



Annual Town Meeting - Minutes
Thursday 23rd March 2023 at 6.15pm
St Margaret's Parish Centre, Church Lane, Horsforth LS18 5AL

Present: Cllrs J Arbuckle, C Calvert, R Capitano, SM Dowling, K Firth, M Fletcher, J Garvani, C Glover, R Hardcastle, R Harris, E Hyndes, R Jones, P Mallott, T Stones

In attendance: Town Clerk, K. Roberts

ATM/23.1 Introduction and welcome from the Chair, Tracy Stones
Cllr Stones welcomed everyone to the meeting.

ATM/23.2 To approve the minutes of the 2022 Annual Town Meeting
Resolved to approve the minutes of the Annual Town Meeting held on 28th April 2022

ATM/23.3 Guest speakers:

23.3.1 K. Roberts – Leeds Neighbourhood Host

Kezia Roberts gave the following information about Walk of Art and the Year of Culture:

- Kezia is the Horsforth Neighbourhood Host for the Year of Culture.
- Leeds City Council made a bid for the European Capital of Culture but could not participate due to Brexit. The funding was still available, and Leeds City Council decided to go ahead with the Year of Culture after working towards it since 2017.
- It creates an opportunity for people to get involved in culture and LS18 Rocks took part in the opening ceremony. Yarnbury Rugby Club and local schools are also involved.
- A video about the Walk of Art was shown and this can be found on the Town Council website.
- The Walk of Art is being held on 1st and 2nd July 2023, 11-5pm.
- Kezia is proud of the community as there are lots of people involved and she tries to include every area of Horsforth.
- A creative hub is being created called the Cultural Exchange Hub. It is being held at Calverlands.
- Local artists were able to apply for a grant scheme which also involves them working with groups of people.
- It is the Walk of Arts 10-year anniversary next year.
- Kezia asked for the TCs support spreading the word about the Year of Culture and Walk of Art.

23.3.2 Horsforth Defibrillator Guardian

It was noted that the Guardian was unable to attend the meeting and the Clerk will provide information about the defibrillators on the website.

ATM/23.4 Annual Report

To receive a report on the activities of the Town Council over the past year from the following Councillors:

23.4.1 Cllr Stones, Chairman of the Council, Finance and General Purposes Committee and Staffing and Employment Committee

Cllr Stones reported the following:

Cllr Stones is incredibly proud to have been the Chairman of Horsforth Town Council and thanked Councillors for the commitment they have shown towards their roles and work on Council over the last twelve months. Cllrs have successfully worked as a professional strong, cohesive, and collaborative team to benefit the community of Horsforth.

During the year, two Councillor's have left the Town Council.

Highlights on the Town Council have been:

- We began the process to apply for the Foundation Award under The Local Council Award Scheme.
- We launched our new, improved Horsforth Town Council Website – with easier accessibility and useability.
- We were able to take into consideration the demands being placed upon our Horsforth residents with the rising costs of living, by resolving to keep our Precept (the Council Tax rate each household in Horsforth is charged) at the same rate for the second year in a row, at Band D, £16.96.
- We continue to provide the Speed Indicator Device (SID) which is presently located on Low Lane to safely calm traffic speed.
- We have provided grants and sponsorship to benefit numerous Horsforth community groups.
- We continue to provide and fund 4 Defibrillators, replacement pads and servicing for the community of Horsforth.
- We have successfully provided new, community equipment and resources for Horsforth paid for by the CIL fund.
- Work is about to successfully begin on the internal renovations of 3 The Green (at the bottom of Town Street next to the Museum) working with a professional architect to create a Community space for Horsforth.
- We have hosted Horsforth's Remembrance Service, Christmas Light Switch On and will be co-hosting Horsforth's Coronation celebrations with the Horsforth Town Team.
- We have further forged cross community links by holding a new, monthly Horsforth Town Council Stall at the Farmer's Market.
- We continue to provide Councillor Surgeries before each Full Council meeting.
- We have been working in conjunction with the newly appointed Horsforth Ward Manager PC Carlton and his excellent team of PCSOs to keep Horsforth Community safe and to provide public meetings and services.
- We have worked in conjunction with a growing number of amazing, Horsforth Community groups including: Churches Together, Dementia Friendly Horsforth, Horsforth Climate Action, Horsforth in Bloom, Horsforth Town Team, Horsforth ABCD Community Assets Builder, Horsforth Walk of Art, and Horsforth Cultural Neighbourhood Host.

