



## **Horsforth Town Council**

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### **Community and Environment Committee**

**Thursday 10 December 2020**

#### **AGENDA PACK**

**Contents page overleaf**

*Distribution: Cllrs B Batchelor, C Calvert, R Capitano, D Collins, SL Dowling, SM Dowling,  
R Hardcastle, R Harris, E Hyndes, R Jacques, R Jones, P Mallott, D Prater, C Sellers, R Shaw, T Stones*

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**Horsforth Town Council**  
**Community and Environment Committee Minutes**  
**1 October 2020 at 7pm**

**Present:**

**In the Chair:** Cllr R Jacques

Cllrs B Batchelor, C Calvert, R Capitano, D Collins, SM Dowling, R Hardcastle, E Hyndes, R Jones, P Mallott, D Prater, C Sellers, R Shaw, T Stones

**In attendance:** J Sou - Clerk.

- CE/20.1**      **To accept apologies and the reason for absence.**  
**RESOLVED: To accept the apologies and reasons for absence from Cllrs SL Dowling and R Harris.**
- CE/20.2**      **Declaration of Disclosable Pecuniary and other Interests.**  
The following non-pecuniary interests were declared:  
Cllrs D Prater and E Hydnes – Item 7.2.1 – know the applicant
- CE/20.3**      **To consider questions and comments from members of the public at the Chairman’s discretion.**  
No members of the public present.
- CE/20.4**      **Minutes of the previous meetings**  
**RESOLVED: That, subject to an amendment to Minute CE/19.82 to show Cllr C Calvert had declared an interest as a member of Friends of Horsforth Hall Park, the minutes of the meeting held on Thursday 5 March 2020 are a true record.**  
**ACTION: Clerk to amend minutes.**
- CE/20.5**      **Committee budget 2020-21**  
It was noted that a proportion of the Committee budget for 2020-21 would not be spent due to the cancellation or reduction of events and activities as a result of Covid-19.  
**RESOLVED: To request Finance and General Purposes Committee to rollover unspent Committee funds for Committee use in the next financial year**
- CE/20.6**      **Grant/Sponsorship feedback**  
Members noted feedback from Horsforth Cricket Club.
- CE/20.7**      **Grant and Sponsorship applications**  
**19.7.1.**      To note the following awards for 2019-20 were not made due to Covid-19 and the cancellation of the events:

- Dementia Friendly - £400 grant towards costs of a play for Dementia Action Week
- Horsforth Churches Together - £500 sponsorship towards Good Friday Walk of Witness

19.7.2. To consider grant and sponsorship applications

19.7.2.1. Grant application – Singing Mums.

Cllr D Prater left the meeting during the discussion and vote.

Cllr E Hyndes did not take part in the discussion and left the meeting during the vote.

**RESOLVED: To defer a decision for the present time and that the organisation be asked to provide further information on its accounts and how it is structured; whether it is possible for the organisation to provide a constitution and to ask the organisation to explain how it distinguishes itself from a business.**

**ACTION: Clerk to make the necessary enquiries.**

**CE/20.8 Jubilee Garden**

Members **noted** a report from Cllr P Mallott.

The new timberwork had been completed but it still needed to be finished with preservative.

The garden was still being maintained by Horsforth in Bloom.

**CE/20.9 Events Sub-Committee**

**Noted:** date of next meeting: 8 October 2020

Member of public to be invited to speak on an alternative Christmas switch-on event.

**CE/20.10 Covid-19**

Members **noted** the impact of Covid-19 on the Committee's activities. The following activities were/had been cancelled or affected:

- Jubilee Garden maintenance (now resumed)
- Floral displays
- Annual Event (VE Day celebrations)
- Summer band concerts
- Civic Service
- Stall at Horsforth Gala
- Grants and sponsorship applications
- Horsforth Matters
- Remembrance Service 2020
- Christmas switch-on 2020

**ACTION: Clerk to check if any refund is due from Horsforth Gala for a stall.**

**CE/20.11 Remembrance Service 2020**

To be considered by Events Sub-Committee. No action for referral.

