



Horsforth Town Council

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Full Council Meeting

Thursday 25th January 2024

AGENDA PACK

Distribution: E Bromley, D Brosnan, D Collins, M Connors, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani, J Garvani, S Gomersall, A Goulden, R Hardcastle, R Harris, B Heaviside, E Hyndes, R Jones, A Martin, E Richards, T Stones, J Tumalan, A Wishart



Horsforth Town Council

The Stables
2 Church Road
Horsforth
Leeds
LS18 5LG

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

Meeting of the Town Council - Minutes Thursday 30th November 2023 at 7.00pm

Broadfields

Simon Dowling
John Garvani
Eddie Hyndes
Raymond Jones

Brownberrie

Dawn Collins
Andrew Wishart

Hall Park

Richard Hardcastle
Julio Tumalan

Victoria

Dave Brosnan
Mark Fletcher
Gill Garvani

Woodside

Aiden Goulden

In attendance: Becky Crabtree – Clerk

HTC/23.52 Introduction from the Chair

Cllr Dowling welcomed all to the meeting.

HTC/23.53 To receive apologies for absence and to consider the reason for the absence

Apologies were received by Cllr Stones, Cllr Harris, Cllr Gains, Cllr Heavyside, Cllr Martin, Cllr Cousins, Cllr Bromley, Cllr Richards and reasons were approved.

HTC/23.54 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/23.55 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

HTC/23.56 Police report

23.56.1 To note and consider the latest crime statistics for Horsforth

It was noted that there were 8 burglaries, 3 thefts from motor vehicles, 5 vehicle thefts in October and 7 burglaries, 5 thefts from motor vehicles and 1 vehicle theft in November.

23.56.2 To consider any other policing matters

The Police were not in attendance and the Clerk was asked to contact A. Lowe to express the TC's disappointment and ask that their attendance at meetings improves.

Cllr Dowling reported that there has been an increase in Police presence in the area since the recent incident. Cllr Jones reported that he had attended a meeting about knife crime.

Cllr Brosnan noted that he is aware that there has been an increase in thefts from vehicles.

The next PACT meeting is being held on 7th December 2023 at Leeds Trinity University.

HTC/23.57 To approve the minutes of the meeting of the Town Council held on 28th September 2023

Resolved to approve the minutes of the meeting of the Town Council held on 28th September 2023

HTC/23.58 To receive an update and note previous minutes for the following committees.

23.58.1 Finance and General Purposes

The minutes were noted.

Cllr Fletcher arrived at the meeting.

23.58.2 Planning, Licensing and Traffic

The minutes were noted, and Cllr Jones reported that a decision on whether Leeds Bradford Airport (LBA) can run more flights at night has been delayed to allow LBA to respond to LCC. Some parts of the proposal have been withdrawn due to not being applicable. It was noted that there have been 8 additional flights a week and LCC are investigating if LBA has breached the flight cap this year and there will be financial implications if so. LBA has made a profit this year.

The decrease in planning applications were noted.

Cllr J. Garvani left the meeting to speak to a member of public.

23.58.3 Community and Environment

The minutes were noted.

23.58.4 Staffing and Employment

The minutes were noted. Cllr Dowling reported he has carried out the Clerks appraisal with Cllr Gains and The National Joint Council for Local Government Services (NJC) has reached an agreement on pay rates from 1st April 2023. A Staffing and Employment Committee meeting will be arranged shortly.

HTC/23.59 Financial Matters

23.59.1 To consider and approve the accounts to 31st October 2023 and agree any necessary action

Resolved to approve the accounts to 31st October 2023.

23.59.2 To consider and approve the Schedule of Payments

Resolved to approve the schedule of payments including the additional payments stated. It was noted that Horsforth Town Team has paid half of the cost of the traffic management and first aid for the Christmas event.

HTC/23.60 To consider matters requested by Councillors/the Clerk and agree any necessary action:

23.60.1 To consider nominating a candidate to attend the Royal Garden Party 2024

Resolved to nominate Cllr Dowling to attend the Royal Garden Party.

23.60.2 To consider and resolve that the Town Council meets all the requirements and is eligible for the Foundation Award of the Local Council Award Scheme.

Resolved that the Town Council now meets all the requirements and is eligible for the Foundation Award of the Local Council Award Scheme after receiving the External Auditors Report.

23.60.3 To receive an update about No.3 The Green including:

Cllr Dowling and the Clerk gave the following update:

- 12 month utility contracts have been agreed for No.3, No.5 and The Stables and this will save the TC around £6500 annually.
- The Museum roof is leaking, and repairs are due to be carried out at a cost of £850
- The Clerk has asked LCC for permission to carry out the No.3 renovation and they have said that a license of alterations is required due to the structural work being carried out at a cost of £2200.
- The architect said he has submitted the planning application, and the Clerk is going to chase this.
- The proposed start date is 8th January 2024, but this is dependent on the TC receiving permission from LCC and planning permission.
- A CCTV policy is required due to a couple of incidents recently.
- External security lights are due to be installed.
- The Museum has now received the latest response from the TC about the lease terms and we are waiting for their response. The gas boiler is now connected to the new supply at No.5. The Museum cannot have their own electric supply because the 3 meters are all working as one single supply.

- The Clerk has completed a water management and legionella course and will be preparing the relevant policies and inspections shortly.
- i. **To consider holding public meetings to give an update about the refurbishment**
Resolved to hold a drop-in session for residents at The Stables on 14th December 2023, between 5.30pm-7.30pm to give them an update about the project and to hold a meeting at St Margarets on 8th February 2024 at 6pm and invite community groups, businesses and other key contacts to give them an update and ask for their feedback.

