	£41.90	£9,300.06
£27,758.14	£44.41	£9,858.06
£29,423.63	£47.08	£10,449.55

PROPOSAL (first 2 years will have only 30 lights spread across 3 streets)

Item	Units	Cost p/unit	Year avr	Total year NET
Year 1 Motif Purchase	13	£550.00		£7,150.00
30 Motif Hire	17	£248.00		£4,216.00
Motives Service & Storage	13	£169.00	0.00%	£2,197.00
				£13,563.00
Year 2 Motif Purchase	14	£550.00		£7,700.00
30 Motif Hire	4	£262.88	6.00%	£1,051.52
Motives Service & Storage	27	£179.14	6.00%	£4,836.78
				£13,588.30
Year 3 Motif Purchase	11	£550.00	6.00%	£6,050.00
Service & Storage	42	£189.89	6.00%	£7,975.31
				£14,025.31
Year 4 Motif Purchase	5	£550.00	6.00%	£2,750.00
Service & Storage	47	£201.28	6.00%	£9,460.24
				£12,210.24
Year 5 Motif Purchase	5	£550.00	6.00%	£2,750.00
Service & Storage	52	£213.36	6.00%	£11,094.65
				£13,844.65
Year 6 Service & Storage	52	£226.16	6.00%	£11,760.33
				£11,760.33
Year 7 Service & Storage	52	£227.22	6.00%	£11,815.45
				£11,815.45
Year 8 Service & Storage	52	£240.85	6.00%	£12,524.37
				£12,524.37
Year 9 Service & Storage	52	£255.30	6.00%	£13,275.84
				£13,275.84
Year 10 Service & Storage	52	£270.62	6.00%	£14,072.39
				£14,072.39
Year 11 Service & Storage	52	£286.86	6.00%	£14,916.73
				£14,916.73
Year 12 Service & Storage	52	£304.07	6.00%	£15,811.73
				£15,811.73

Total after 12 year £161,408.33

Projection savings vs current budget with no annual Increase

Year	Budget	Budget vs Hire	Budget vs Purchasing plan
2024	£15,500.00	£24.80	£775.60
2025	£15,500.00	£24.80	£286.00
2026	£15,500.00	£24.80	£286.00
2027	£15,500.00	£24.80	£2,668.40
2028	£15,500.00	£24.80	£1,654.40
2029	£15,500.00	£24.80	£4,954.40
2030	£15,500.00	£24.80	£4,954.40
2031	£15,500.00	£24.80	£4,954.40
2032	£15,500.00	£24.80	£4,954.40
2033	£15,500.00	£24.80	£4,954.40
2034	£15,500.00	£24.80	£4,954.40
2035	£15,500.00	£24.80	£4,954.40

Hire vs Purchasing £56,146.43 Savings

Quote from Leeds City Council for 2024 Christmas Lights

	2022	2023	2024	
Budget for Christmas motifs, lights and trees	£14,700.00	£15,000.00	£17,000.00	
Item				
Christmas Lights				
Installation, recovery and storage of HTC bespoke motif	£157.00	£169.00	£177.00	
Hire of x52 motifs @£230 per motif	£11,960.00	£12,896.00	£13,520.00	
x3 sets white flashing lights for natural trees at The Green	£504.00	£543.00	£550.00	
30m lights for 15ft cut tree The Green	£466.00	£503.00	£528.00	
30m lights for 15ft cut tree New Road Side	£466.00	£503.00	£528.00	
x2 stars at Horsforth Museum @£105 per star	£210.00	£220.00	£231.00	
x2 15ft cut trees	£950.00	£950.00		Cost to be confirmed for trees
Total	£14,713.00	£15,784.00	£15,534.00	plus VAT
Discount	-£460.00		-£520.00	Discounted 2 motifs due to issues in 2023 (£260 each)
Total with discount	£14,253.00		£15,014.00	plus VAT
Christmas Switch On				
Electrician	£90.00	£97.00	£102.00	



22 Well Green Lane Brighouse HD6 2NS

February 2024

Dear Sir/Madam

Yorkshire in Bloom 2024

As part of the 60th anniversary of the National Britain in Bloom campaign, Yorkshire in Bloom are launching a new simple accreditation scheme for local communities. We have gone back to the original campaign launched in 1964 where Towns and Villages were rewarded for their local pride with three basic threads, Horticultural Impact, Cleanliness and Provision of Public Amenities.