**CE/20.12 Horsforth Town Council Christmas Lights and Switch-On Event**

To be considered by Events Sub-Committee. No action for referral.

Signed ..... Dated .....

Discussion regarding the Christmas budget being split into separate elements for (1) the “infrastructure” such as lights, motifs and trees which Committee would provide even without a Christmas event, and (2) a Christmas event. The Christmas budget spreadsheet showed the separate elements but the budget was not formally split into separate budget heads.

**Noted** that paying for new Christmas lights connections on New Road Side would lead to an overspend on the Christmas budget.

**RESOLVED: To vire £1000 from Band Concerts budget to Christmas budget for 2020-21.**

**Note: Cllr SM Dowling gave apologies and left the meeting at this point.**

**CE/20.13**

**Annual Event**

To be considered by Events Sub-Committee. No action for referral.

**CE/20.14**

**Good Citizen and Young Achiever Awards**

Discussion regarding the presentation of the 2020 awards.

**RESOLVED: To consider whether a socially-distanced and Covid-19 safe presentation of the awards to the winners on their “doorsteps” would be possible.**

**ACTION: Clerk to enquire if the appropriate Council representatives and the award winners would be willing to present and receive the awards in this manner.**

Discussion regarding the 2021 awards – to be advertised on the Council website and Facebook page and by word of mouth.

**CE/20.15**

**Horsforth Matters**

Members **noted** an update. Covid-19 had delayed any work on Horsforth Matters.

Discussion whether the next issue should be a digital copy or a paper copy and delivery options.

**RESOLVED: That the Editorial Group meet to discuss the next issue of Horsforth Matters and that this be a printed copy distributed by paid delivery.**

**CE/20.16**

**Website**

**AGREED** that the website-entry for Committee be finalised by the Chairman with the Clerk and Assistant Clerk.

**CE/20.17**

**Street furniture risk assessment and inspection**

**RESOLVED: To approve the risk assessment and updated inspection documentation.**

**ACTION: Members to contact Office to volunteer to carry out inspections.**

**CE/20.18**

**Hall Park**

Members **noted** that the new skate park was now open.

Cllr Collins reported that most comments received had been positive.

Comment made that it was a good outlet for older youngsters and it was good to see it used by a good mix of ages and groups.

**CE/20.19**

**Horsforth Fairtrade Steering Group**

Signed ..... Dated .....

**Noted:** update from Cllr Heaviside – Fairtrade Foundation had granted an extension for the renewal date for Horsforth Fairtrade status to 31 March 2021; the Fairtrade Group was requesting a further month’s extension after this date.

**CE/20.20 Young People’s Champion**  
Nothing to report.

**CE/20.21 Dementia Friendly Horsforth**  
Nothing to report from Cllr J Arbuckle.  
Cllr C Calvert, as a member of Dementia Friendly, reported that the group had held a stall at the Farmers’ Market in September and was still active. The Annual General Meeting was on 12 October 2020.

**CE/20.22 Litter**  
Members noted the following:

- Cllr D Collins reported that Leeds City Council enforcement was back to normal levels.
- There was a high level of litter at Horsforth School caused by discarded face masks.
- Work done by Horsforth Litter Pickers

**RESOLVED: To ask Horsforth Litter Pickers to inform the Council of any litter picking events for members to promote and to publish on the Council’s Facebook page**

**ACTION:**  
**Members to report any litter problems to the Office for referral to Cllr D Collins who will take up with Leeds City Council officers.**  
**Cllr D Collins to report the problem of litter at Horsforth School to Leeds City Council officers**  
**Office to ask Horsforth Litter Pickers to update on any litter picking events in Horsforth**

**CE/20.23 Matters for Information**  
None.

**CE/20.24 Items for future agenda**  
Budget 2021-22

**CE/20.25 Date of the next Meeting**  
Next meeting of the Committee: 10 December 2020  
Deadline for agenda items: 27 November 2020

The meeting closed at 8:25pm.