23.60.4 To receive an update about the Christmas Light Switch on event (12pm-7pm, 2nd December 2023 – Light Switch on approx. 5-5.45pm)

Cllr Hyndes thanked everyone that is taking part in the event and gave an update about the arrangements for the day. The event is running from 12pm to 7pm, The Santas Grotto is situated outside the Grove from 2.30pm-4.30pm, there are DJ sets between each act on the stage and the Light switch on is taking place from 5pm with Santa, Leeds Rhinos players, Ronnie the Rhino and the Good Citizen and Young Achiever Award winners. Cllrs expressed their thanks to S. White for all her hard work planning the event with the working group.

The event was discussed, and it was noted that the TC and HTT are rotating the areas where events are held to ensure New Road Side and Station Road are included.

The results of the shop window display competition was noted.

23.60.5 To consider and agree installing a waste bin on the grassed area adjacent to The Horsforth Hotel using CIL funds at a cost of approximately £250

Cllr Collins noted that J. Shemilt has already allocated MICE funds for this. **Resolved** to purchase and install a waste bin adjacent to the Horsforth Hotel using CIL funds and Cllr Jones agreed to enquire with LCC with the funding.

23.60.6 To note half yearly attendance figures

The attendance figures were noted.

HTC/23.61 To adopt/approve the following policies and procedures

23.61.1 Business Continuity Plan

Resolved to adopt the Business Continuity Plan

23.61.2 Council of Sanctuary Working Group Terms of Reference

Resolved to adopt the Council of Sanctuary Working Group Terms of Reference

23.61.3 Christmas Light Switch on Event Risk Assessment.

The Risk assessment was noted.

Cllr J. Garvani returned to the meeting.

HTC/23.62 To consider reports and any action required in relation to the following external organisations:

23.62.1 Dementia Friendly

Cllr Fletcher gave the following report:

The annual play was called Purple List was staged on 28th October 2023 to a full capacity audience (sold out online) and had rave reviews from everyone who saw it. It was much appreciated for being a free event and for showing the reality of caring for people with dementia.

The actor did a Q&A afterwards, both in character and as himself – possibly some people were confused by the in-character one and didn't realise he was being in character.

The play was possible thanks to a generous grant from the Leeds Philosophical and Literary Society and V. W. Robinson might have found another dementia themed play to put on next year.

The latest Rainbow Café took place on 29th November 2023, where people with dementia and their carers can meet for conversation, activities and free refreshments.

There is a special Christmas Rainbow Café being held 20th December 2023 which is a singalong event. An article was in the Guardian recently about the positive effect of music on people with dementia.

The MHA Older People's information event is being held 1st December 2023 and Dementia Friendly Horsforth are having a stall there.

DFH has started planning for Dementia Action Week (DAW) 2024 which will take place the week commencing 20th May 2024. They are unsure whether it will be one big event or several smaller events. There are a few suggestions including a health and wellbeing event and a Tea Dance like the one held at the Civic Hall every September for National Dementia Carers day. It may also be a chance to give people the opportunity to try out mobility equipment. They wanted to book Leeds Trinity University, but it may be fully booked so they are looking at the Grove instead and possibly No.3 The Green if it is open and available.

Cllr Fletcher asked if any thought has been given to make No.3 The Green dementia friendly. It was noted there is no checklist for this and to investigate this.

Cllr Fletcher has had an enquiry from R. Critchley from Right at Home about funding for a Dementia bus to be used during DAW. This was discussed and it was noted that commercial organisations would not be eligible for a TC grant of that kind, the practicalities of where the bus would be sited and it was suggested to apply for the LCC Community Committee funding.

23.62.2 Horsforth Fairtrade

Cllr Dowling read out the following report provided by Cllr Heaviside:
Since Covid, engagement with the committee by local organisations has fallen off slightly.

A number of organisations that had previously made a commitment to only having Fairtrade tea/coffee supplies - including certain churches and schools - are no longer doing this 100% of the time. The reasons for this are manifold, including Traidcraft going into administration, the cost of living crisis, changes in leadership, changes in priority (shopping small/local for example rather than specifically "Fairtrade" certified products), etc. The reduction in Morrisons outreach budgets and activity has also had an impact on the ability of the committee to offer prizes/give out fruit in schools, etc.

The committee needs to re-register by March for Horsforth to continue to be a Fairtrade Town. The decision was made at the meeting last month that this is still an ambition. Therefore, work is underway to meet the criteria. The most notable example being having a stall at the lights switch on and market. Harrogate Fairtrade group are supplying a gazebo and products on a sale or return basis, plus there will be leaflets, etc.

A planned activity for the new year is to liaise more closely with Horsforth Climate Action to see how our missions can work together, given the close relationship between fair trade and climate justice.

23.62.3 Young Peoples Champion

Cllr Dowling read out the following report provided by Cllr Cousins:
To begin with my deepest condolences to the young man, his family and friends and our community. The devastating events of the last few weeks have led to me been out in the community speaking with the young people, who were Alfie's friends and family about this tragic event and have most days been to the bench where the young people meet to lend a friendly ear.

Earlier in the week I attended a meeting, which involved myself, Simon, John and Ray, the police, youth services, Dep head of Horsforth high school, St Margret's head teacher, children's services, north point counselling to discuss how we can support our young people at this difficult time. Everybody involved in the meeting are doing the most they can to support the children and young people with enabling support through counselling, educational programmes. They're doing an amazing job! Moving forward I am hoping to work with all of them. The main point of this meeting was to look at the best way forward short and long-term for both young people and their families. A further meeting has been arranged and I will update at the next full town council meeting.

Since the last full town council meeting, I have attended the Friday night youth club twice and the young people raised that Horsforth has a lack of facilities for them. They even asked for a new oven as a new one is very much needed considering the youth workers cook and bake a lot with the young people. After approaching the three city councillors, they came back with an agreement to fund this and along side other things they needed. Following on from the last meeting I apologise that there

isn't much update on the street art as I am still in the process of hopefully meeting with Kezia from the walk of Art.