Entrants would be judged by experienced Yorkshire in Bloom assessors in the period late June to early August on a “Mystery Visitor” experience, the assessors will have no requirement to meet anyone from the Town/Village and will not give pre notice of their visit.

The main focus of the assessment will be on the approach roads in, entrance signs and around the town/village centre, the judges will not be taking into account outlying areas, housing/industrial estates, but will concentrate on the core of the entry which often forms the visitors first impression. Allowances will be made for the location of the Town/Village, rural versus urban and we will not be looking for perfection, just a nice place to live in and visit.

The entry will be judged on the following three criteria.

Horticultural impact, provision and maintenance of any hanging baskets, tubs, planted areas, gardens (private and public).

Cleanliness, lack of litter, condition of street furniture, including litter bins, public seating, signage, entrance signs etc.

Public amenities, provision of shops, pubs, libraries, toilets, defibrillators, mini libraries, play areas/grounds, car parking, church grounds, meeting rooms/village halls, electric charging points and anything else that constitutes a shared public resource.

Assessment will be given in the form of Yorkshire Rose awards 1-5, five being the highest and a simple feedback form will be provided with three positive points and three areas for consideration. None of this will be too onerous and not binding. Certificates of Yorkshire in Bloom accreditation/endorsement will be awarded, with the results being posted out as well as being published on the YINB website in September.

Each year we will be picking the best overall winner in each of the four major regions of the County, North, South, East and West. These nominees will receive an invite for two people to attend the Yorkshire in Bloom annual awards and receive their accolades in person. Unfortunately, attendance at this would be at the same standard cost that everyone pays which is reflected in the low entry fee.

The following year and each subsequent year thereafter as part of the ongoing development of this initiative we will be inviting the four regional winners to take part in the "Yorkshire in Bloom Golden Rose" Finals 2025 when a senior judge will visit all four entrants and decide on the overall winner for the whole county. To ensure fairness across the county the four sub regional winners will then have to take a step back for a couple of years before they can compete once again for the county title, but they may enter the normal competition to reflect and maintain their very high standard.

As this is a new initiative, we are providing this accreditation at a subsidised price for 2024 of £25.00 per entry. If it proves a success, we will be rolling it out to a wider audience in 2025.

Your community has been chosen as it has been identified by our trustees as a potentially strong contender due to the obvious civic pride seen throughout the area and therefore, we would like to invite you to be one of our first entrants into this exciting new campaign. If you however would like to refer this invite to your local "In Bloom"/civic pride team, please forward it on. Or indeed if you know of any other community that might wish to take part in this exciting new initiative please let us know.

Payment can be made in a variety of ways as indicated on the enclosed application form which must be returned no later than April 30th 2024.

Yours sincerely

The Yorkshire in Bloom CIO Trustees.

Item 16.3

From:

Sent: 18 December 2023 12:00

To:

Subject: Royal Armouries Community Outreach Offer

You don't often get email from miri.hodnett@armouries.org.uk. [Learn why this is important](#)

Dear Emmie Bromley,

I hope you are well.

My name is Miri Hodnett, and I am currently working alongside Community Engagement Officer Rob Freeman at the Royal Armouries Museum in Leeds.

We are currently looking to extend our outreach offer to those living in the Horsforth ward of Leeds. This involves taking our historical handling collection to community hubs, providing an opportunity for community members to get a closer look at some of the arms and armour the museum displays. We are able to run these pop-up museum sessions on Mondays during term time, and usually join a pre-existing activity like a chatty café, or a soup morning.

We would really appreciate your assistance in spreading the word to any community groups you know of in your ward. Any interested parties can email me directly. We are also keen to hear any suggestions for local festivals that take place in your ward, as we may be interested in running a stall and putting on some free family friendly activities.

Please get in touch if you have any further questions or suggestions and thank you in advance for the assistance.

Kind regards,

Miri (she/her)

Miri Hodnett
Museum Assistant