*Distribution: Cllrs B Batchelor, C Calvert, R Capitano, D Collins, SL Dowling, SM Dowling, R Hardcastle, R Harris, E Hyndes, R Jacques, R Jones, P Mallott, D Prater, C Sellers, R Shaw, T Stones*

Signed ..... Dated .....

# Agenda Item 5 Committee Budget 2020-22

								2021-22	
	Budget at 01.04.19	Actual Spend	Difference	Budget	Spend as at 29.10.20	Projected spend to year end	Difference	Proposed budget	Notes
<b>Community and Environment - Budget Worksheet 2021-22</b>									
Grants & sponsorship	2,000	2019-20 2,450	-450	3,500	0	2020-21 2,000	1,500	3,000	
Award scheme	100	139	-39	120	0	120	0	120	
Civic Service	0	0	0	100	0	0	100	100	
Horsforth Gala	100	28	72	100	0	0	100	100	
Remembrance Service	350	333	17	400	0	43	358	460	inc insurance
Annual Town Meeting	0			0		0	0	50	
Horsforth Matters	2,500	2,020	480	3,200	0	1,500	1,700	3,000	
Band concerts	1,000	640	360	1,000	0	0	1,000	1,000	Quote received from ICC - £325 per concert
Events & projects (annual event)	1,500	0	1,500	1,500	0	0	1,500	1,650	inc insurance
Christmas	10,200	14,924	-4,724	15,600		13,064	2,536		
Christmas motifs, lights and trees		13,039			0	12,959		13,600	Only one Xmas tree this year which is why there seems to be such a jump in budget for next year - we would normally have two trees.
Christmas Switch-On Event		1,885			0	105		1,920	inc insurance
Event insurance	0	0	0	250	0	0	250	0	Included in each event's budget
HTC baskets and planters:	5,077	5,076	1	5,230	0	0	5,230	5,273	
Supply amd planting baskets and planters								1,864	Quotes from ICC for install and watering received.
Install/dismantle hanging baskets Watering baskets & Jubilee Garden x3/week Planter watering x3/week Barrier troughs watering x3/week								3,409	
Community planters (HIB/Fairtrade) watering x1/week	3,346	3,345	1	3,450	0	0	3,450	3,550	
Jubilee Garden	1,020	2,458	-1,438	1,050	180	1,020	30		
Garden maintenance		768		1,050				1,050	
Repairs to Jubilee Garden		1,690							
<b>Totals</b>	<b>27,193</b>	<b>31,413</b>	<b>-4,220</b>	<b>36,550</b>	<b>180</b>	<b>17,747</b>	<b>17,754</b>	<b>34,873</b>	This budget figure would incorporate underspend from last year so final figure. If that is agreed by F&GP total needed 17, 359
<b>Other funds/income</b>									
<b>Grants/sponsorship/other income</b>									
ONWCC grant (Christmas lights)	1,500			0					
Christmas tree sponsorship				0					
Donations/sales - annual event				0					
Gala competition fees	15			0					
<b>Designated/restricted funds</b>									
C&E contingency	2,872			0					
<b>Total other funds/income</b>	<b>4,387</b>			<b>0</b>				<b>0</b>	All other funds/income not guaranteed
<b>Surplus/deficit of total funds and income over expenditure</b>	<b>167</b>			<b>17,754</b>				<b>34,873</b>	

**PROPOSED CE BUDGET AMOUNT:**

## **Agenda Item 6 Grant and sponsorship applications - further information from Singing Mums**

### **Singing Mums Constitution**

#### **Aims and objectives of group**

'Singing Mums' is a community choir for Mums to attend to give themselves some much needed 'me' time, reduce stress levels and form friendships.

The group aims to run once a week during term time in the evening. The group aims to provide performance opportunities for the choir to give a sense of purpose to rehearsals and to showcase the choir to family and friends within the community. Some of these opportunities could be to raise money for charities which mean something to our members.

#### **Powers**

To raise funds via membership fees which are £5 per session when block booking a half term. Concerts and performances are included in this.

To pay the teachers 70% of profits made from the choir sessions and 30% to Georgina Jakubiak for admin duties and song arrangements.