To end I feel the young people and our community have come together and it's been nice to see. During this devastating situation all the young people involved have been nothing more than respectful to others around then, and to our community. Making sure there cleaning up after themselves and keeping the area clean.

Hopefully moving forward, we can keep this up and come together to enable our children and young people of Horsforth a future they deserve.

Children's Services have prepared a leaflet with helpful numbers and Cllr Dowling has agreed to pay for printing the leaflets using the Chairmans allowance.

Cllr Dowling expressed his thanks to Horsforth School, St. Margarets CofE Primary School, and the emergency services in how well they dealt with the incident. The Children's Service has organised a parenting course on emotional wellbeing and 80 families are engaging with the service.

23.62.4 Horsforth Climate Action

No update.

HTC/23.63 Matters for information

To note the following:

23.63.1 Information previously circulated to members

No further information.

23.63.2 Matters raised by members of the public

Cllr J. Garvani reported that he had spoken to a member of the public during the meeting who raised concerns about the speed limit on Scotland Lane. This was discussed and it was noted that speed bumps had been installed but removed a short time after due to complaints. Speed calming measures were discussed and Cllr J. Garvani agreed to forward the residents' concerns to the Police.

It was noted that there is only one footpath on Scotland Lane but land on the side of the road is private property.

It was noted that there is no bus service near Scotland Lane and the resident was made aware of the current West Yorkshire Combined Authority consultation on local buses.

The Clerk reported that a couple of residents have raised concerns about the state of the pavements and road on Stanhope Drive as it is a health and safety issue. She has contacted LCC about this and is awaiting a response.

HTC/23.64 Council Surgery

Cllr Wishart and Cllr Fletcher agreed to attend the next Council surgery.

HTC/23.65 Items for future agenda

- Budget and Precept

HTC/23.66 Date of next meeting

Resolved that the next Full Council meeting is to be held on 25th January 2024 and the deadline for agenda items is 15th January 2024

Meeting closed at 8.10pm

Distribution: E Bromley, D Brosnan, D Collins, M Connors, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani, J Garvani, S Gomersall, A Goulden, R Hardcastle, R Harris, B Heaviside, E Hyndes, R Jones, A Martin, E Richards, T Stones, J Tumalan, A Wishart



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**Finance and General Purposes Committee Minutes
Meeting held on Thursday 11th January 2024 at 7pm
Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG**

Present: In Chair – Cllr S. Dowling (Chair)

D. Brosnan, M. Fletcher, F. Gains, J. Garvani, G. Garvani, R. Hardcastle, A. Martin, T. Stones, J. Tumalan

In attendance: B. Crabtree – Clerk

FGP/23.56 Introduction from the Chair

Cllr Dowling welcomed all to the meeting.

FGP/23.57 To consider apologies and the reason for absence

No apologies received.

FGP/23.58 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/23.59 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

FGP/23.60 To confirm and accept the minutes of the Finance and General Purposes meeting held on 16th November 2023.

Resolved to approve the minutes of the Finance and General Purposes Committee meeting held on 16th November 2023 as a true and accurate record.

FGP/23.61 Financial Matters

23.62.1 To consider recommending that the Council approves the accounts and cash book entries to 31st December 2023 and agree any necessary action.

Resolved to recommend that the Full Council approves the accounts and cash book entries to 31st December 2023

23.62.2 To consider and approve the schedule of payments

Resolved to approve the Schedule of Payments.

23.62.3 To receive an update about the internal audit and internal control checks

i. Review of internal audit

Due to be carried out.

ii. Internal control checks

It was noted that a meeting has not been arranged and it was **resolved** that Cllr Fletcher and Cllr G. Garvani would now carry out the internal control checks.

23.62.4 To consider the budget and precept for 2024-2025 to make recommendations to the Full Council.

The draft budget was reviewed, and amendments were made. It was **resolved** to recommend to the Full Council a budget of £213,139 and the designated funds as shown in Appendix 1. It was noted that the indicative tax base for 2024-2025 is 7494.9 and the Local Council Tax Support grant is £5174. It was **resolved** to recommend to Full Council a precept demand of £144,900 which would mean that the annual band D charge would be £19.33. (£1.61 per month).

23.62.5 To consider submitting a grant application for the Outer Northwest Community Committee funding towards the clock maintenance costs

Resolved not to submit a grant for funding towards the clock maintenance and instead recommend to the C&E Committee to apply for funding towards the Christmas lights.

FGP/23.62 Community Infrastructure Levy (CIL)

23.62.1 To receive an update on CIL

Cllr J. Garvani reported that the works near the bandstand have been completed and Cllrs are carrying out a site visit shortly to discuss the outstanding projects with LCC. The Clerk reported that she has contacted LCC about the benches and bins that were ordered in 2022 to be installed at the Newlaithes playground and LCC said there is a backlog at the moment and will confirm the installation date.

23.62.2 To receive any reports from Community Infrastructure Levy Group

No further information.

FGP/23.63 To consider matters requested by Councillors/the Clerk and agree any necessary action:

23.63.1 To consider a recommendation from the C&E Committee to increase the Walk of Art grant to £1000.

Resolved not to increase the Walk of Art grant.

FGP/23.64 3&5 The Green

23.64.1 To receive an update and agree any necessary action

Cllr J. Garvani reported that the planning application has now been registered by LCC and they plan to determine it by 1st March 2024. The license of alterations is required by LCC and they told the Clerk they will grant this once the application has been approved. This means that the start date is delayed to possibly the end of March/beginning of April 2024.

The resident drop-in session was held in December and Cllrs received some positive feedback and so far 116 residents have completed the online survey.

The meeting to update community groups about the project is being held on 8th February 2024 and the Clerk is preparing a survey for that.

It was noted that the plans have been amended slightly due to the proposed lift now being unavailable and the plans can be found on the LCC planning portal.