During the Council year the three main Committees have met regularly across the year supported by the Working Groups and Development Groups to ensure the smooth running of Council.

The Committees of the Council have been busily proactive, and their Chairs will present their reports.

Finance and General Purposes Committee

- The Finance and General Purposes Committee deals with the general business and procedural issues of the Town Council. It makes recommendations to the Full Council on any actions the Full Council may need to make.
- The committee is also responsible for agreeing larger grants recommended to it by the Community and Environment Committee. The Committee agreed to award Horsforth Sports Club a grant of £3400 towards the pitch improvements. It was noted that 68% of the Clubs members are from Horsforth and therefore, the Councillors agreed to contribute 68% of the amount requested.
- The Committee monitors the Council's income and expenditure throughout the year and the information is available after every meeting on the Town Councils website.
- The Committee agreed to sponsor the band concerts at Horsforth Hall Park as part of Summer Bands in Leeds Parks 2023. Three concerts will be held throughout the summer.
- At the end of each year, the Committee considers the budget proposals from all Committees and Working Groups and reviews the total budget for the following financial year. The Committee then advises the Council on the figure that the Council will need to pay for projects and items that will be part

of the services that the Council will provide for Horsforth. Once agreed, this amount then becomes the Precept for the following year.

- For the Financial year ending 31st March 2023, the Town Council had a precept of £126,019. This was equivalent to £16.96 per year per band D household. The overall spending of the Town Council was budgeted at £178,272 with the shortfall being drawn from reserves.
- The final accounts for this financial year will be provided in an Annual Report after the elections that are being held in May 2023.
- For the next financial year, it was resolved not to increase the precept for the second year in a row and the Town Council has requested a precept of £126,035 which means that the charge per band D household remains the same at £16.96.

Staffing and Employment Committee

- Over the last year the Staffing and Employment Committee has met regularly across the year to support the ongoing development of the staffing team and ensuring that Horsforth Town Council has up-to-date employment policies and procedures in place.
- In early September the Town Clerk, Ms. Julie Sou made the difficult decision to step down from her well-loved role. Ms. Sou was thanked for all her hard work over her years of service to Horsforth Town Council.
- We have welcomed a new full-time Town Clerk, Miss Becky Crabtree, and a part-time Administrative Assistant, Mrs. Stephanie White to the Council Team.
- Miss Crabtree and Mrs. White was thanked for the work they have proactively completed on behalf of Horsforth Town Council, ensuring that the Town Council is fully compliant.
- The Staffing and Employment Committee terms of reference has been updated and the Town Council will be starting to review employment policies shortly.
- Miss Crabtree has undergone additional training this year on Rialtas – comprehensive financial software designed to support the Town Council's accounts and administration, along with other courses relating to her role and has overseen the training needs of Mrs. White as her Line Manager.
- As a Council, it was resolved to provide the staffing team with hybrid working opportunities - a balance of hours in the Council Office and hours worked from home to ensure they are able to achieve a better work/life balance.

23.4.2 Cllr Hardcastle, Chairman of the Planning, Licensing and Traffic Committee

Cllr Hardcastle reported the following:

- He has been the Chair of the Planning, Licensing and Traffic Committee from July 2022 to present and thanked Cllr Jones, the previous Chair of the Committee.
- The main duties of the Committee are considering and commenting on planning applications, appeals, licensing and traffic issues.
- The Committee has considered approximately 85 applications, complaints from members of the public, liaised and received presentations from developers.
- The Committee has a representative for Leeds Bradford Airport and closely monitors all developments at the airport.
- The Committee also maintains the SIDs.