To rent a space suitable for the choir to rehearse in.

#### **Members**

Anyone can become a member of Singing Mums, they do not have to be a Mum. The members will be asked regularly for input on the group's activity in regards to performances, song choices and how things are working.

#### **Management Committee**

The current committee is made up of Georgina Jakubiak (founder) Lauren Elliott and Jackie Craig (teachers.) We hold meetings every six weeks to discuss how things are working and we all have access to the bank account. If equipment is needed for any of the groups we will have a discussion and decide together what we can afford.

Committee members work on a voluntary basis at choir performances and if they want to spend time making their own song arrangements.

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[Www.singingmums.co.uk](http://www.singingmums.co.uk)



## Agenda Item 6 Grants and Sponsorship applications - further information from Singing Mums

<b>Choir</b>	<b>Term</b>	<b>Cash</b>	<b>Online</b>	<b>Room rent</b>
Leeds	May 2019 5 week term	£ 232.50	£ 298.00	£ 50.00
Leeds	June 2019 6 week term	£ 114.00	£ 315.00	£ 60.00
Leeds	Sept 2019 8 week term	£ 308.00	£ 442.24	£ 80.00
Leeds	Nov 2019 6 week term	£ 192.00	£ 331.00	£ 60.00
Leeds	Jan 2020 6 week term	£ 139.00	£ 569.00	£ 60.00
Leeds	Feb 2020 6 week term	£ 129.00	£ 437.50	£ 20.00
Harrogate	April 2019 6 week term	£ 294.00	£ 175.00	£ 60.00
Harrogate	May 2019 4 week term	£ 265.00	£ 119.00	£ 40.00
Harrogate	June 2019 7 weeks	£ 280.00	£ 267.00	£ 70.00
Harrogate	Sept 2019 8 weeks	£ 354.00	£ 453.00	£ 80.00
Harrogate	Nov 2019 6 weeks	£ 213.00	£ 270.00	£ 40.00
Harrogate	Jan 2019 6 weeks	£ 285.00	£ 178.00	£ 60.00
Harrogate	Feb 2019 6 weeks	£ 175.00	£ 298.00	£ 30.00
Wakefield	May 5 week term	£ 373.00	£ 75.00	£ 50.00
Wakefield	June 6 week term	£ 394.00	£ 140.00	£ 60.00
Wakefield	Sept 2019 6 week term	£ 421.00	£ 139.00	£ 60.00
Wakefield	Nov 2019 6 week term	£ 271.00	£ 150.00	£ 60.00
Wakefield	Jan 2020 6 week term	£ 315.00	£ 199.00	£ 60.00
Wakefield	Feb 2020 6 week term	£ 132.00	£ 103.00	£ 20.00

<b>Profit</b>	<b>Notes</b>
£ 481.00	
£ 369.00	
£ 670.24	£10.19 expenses -£3.05 Georgia to Lauren
£ 463.00	£4.83 expenses -£1.44 Georgia to Lauren
£ 648.00	£11.81 expenses -£3.54 Georgia to Lauren
£ 546.50	£22.62 expenses -£6.79 Georgia to Lauren / room rent less due to Lockdown
£ 409.00	
£ 344.00	
£ 477.00	£20 T shirt money transferred to Georgia seperately
£ 727.00	£35.94 expenses -£10.78 Georgia to Lauren
£ 443.00	£30 T shirt money in Singing Mum bank account / room rent less due to concerts
£ 403.00	£50 Tshirt money into SM bank
£ 443.00	Room rent less due to lockdown
£ 398.00	£50 t shirt money. £79.40 Jackie to Georgia
£ 534.00	
£ 500.00	£300 cash paid in to SM bank
£ 361.00	
£ 454.00	
£ 215.00	[2 people owing, total £21 to carry over]] Geargia didn't take percentage due to loss of earnings
£ 8,885.74	