A site meeting is being held at the end of January with the architect and contractor.

FGP/23.65 Exclusion of press and public

Resolved to exclude the public.

FGP/23.66 Staffing Matters

23.66.1 To receive an update about staffing and agree any necessary action

Cllr J. Garvani reported that S. White has completed the ILCA training and the committee **resolved** to increase her salary by one point. The committee agreed that her working hours will remain at 18 hours per week and this will be monitored.

The Clerks annual appraisal has been completed, this was positive and it was **resolved** to amend the wording on her job description to attend conferences when appropriate

FGP/23.67 Matters for information

Cllr J. Garvani reported that LCC are recommending approval of the TC's proposed changes to the polling districts.

FGP/23.68 Items for future agenda

No items requested.

FGP/23.69 Date of the next meeting

Resolved that the next meeting will be held on 14th March 2024 and the deadline for agenda items is 4th March 2024.

The meeting closed at 8.35pm.

*Distribution: Cllrs D. Brosnan, S. Dowling, M. Fletcher, G. Garvani, J. Garvani,
R. Hardcastle, A. Martin, T. Stones, J. Tumalan*

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Appendix 1 – Proposed draft budget and designated funds for 2024-2025

Horsforth Town Council - Budget 2024-2025

Approved by Council:

	2022-2023	2022-2023 ACTUAL	2023-2024	2023-2024 ACTUAL AS AT 31/12/2023	2023-2024 EXPECTED AT YEAR END	2024-2025
INCOME						
Precept	£126,019	£126,019	£126,035	£126,035	£126,035	
Council Tax Support Grant	£4,676	£4,676	£4,927	£4,927	£4,927	£5,174.00
Bank Interest	£100	£1,043	£100	£1,659	£2,410	£2,760.00
Donations				£699	£699	
CIL				£176	£176	£0.00
Premises income				£0	£0	
Museum Rent	£3,000		£4,000	£0	£0	£4,000.00
Grants				£0	£0	£5,676.00
Donations					£0	£10,000.00
Lettings				£0	£0	
	£133,795	£131,738	£135,062	£133,495	£134,247	£27,610.00

	2022-2023	2022-2023 ACTUAL	2023-2024	2023-2024 ACTUAL AS AT 31/12/2023	2023-2024 EXPECTED AT YEAR END	2024-2025 PROPOSED BUDGET
EXPENDITURE						
Community and Environment						
Grants & sponsorship	£5,150	5,385.00	£4,500	£1,700	£3,000	£4,000
Award scheme	£200	43.00	£200	£274	£274	£200
Civic Service	£100	0.00	£100	£100	£100	£100
Horsforth Gala	£100	30.00	£100	£44	£44	£100
Remembrance Service	£1,000	679.04	£1,000	£859	£901	£1,000
Annual Town Meeting	£50	0.00	£50	£0	£0	£0
Horsforth Matters	£3,200	3,978.07	£1,750	£1,524	£1,620	£1,000
Band concerts	£975	1,045.50	£1,200	£990	£990	£990
Annual Event	£0	0.00	£2,543	£2,550	£2,550	£2,500
Christmas motifs, lights and trees	£14,700	14,343.00	£16,000	£950	£15,784	£17,000
Christmas Switch-On event	£2,200	1,713.71	£5,000	£4,163	£5,000	£4,500
HTC baskets and planters - inc watering	£5,450	5,374.26	£5,600	£5,550	£5,550	£5,800
Community planters (HIB/Fairtrade) watering x1/week	£3,640	3,655.65	£4,000	£4,014	£4,014	£4,200

Jubilee Garden - maintenance	£1,000	1,070.00	£1,000	£420	£720	£1,000
Total	£37,765	37,317.23	£43,043	£23,138	£40,547	£42,390
Planning, Licensing and Traffic	£500	0.00	£500	£0	£0	£500
Total	£500	0.00	£500	£0	£0	£500
Cold Calling Control Zone/Other	£500	0.00	£0	£0	£0	£0
Total	£500	0.00	£0	£0	£0	£0
Climate Change	£1,000	0.00	£0	£0	£0	£0
Staffing costs						
Office Staff	£77,311	43,877.11	£61,605	£47,257	£61,253	£69,363
Premises Staff						£15,000
Recruitment						£100
Total	£77,311	43,877.11	£61,605	£47,257	£61,253	£84,463
Office						
Office Equipment & Photocopier Lease	£1,030	1,437.06	£1,000	£263	£300	£400
IT Support	£1,300	1,071.50	£1,175	£822	£1,138	£1,400
Stationery & Printing	£775	1,119.98	£900	£574	£800	£900
Postage	£100	6.28	£100	£0	£0	£25
Telephone and Broadband	£930	860.82	£900	£720	£848	£1,500
Subscriptions	£2,325	2,205.00	£2,325	£1,944	£2,310	£2,450
Audit, Accounts & Data Protection	£1,805	3,996.81	£3,000	£1,840	£1,904	£2,000
Miscellaneous	£155	525.89	£200	£408	£500	£750
Bank Charges	£145	147.15	£145	£105	£141	£150
Chairman's Allowance	£200	95.00	£100	£0	£0	£100
Meeting Expenses & Refreshments	£185	42.48	£185	£0	£0	£100
Room Hire	£1,100	317.50	£1,300	£257	£433	£500
Legal & Professional Fees	£1,030	0.00	£1,030	£0	£750	£2,500
Email and Website	£685	1,791.00	£737	£18	£758	£800
Clock Maintenance	£415	705.00	£500	£150	£500	£500
Defibrillator Maintenance	£1,030	40.00	£2,000	£150	£1,025	£2,000
Roll Of Honour	£125	120.00	£0	£0	£0	£0
Combined Insurance	£1,340	1,833.30	£1,834	£1,999	£1,999	£2,500
Total	£14,675	16,314.77	£17,431	£9,250	£13,406	£18,575
Training						
Staff Training	£2,000	800.00	£1,500	£200	£200	£1,000
Councillor Training	£1,000	25.00	£2,000	£439	£600	£1,000
Total	£3,000	825.00	£3,500	£639	£800	£2,000