23.4.3 Cllr Calvert, Chairman of the Community and Environment Committee

Cllr Calvert reported the following:

- The main purposes of the Community and Environment Committee are to assess and administer grants and sponsorship to local groups and oversee the Annual Event, Remembrance Service, Editorial, and Christmas Lights Working Groups. These working groups report to Community and Environment Committee but are not run by it. The committee is also responsible for the upkeep of the hanging baskets around town that are owned by the Council.

- The Community and Environment Committee meets only three times a year. The committee meeting scheduled for 8th September 2022, which was to be Cllr Calvert's first as Chair did not go ahead due to the sad passing of Her Majesty Queen Elizabeth II. Instead, the committee met in November 2022 (Extraordinary Meeting), December 2022, and March 2023 this council year.
- One of the initiatives that the Community and Environment Committee is responsible for is running the Young Achiever and Good Citizen Awards every year. These awards are presented to residents and groups in Horsforth who have been nominated for recognition for the good work they have done in our community and presented at the Christmas Lights Switch On every year. In 2022, the Good Citizen Group Award was presented to the Horsforth Walk Of Art. The awards are open for nominations from January until October, and the current closing date for nominations for all 2023 awards is 13th October.
- In November, the most recent issue of Horsforth Matters was issued, which was distributed to every household in Horsforth. In this issue, the Town Council advertised the 2022 Christmas Lights Switch on, reported on the 2022 winners of the Good Citizen Award, and reported back on the success of the 2022 annual event, which celebrated the Platinum Jubilee of our late monarch. Due to the approaching election period, there will be no publication of any further issues of Horsforth Matters until after May 2023.
- The annual Remembrance Service was held at Horsforth Cenotaph on Sunday 13th November 2022, in collaboration with the local Royal British Legion. It was very well attended by the community, with wreaths laid and Horsforth Choral Society singing hymns and a reading of 'On Flanders Field' by a sixth-form student from Horsforth School, who did extremely well, and it was clear he had really practiced his reading!
- The Christmas Lights Switch on Event was held Saturday 3rd December 2022, with Joy Choir providing the entertainment and Ronny the Rhino switching on the lights alongside that year's picture competition winner from Broadgate Primary School and of course Father Christmas. That evening Horsforth Walk of Art was awarded the group award for Good Citizens 2022, with Kezia Roberts on hand to collect the award on behalf of the group. There was a big turnout to the event from the community and as the current Chairman of the Committee, Cllr Calvert thanked all Councillors who worked so hard to make both events successful.
- The annual event in 2022 for the Queens Platinum Jubilee was a success, despite some of the weather the Town Council faced at the picnic in the park! But this year's Annual Event Group has decided to instead fund the Horsforth Town Team to run an event for the Coronation of King Charles III over the May Bank Holiday.
- There were no grants or sponsorship requests in November and December 2022. However, in March grants and sponsorship requests came from 7th Airedale (St Margarets) Scouts and two applications from Horsforth Churches Together, one for the 2023 Perfectly Pitched concerts at St Margaret's Church and one for the Horsforth Walk of Witness 2023. These requests were provisionally accepted by the Committee and referred on to be ratified by the Finance and General Purpose Committee to come out of the Community Committee budget.

Cllr Calvert said it has been a pleasure to Chair the Community and Environment Committee this Council year. He thanked all members of the Committee for their hard work and contributions and to all Town Councillors who put their faith in him to lead it in the 2022/23 Council year.

ATM/23.5 To invite the public to raise any matters of interest or concern

It was noted that the meeting had not been advertised on Facebook and the Clerk said she would advertise all future meetings on Facebook.

The meeting closed at 6.48pm.