**percentage due to loss of earnings**

Description (Amazon)	Date	Cost
ipad holder for mic stand	24/04/2019	£ 13.95
CD sleeves	06/07/2019	£ 4.65
Male Rock school books	10/07/2019	£ 34.98
Aston Microphone	22/07/2019	£ 198.00
singing straws	01/09/2019	£ 4.99
Female rockschool book	03/09/2019	£ 16.99
Vocal books session skills	21/09/2019	£ 30.00
Vocal book session skills	24/09/2019	£ 12.00
Harmony theory wheel	02/10/2019	£ 10.75
This is a voice book	24/11/2019	£ 7.68
Anatomy of the voice book	30/12/2019	£ 11.70
mini jack phono wire	26/02/2020	£ 5.95

Nord piano 23/04/2019 £ 2,318.00

(paypal)

facebook ads	30/04/2019	£ 27.59
daily feed ltd advertising	12/05/2019	£ 14.98
music	31/05/2019	£ 2.41
music notes sheet music	13/06/2019	£ 4.47
Gear for music	17/06/2019	£ 57.99
music	31/07/2019	£ 6.34
sheet music direct	04/08/2019	£ 1.99
Tunecore	17/08/2019	£ 36.57
bandcamp	28/09/2019	£ 2.53
recisio karaoke tracks	28/09/2019	£ 1.50
facebook ads	30/09/2019	£ 14.50
recisio karaoke tracks	15/10/2019	£ 1.50
recisio karaoke tracks	18/11/2019	£ 1.50
facebook ads	31/12/2019	£ 8.48
Tunecore	27/01/2020	£ 39.86
music notes sheet music	08/02/2020	£ 10.35
vista print flyers	08/02/2020	£ 24.56
music notes sheet music	15/02/2020	£ 8.02
recisio karaoke tracks	15/02/2020	£ 1.50
recisio karaoke tracks	24/02/2020	£ 1.50
bandcamp	21/03/2020	£ 9.00
Payments to teachers/staff	to end year	£ 249.55
		£ 3,196.33

## Agenda Item 8 Completed Risk Assessments

### Horsforth Town Council – Risk Assessment - Street Furniture Inspection Checklist Horsforth Town Council: Street Furniture Inspection

The Town Council owns and is responsible for the following items of street furniture.

Inspections of the Council's street furniture should be carried out every six months with any action required reported to the relevant Committee.

The attached checklist should be completed for each item of street furniture and returned to the office.

The office will keep a record of the inspections carried out and actions completed.

<b>For completion by the Office</b>					
<b>ID No.</b>	<b>Item</b>	<b>Inspection carried out by</b>	<b>Date of inspection</b>	<b>Action required Yes/No</b>	<b>Date action completed</b>
1	Bench Broadgate Lane/Stanhope Drive	R Shaw	28/20/2020	No	N/A
2	Bench Drury Avenue/Bank Gardens	J R Hardcastle	04/10/2020	No	N/A
3	Bench Ring Road A6120/Low Lane roundabout	J R Hardcastle	04/10/2020	No	N/A
4	Benches x 2 Jubilee Garden	J R Hardcastle	04/10/2020	No	N/A
5	Bench Hunger Hills (top right corner of Hunger Hills Wood, at the viewpoint, looking to the east) <a href="#">Google Maps link</a>	J R Hardcastle	04/10/2020	Yes	07/10/2020 Rough areas smoothed down and repainted
6	Notice Board Top of Town Street (next to Jubilee Garden)	P Mallott	21/10/2020	Nil	21/10/2020
7	Jubilee Clock Fink Hill	P Mallott	21/10/2020	Nil	21/10/2020
8	Barrier troughs x 3 Fink Hill				
9	Planters (plastic) x 2 Town St, outside parade of shops	P Mallott	21/10/2020	Nil	21/10/2020
10	Planter (concrete) x 1 North Broadgate Lane/Kind Edward Avenue	P Mallott	21/10/2020	Nil	21/10/2020

<b>11</b>	<b>Jubilee Garden (including raised timber beds) &amp; mosaic</b>	<b>P Mallott</b>	<b>21/10/2020</b>	<b>Nil</b>	<b>21/10/2020</b>
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**Horsforth Town Council – Risk Assessment - Street Furniture Inspection Checklist**  
**Checklist for street furniture inspection**