Election (TRANSFER FROM DF)	£10,000	7,745.00	£12,500	£13,609	£13,609	£12,500
Total	£10,000	7,745.00	£12,500	£13,609	£13,609	£12,500
Premises						
Utilities and Services	£8,655	19,003.00	£16,784	£8,138	£9,784	£13,500
Cleaning and Caretaking	£3,090	0.00	£1,000	£0	£0	£2,500
Maintenance and Statutory Checks	£5,255	936.00	£1,500	£421	£700	£13,150
Sundry expenditure	£13,521	9,798.00	£13,811	£9,810	£9,810	£19,561
Total	£30,521	£29,737	£33,095	£18,369	£20,294	£48,711
Horsforth Museum - Grant re No5 The Green Rent	£3,000	£0	£4,000	£0	£4,000	£4,000
Total	£3,000	£0	£4,000	£0	£4,000	£4,000
	£178,272	£135,815	£175,674	£112,262	£153,909	£213,139
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE	-44,477	-4,077	-40,612	21,234	-19,662	-185,529

PROPOSED BUDGET AND PRECEPT	£	£
Total proposed expenditure		213,139
<u>Other income/funds</u>		
Anticipated CTSG	5,174	
Bank interest (estimated)	2,760	
Rent/premises insurance for No5 The Green	4,000	
Rent/utilities/premises insurance for The Stables and No3 The Green	0	
Donation	10,000	
Total other income/funds		21,934
Amount needed to balance budget		191,205
PRECEPT REQUEST		144,900
Difference		46,305

Designated Funds

Approved by Council:

	2022-2023	2022-2023 ACTUAL	2023-2024	2023-2024 ACTUAL AS AT 31/12/2023	2023-2024 EXPECTED C/F AT YEAR END	2024-2025 PROPOSED
DESIGNATED FUNDS						
NEIGHBOURHOOD PLAN	£4,037	£3,243	£3,243	£3,243	£3,243	£3,243
ELECTION	£3,750	£3,750	£3,750	£0	£0	£0
3 & 5 THE GREEN - REFURBISHMENT	£69,100	£35,252	£70,000	£53,818	£0	£0
THE MUSEUM						£5,000

NO.3 PHASE 2 RENOVATION							£80,000
CONTINGENCY FOR PREMISES REPAIRS							£5,000
3 & 5 THE GREEN - PRE- ACQUISITION COSTS	£3,418	£2,418	£2,418	£1,166	£0		£0
FREE SCHOOL MEAL	£2,750	£2,750					£0
MECHANICS INSTITUTE	£4,500	£4,500	£4,500	£4,500	£4,500		£0
QUEENS PLATINUM JUBILEE	£3,660	£126					£0
TOTAL DESIGNATED FUNDS C/F	£91,215	£52,040	£83,911	£62,727	£7,743		£93,243
RESTRICTED FUNDS							
COMMUNITY INFRASTRUCTURE LEVY	£80,666	£75,573	£71,349	£71,349	£6,349		£6,306
3 & 5 THE GREEN - PWLB	£89,899	£89,899	£89,899	£89,899	£0		£0
TOTAL RESTRICTED FUNDS C/F	£170,565	£165,472	£161,248	£161,248	£6,349		£6,306

£99,549

DRAFT



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

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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 £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*



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Staffing and Employment Minutes Wednesday 10th January 2024 at 7pm The Stables, 2 Church Road, Horsforth, LS18 5LG

Present: In Chair – Cllr J Garvani (Chair)

F. Gains, J. Tumalan

In attendance: B. Crabtree – Clerk

SE/23.33 Introduction from the Chair

Cllr J. Garvani welcomed all to the meeting.

SE/23.34 To receive apologies and consider reasons for absence

Apologies were received from Cllr Dowling and reasons were approved.

SE/23.35 Declaration of Disclosable Pecuniary and other Interests

None declared.

SE/23.36 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

SE/23.37 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee meeting held on 9th November 2023.

SE/23.38 Exclusion of press and public

No members of public were present.

SE/23.39 To receive an update about staffing matters and agree any necessary action including:

i. To receive an update about the Clerks appraisal and agree any necessary action

The Clerk left the room.

Cllr Gains gave an update about the Clerks appraisal and this was discussed. Cllrs thanked her for all the work she has completed in the last year. It was **resolved** to amend the wording on her job description to attend conferences when appropriate and it was noted that the Clerk is going to review the appraisal policy for approval at the AMTC.

ii. To receive an update about the Administration Assistants ILCA training, review her working hours and agree arrangements for the Administration Assistants appraisal

It was noted that S. White has passed the ILCA course. It was **resolved** for her working hours to remain at 18 hours per week and to recommend to the F&GP Committee to increase her salary by one point. It was agreed that the Clerk and Cllr Gains will carry out the appraisal.

iii. To consider the staffing costs for 2024-2025

Resolved to recommend the proposed staffing costs to the F&GP Committee.

SE/23.40 To confirm the date of the next meeting
Resolved that a meeting will be arranged shortly.

Distribution: D. Brosnan, D. Collins, S. Dowling, F. Gains, J. Garvani, R. Hardcastle, J. Tumalan.

DRAFT

Horsforth Town Council
 Bank Reconciliation as at 31.12.2023
 Prepared by Becky Crabtree 02.01.2024

At next y/end
 S / L term

Balance per bank statements as at 31.12.2023		
Current Account	Virgin Money (per stmt 31.12.2023)	86,449.53 Short term
	Unity Trust Bank (per Stmt 31.12.2023)	167,899.15 Short term
	Nationwide Building Society (Per stmt 31.12.2023)	85,836.83 Short term
Term deposit accounts		
		<u>340,185.51</u>
Add uncredited receipts		0.00
Less unrepresented cheques	0.00	0.00
Net Balances as at 31.12.2023		340,185.51
Cash book		
Opening balances as at 01.04.2023		330,632.27
Add cash book receipts		152,736.42
Less cash book payments		143,183.18
Closing cash book balance as at 31.12.2023		340,185.51
	Difference	0.00

Horsforth Town Council
Annual Budget and Expenditure 2023-2024
Updated 02.01.2024

		Annual Budget		Income & Expenditure		Budget Remaining	
		2023-2024		As At 31.12.2023		As At 31.12.2023	
		£	£	£	£	£	£
INCOME							
	Precept	126,035		126,035		0	
	Council Tax Support Grant	4,927		4,927		0	
	Bank Interest Received	100		1,897			
	Other			699			
	3 & 5 The Green						
	HLAH No3: Rent & Premises Insurance	3,000		0		0	
	The Museum No5: Rent & Premises Insurance	0				0	
	HTC The Stables: Rent & Premises Insurance	0		0		0	
	TOTAL INCOME		134,062		133,557		0
EXPENDITURE							
	Community & Environment						
	Grants & Sponsorship	4,500		1,700		2,800	
	Award Scheme	200		274		-74	
	Civic Service	100		100		0	
	Horsforth Gala	100		44		56	
	Remembrance Service	1,000		859		141	
	Annual Town Meeting	50		0		50	
	Horsforth Matters	1,750		1,524		226	
	Band Concerts	1,200		990		210	
	Special Events and Projects (Annual Event)	2,543		2,550		-7	
	Christmas Motifs, Lights & Trees	16,000		950		15,050	
	Christmas Switch On Event	5,000		4,163		837	
	HTC Floral Displays - Installation & Water	5,600		5,550		50	
	Community Watering - HIB & Fairtrade	4,000		4,014		-14	
	Garden Maintenance	1,000		420		580	
			43,043		23,138		19,905
	Planning, Licensing & Traffic		500		0		500
	Salaries						
	Basic Salary Costs	61,605		47,257			
			61,605		47,257		14,348
	Office						
	Office Equipment & Photocopier Lease	1,000		263		737	
	IT Support	1,175		822		353	
	Stationery & Printing	900		574		326	
	Postage	100		0		100	
	Telephone and Broadband	900		720		180	
	Subscriptions	2,325		1,944		381	
	Audit, Accounts & Data Protection	3,000		1,840		1,161	
	Miscellaneous, Quality Council & Recruitment	200		408		-208	
	Bank Charges	145		105		40	
	Chairman's Allowance	100		0		100	
	Meeting Expenses & Refreshments	185		0		185	
	Room Hire	1,300		257		1,043	
	Legal & Professional Fees	1,030		0		1,030	
	Email and website	737		18		719	
	Clock Maintenance	500		150		350	
	Defibrillator Maintenance	2,000		150		1,850	
	Combined Insurance	1,834		1,999		-165	
			17,431		9,250		8,181
	Training						
	Staff Training	1,500		200		1,300	
	Councillor Training	2,000		439		1,561	
			3,500		639		2,861
	Election		12,500		13,609		-1,109
	Property Overheads						
	3 & 5 The Green						
	Loan repayment	9,811		9,810		1	
	Site H&S & Statutory Inspections	1,000		356		645	
	Site Premises Insurance	4,000		0		4,000	
	No 3 Cleaning Charges	1,000		0		1,000	
	No 3 Business Rates	6,784		6,784		0	
	No 3 Light, Heat, Power & Water	10,000		1,354		8,646	

	Site Management & Maintenance	500		165		335
		33,095			18,469	14,626
	Horsforth Museum - Grant re No 5 The Green Rent	4,000		0		4,000
	TOTAL EXPENDITURE	175,674		112,363		63,311
	SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE	-41,612		21,195		

Horsforth Town Council
Annual Budget and Expenditure 2023-2024
Designated Funds

		As At 31.12.2023	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.12.23	3,243	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.12.2023		3,243
ELECTION			
	Balance B/F 01.12.23	3,750	
	Income	0	
	Expenditure	3,750	
	Transfer of funds	0	
	Balance C/F 31.12.2023		0
3 & 5 THE GREEN - REFURBISHMENT			
	Balance B/F 01.12.23	35,252	
	Income	0	
	Expenditure	16,182	
	Transfer of Increase DF for 2023-2024 from General reserves	83,002	
	Transfer of Decrease DF for 2023-2024 to General Reserves	48,254	
	Balance C/F 31.12.2023		53,818
3 & 5 THE GREEN - PRE-ACQUISITION COSTS			
	Balance B/F 01.12.23	2,418	
	Income	0	
	Expenditure	1,252	
	Transfer of funds	0	
	Balance C/F 31.12.2023		1,166
MECHANICS INSTITUTE			
	Balance B/F 01.12.23	4,500	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.12.2023		4,500
QUEEN'S PLATINUM JUBILEE			
	Balance B/F 01.12.23	126	
	Income	0	
	Expenditure		
	Transfer of Allocated to General Funds for 2023/2024	126	
	Balance C/F 31.12.2023		0
FREE SCHOOL MEALS			
	Balance B/F 01.12.23	2,750	
	Income	0	
	Expenditure	0	
	Transfer of Allocated to General Funds for 2023/2024	2,750	
	Balance C/F 31.12.2023		0

TOTAL DESIGNATED FUNDS C/F			62,727
RESTRICTED FUNDS			
COMMUNITY INFRASTRUCTURE LEVY			
	Balance B/F 01.12.23	71,173	
	Income	176	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.12.2023	71,349	
3 & 5 THE GREEN - PWLB			
	Balance B/F 01.12.23	89,899	
	Income (Loan)	0	
	Expenditure (repayment)	0	
	Transfer of funds	0	
	Balance C/F 31.12.2023	89,899	
TOTAL RESTRICTED FUNDS C/F			161,248