Inspection carried out by:	J R hardcastle
<b>Date of inspection:</b>	04/10/2020
<b>Item inspected (ID no and description)</b>	2 Bench Drury Avenue/Bank Gardens

<p>1. Ensure there are no hazards such as broken glass, litter, debris from trees, fouling, on the furniture.  Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>2. Ensure that all fixings are present and secure.  Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>3. Check that the furniture is firmly fixed. Any loose installations must be reported for removal or repair.  Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>4. Check that there are no parts missing.  Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>5. Check for sharp edges that may cause injury.  Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>6. If the furniture is on grass, ensure the surface is adequately drained and check whether areas of wear or ground erosion need to be made good to prevent slip and trip hazards from developing.  Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>7. Check all painted surfaces for scratches or chipping.  Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>8. Ensure all timber surfaces are smooth and free from splinters or rough edges which may create abrasion hazards.  Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>9. Check metal surfaces and components for signs of corrosion.  Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>

Signed J Richard Hardcastle

**Horsforth Town Council – Risk Assessment - Street Furniture Inspection Checklist**  
**Checklist for street furniture inspection**

Inspection carried out by:	J R Hardcastle
<b>Date of inspection:</b>	04/10/2020
<b>Item inspected (ID no and description)</b>	3 Bench Ring Road/Low Lane

<p>1. Ensure there are no hazards such as broken glass, litter, debris from trees, fouling, on the furniture. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>2. Ensure that all fixings are present and secure. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
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<p>7. Check all painted surfaces for scratches or chipping. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>8. Ensure all timber surfaces are smooth and free from splinters or rough edges which may create abrasion hazards. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>9. Check metal surfaces and components for signs of corrosion. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>

Signed J Richard Hardcastle



**Horsforth Town Council – Risk Assessment - Street Furniture Inspection Checklist**  
**Checklist for street furniture inspection**

Inspection carried out by:	J R Hardcastle
<b>Date of inspection:</b>	04/10/2020
<b>Item inspected (ID no and description)</b>	4 Benches x 2 Jubilee Garden

<p>1. Ensure there are no hazards such as broken glass, litter, debris from trees, fouling, on the furniture. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>2. Ensure that all fixings are present and secure. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>3. Check that the furniture is firmly fixed. Any loose installations must be reported for removal or repair. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
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<p>8. Ensure all timber surfaces are smooth and free from splinters or rough edges which may create abrasion hazards. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>9. Check metal surfaces and components for signs of corrosion. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>

Signed J Richard Hardcastle

**Horsforth Town Council – Risk Assessment - Street Furniture Inspection Checklist**

<b>Inspection carried out by:</b>	J R Hardcastle
<b>Date of inspection:</b>	04/10/2020
<b>Item inspected (ID no and description)</b>	5 Bench Hunger Hills

<p>1. Ensure there are no hazards such as broken glass, litter, debris from trees, fouling, on the furniture. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>2. Ensure that all fixings are present and secure. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>3. Check that the furniture is firmly fixed. Any loose installations must be reported for removal or repair. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>4. Check that there are no parts missing. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>5. Check for sharp edges that may cause injury. Action required: <a href="#">Click or tap here to enter text.</a> There are abrasions on the bench arms, which appear to have been caused by a heavy knife or machete. These have rough edges which can be easily smoothed with a file. I will attempt this in the near future. Date action completed: 7 October 2020 (R Hardcastle)</p>
<p>6. If the furniture is on grass, ensure the surface is adequately drained and check whether areas of wear or ground erosion need to be made good to prevent slip and trip hazards from developing. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>7. Check all painted surfaces for scratches or chipping. Action required: See 5 above. Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>8. Ensure all timber surfaces are smooth and free from splinters or rough edges which may create abrasion hazards. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>9. Check metal surfaces and components for signs of corrosion. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>