RECONCILIATION TO CASH BOOK

CHECK TOTAL

General income less expenditure	21,195
Designated Income	0
Designated expenditure	-21,184
Restricted fund income	176
Restricted fund expenditure	0
CASH BOOK TOTAL	186

CASH BOOK TOTAL 2023-2024	185.92
(CB Receipts less payments - per cash book)	

Difference	0
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Horsforth Town Council
 Remaining General Funds at 31.12.2023

	£	£	£
Bank Balances per reconciliation as at 31.12.2023			
Virgin (formerly Yorkshire Bank) (per stmt 31.12.2023)		86,211.56	
Unity Trust Bank (per Stmt 31.12.23)		167,899.15	
Nationwide Building Society (Per stmt 31.12.23)		85,836.83	
			339,948
 Unspent General Budgets			
Community & Environment	19,905		
Planning, Licensing & Traffic	500		
Salaries	14,348		
Office	8,181		
Training	2,861		
Election	-1,109		
Property Overheads	14,626		
Horsforth Museum	4,000		
		63,311	
 Unspent Designated Fund Balances			
Neighbourhood Plan	3,243		
Election	0		
3&5 The Green - Refurbishment	53,818		
3&5 The Green - Pre-acquisition costs	1,166		
Mechanics Institute	4,500		
		62,727	
 Unspent Restricted Fund			
CIL			
Projects in Hall Park and Woodside Rec.	25,000.00		
3&5 The Green Refurbishment	40,000.00		
Additional projects	6,349.39		
3&5 The Green - PWLB	89,899		
		161,248	
 Unspent Funds			287,287
 Remaining General Funds			52,661

Horsforth Town Council
Cash Book
Year ended 31 March 2024

Period 01.11.23 to 31.11.2023

Bank Payments															
Date	Details	Current Account	Deposit Account	Vat	Creditors	Comm & Environ'mt	Planning Lic & Traffic	Salaries	Office	Training	Election	3&5 The Green	Designated Funds	Restrcted Funds	S137 EXPENDITURE
01.11.2023	Brought Forward	81,146.72	0.00	3,857.57	2,793.21	8,013.33	0.00	33,340.58	8,051.56	529.00	0.00	10,032.84	14,528.63	0	0.00
01.11.2023	Leeds City Council	4339.84		723.31		3616.53	Floral Displays								
01.11.2023	Leeds City Council	4199.38		699.9		3499.48	Community Watering								
01.11.2023	Leeds City Council	617.64		102.94		514.7	Community Watering								
01.11.2023	St James Woodside	100				100	Civic Service								
01.11.2023	Ace Leaflet - HM delivery	863.89		143.98		719.91	Horsforth Matters								
14.11.2023	British Gas	111.25		5.29								105.96	The Stables - Gas		
15.11.2023	Leeds City Council	1356										1356	The Green - Rates		
16.11.2023	Lloyds Credit Card														
	Giff Gaff	6		1						5	Broadband and Telephone				
	Giff Gaff	6		1						5	Broadband and Telephone				
	Bank charges	3								3	Bank charge				
	Zen	101.5		16.92					84.58		Broadband and Telephone				
	Amazon - Ring Doorbell	59.99		10								49.99	Pre-acquisition costs		
	Amazon - Stationary	11.94		1.99					9.95		Stationary & printing				
	Amazon - H&S	13.79		2.3								11.49	Pre-acquisition costs		
	Asda	57										57	Pre-acquisition costs		
	Experian - Credit Check	29.99		5								24.99	3&5 Refurb		
	Mixam - HM printing	728.09				728.09	Horsforth Matters								
	Amazon	66.47				66.47	Remembrance Service								
20.11.2023	Zen	48		8						40	Broadband				
21.11.2023	Complete Computers	126.12		21.02					105.1		Monthly IT				
21.11.2023	Ceremonial Events	112.5				112.5	Remembrance Service								
21.11.2023	Community TM	1320		220		1100	Christmas Event								
21.11.2023	Account-Ant	250							250		Audit, Accounts & Data Protection				
21.11.2023	T&B Bookkeeping	103.2		17.2					86		Audit, Accounts & Data Protection				
21.11.2023	St Margarets Church	130							130		Room Hire				
21.11.2023	3D Productions	396.6		66.1		330.5	Remembrance Service					2916.22	Elections		
21.11.2023	Leeds City Council	2916.22										4368.32	Elections		
21.11.2023	Leeds City Council	4368.32										5367.34	Elections		
21.11.2023	Leeds City Council	5367.34										1752.36	Elections		
21.11.2023	Leeds City Council	1752.36										2954.8	Elections		
21.11.2023	Leeds City Council	2954.8													
21.11.2023	YLCA	60								60	Training				
21.11.2023	Salary costs	1334.97						1334.97	Pension						
21.11.2023	Leeds City Council	678										678	The Green - Rates		
21.11.2023	RBL	61				61	Remembrance Service								
21.11.2023	Commerce Business Solutions	1.64		0.27					1.37		Stationary & printing				
21.11.2023	British Gas	109.17		5.19				3095.3				103.98	The Stables - Electric		
22.11.2023	Salary costs	3095.3						1099.02							
22.11.2023	Salary costs	1099.02													
24.11.2023	Zen	24.65		4.11					20.54		Telephone				
28.11.2023	Public Works Loan	4905.18										4905.18	Loan repayment		
	Carried Forward	125,032.88		5,913.09	2,793.21	18,862.51		38,869.87	8,792.10	589.00	17,359.04	17,181.96	14,672.10		
	Check total	125,032.88		125,032.88											
	Total Expenditure 2023-2024 (for budget page)							116,326.58							
	Cash book payments (for rec)	125,032.88													