Signed J Richard Hardcastle

**Horsforth Town Council – Risk Assessment - Street Furniture Inspection Checklist**

<b>Inspection carried out by:</b>	P Mallott
<b>Date of inspection:</b>	21/10/2020
<b>Item inspected (ID no and description)</b>	No 6 Notice Board, Town Street, No 7 Jubilee clock, No 9 Plastic planters, Town Street, No 10 Concrete planter, Broadgate lane. No 11 Jubilee gardens, Town Street

<p>1. Ensure there are no hazards such as broken glass, litter, debris from trees, fouling, on the furniture.  <b>Action required:</b> No action required  <b>Date action completed:</b> 21/10/2020</p>
<p>2. Ensure that all fixings are present and secure.  <b>Action required:</b> : No action required    <b>Date action completed:</b> <a href="#">Click or tap here to enter text.</a></p>
<p>3. Check that the furniture is firmly fixed. Any loose installations must be reported for removal or repair.  <b>Action required:</b> : No action required    <b>Date action completed:</b> : 21/10/2020</p>
<p>4. Check that there are no parts missing.  <b>Action required:</b> : No action required    <b>Date action completed:</b> : 21/10/2020</p>
<p>5. Check for sharp edges that may cause injury.  <b>Action required:</b> : No action required    <b>Date action completed:</b> : 21/10/2020</p>
<p>6. If the furniture is on grass, ensure the surface is adequately drained and check whether areas of wear or ground erosion need to be made good to prevent slip and trip hazards from developing.  <b>Action required:</b> : No action required    <b>Date action completed:</b> : 21/10/2020</p>
<p>7. Check all painted surfaces for scratches or chipping.  <b>Action required:</b> : No action required  : 21/10/2020</p>
<p>8. Ensure all timber surfaces are smooth and free from splinters or rough edges which may create abrasion hazards.  <b>Action required:</b> : No action required    <b>Date action completed:</b> : 21/10/2020</p>
<p>9. Check metal surfaces and components for signs of corrosion.  <b>Action required:</b> : No action required    <b>Date action completed:</b> : 21/10/2020</p>

Signed Peter Mallott

**Horsforth Town Council – Risk Assessment - Street Furniture Inspection Checklist**

<b>Inspection carried out by:</b>	Rosa Shaw
<b>Date of inspection:</b>	28 October 2020
<b>Item inspected (ID no and description)</b>	1 Bench - Broadgate Lane/Stanhope Drive - Rosa

<p>10. Ensure there are no hazards such as broken glass, litter, debris from trees, fouling, on the furniture. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>11. Ensure that all fixings are present and secure. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>12. Check that the furniture is firmly fixed. Any loose installations must be reported for removal or repair. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>13. Check that there are no parts missing. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>14. Check for sharp edges that may cause injury. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>15. If the furniture is on grass, ensure the surface is adequately drained and check whether areas of wear or ground erosion need to be made good to prevent slip and trip hazards from developing. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>16. Check all painted surfaces for scratches or chipping. Action required: None - Some scratches and chipping from usual wear and tear, but these are minor.</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>17. Ensure all timber surfaces are smooth and free from splinters or rough edges which may create abrasion hazards. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>
<p>18. Check metal surfaces and components for signs of corrosion. Action required: None</p> <p>Date action completed: <a href="#">Click or tap here to enter text.</a></p>

Signed Rosa Shaw

## Agenda Item 9 Summer bands in the park

Email from Leeds City Council

I am just contacting you to see if Horsforth Town Council would like to sponsor any concerts at Horsforth Hall Park as part of Summer Bands in Leeds Parks 2021? The cost per concert is £325, £200 to pay the band performing and £125 to parks and countryside to help cover their on the day additional staffing costs for providing the band chairs, opening the gates etc.

Due to the double bookings that have occurred in the past, I was wondering if you would like any input into deciding which dates you would like concerts in the park. If you happen to know of any annual events that happen in Horsforth Hall Park this would be really useful as I will avoid these dates. As per usual, I will be in contact with the parks and countryside department who look after the diary for Horsforth Hall Park and will ask them to let me know any regular annual events that occur in Horsforth Hall Park and I will avoid these dates.