Period 01.10.23 to 31.10.2023

Bank Receipts															
Date	Details	Current Account	Deposit Account	Vat	Debtors 2023	Other	Precept	Comm & Environ'mt	Grant Income	Designated Funds	Office	Buildings	Staff Training	Events	Restricted Funds
01.11.2023	Balances brought forward	395,135.14	87,265.90		19,003.56	1,507.67	126,035.00	120.00	4,927.00	0.00	0.00	0.00	0.00	0.00	175.54
20.11.2023	Horsforth Town Team	500.00						500.00							
30.11.2023	Virgin - Bank Interest		229.68			229.68									
	Carried Forward	395,635.14	87,495.58	0.00	19,003.56	1,737.35	126,035.00	620.00	4,927.00	0.00	0.00	0.00	0.00	0.00	175.54
	Check total		483,130.72			482,901.04									
	Total Income 2023-2024 (for budget page)							133,494.89							
	Cash book receipts (for rec)		483,130.72												
	Cash book balances (agrees to bank rec)	358,097.84	270,602.26	87,495.58				152,498.45							
	Total Income 2023-2024 (for budget page)	133,494.89													
	Total Expenditure 2023-2024 (for budget page)	116,326.58													
	Agreed to Budget	17,168.31													



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Schedule of Payments for the Full Council meeting being held on 25th January 2024

Payee	Details	Amount	Comments
Salaries	Staff Salaries – February 2024	£3133.35	Clerk authorised with delegated powers
West Yorkshire Pension Fund	Pension Contributions – February 2024	£962.50	Clerk authorised with delegated powers
Medicaid	First aid for Christmas Event – Shortfall due to additional timings	£45.00	

HORSFORTH TOWN COUNCIL MEETINGS - 2024-2025

	2024												2025					
Day	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	Day				
Mon			1											Mon				
Tues			2											Tues				
Wed	1		3			1						1		Wed				
Thu	2		4		1	2						2		Thu				
Fri	3		5		2	3						3		Fri				
Sat	4	1 Farmers Market Stall	6	3 Farmers Market Stall		5 Farmers Market Stall	2 Farmers Market Stall					4	1	Sat				
Sun	5	2	7	4		6	3	1	5	2	2	5	3	Sun				
Mon	6 Bank holiday	3	8	5	2	7	4	2	6	3	3	7	5 Bank Holiday	Mon				
Tues	7	4	9	6	3	8	5	3	7	4	4	8	6	Tues				
Wed	8	5	10	7	4	9	6	4	8	5	5	9	7	Wed				
Thu	9	6 C&E	11 F&GP	8	5 C&E	10	7	5 C&E	9	6	6 C&E	10	8	Thu				
Fri	10	7	12	9	6	11	8	6	10	7	7	11	9	Fri				
Sat	11	8	13	10	7	12	9	7 Christmas Event	11	8	8	12	10	Sat				
Sun	12	9	14	11	8	13	10 Remembrance Day	8	12	9	9	13	11	Sun				
Mon	13	10	15	12	9	14	11	9	13	10	10	14	12	Mon				
Tues	14	11	16	13	10	15	12	10	14	11	11	15	13	Tues				
Wed	15	12	17	14	11	16	13	11	15	12	12	16	14	Wed				
Thu	16 F&GP	13	18 PL&T	15	12 F&GP	17	14 F&GP	12 PL&T	16 F&GP	13	13 F&GP	17	15 F&GP	Thu				
Fri	17	14	19	16	13	18	15	13	17	14	14	18 Good Friday	16	Fri				
Sat	18	15	20	17	14	19	16	14	18	15	15	19	17	Sat				
Sun	19	16	21	18	15	20	17	15	19	16	16	20	18	Sun				
Mon	20	17	22	19	16	21	18	16	20	17	17	21	19	Mon				
Tues	21	18	23	20	17	22	19	17	21	18	18	22	20	Tues				
Wed	22	19	24	21	18	23	20	18	22	19	19	23	21	Wed				
Thu	23 PL&T	20 PL&T	25 COUNCIL	22 PL&T	19 PL&T	24 PL&T	21 PL&T	19	23 PL&T	20 PL&T	20 PL&T	24 PL&T	22 PL&T	Thu				
Fri	24	21	26	23	20	25	22	20	24	21	21	25	23	Fri				
Sat	25	22	27	24	21	26	23	21	25	22	22	26	24	Sat				
Sun	26	23	28	25	22	27	24	22	26	23	23	27	25	Sun				
Mon	27 Bank holiday	24	29	26	23	28	25	23	27	24	24	28	26	Mon				
Tues	28	25	30	27	24	29	26	24 Office closed	28	25	25	29	27	Tues				
Wed	29	26	31	28	25	30	27	25 Christmas Day	29	26	26	30	28	Wed				
Thu	30 AMTC	27		29	26		28	26 Boxing Day	30	27			29	Thu				
Fri	31	28		30	27		29	27 Office closed	31	28			30	Fri				
Sat		29			28		30						31	Sat				
Sun		30			29									Sun				
Mon					30			30 Office closed			31			Mon				
Tues								31 Office closed						Tues				
Day	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	Day				

Key
 AMTC - Annual Meeting of the Town Council
 ATM - Annual Town Meeting
 C&E - Community & Environment Committee
 F&GP - Finance & General Purposes Committee
 PL&T - Planning, Licensing & Traffic Committee
 S&E - Staffing and Employment Committee
 COUNCIL - Full Council

All meetings start at 7pm, unless otherwise stated and a Councillor Surgery is held at 6.30pm before every Full Council meeting.

Annual Town Meeting
 The Annual Town Meeting is an open meeting for all residents of Horsforth.

Whilst it is organised by the Town Council, the Annual Town Meeting is not a council meeting. The law says the meeting must be held between 1st March and 1st June.