



## **Horsforth Town Council**

The Stables  
2 Church Road  
Horsforth  
Leeds  
LS18 5LG

**[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – 0113 258 0988**

### **Community and Environment Committee**

**Thursday 5<sup>th</sup> March 2026**

#### **AGENDA PACK**

*Distribution: B Cousins, S Dowling, M Fletcher, F Gains, C Gillinder,  
E Hyndes, E Richards, A Wishart*



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### Community and Environment Committee Meeting Minutes

Thursday 4<sup>th</sup> December 2025 at 7pm

Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

**Present: In Chair** – Cllr Dowling (Vice Chair)

M. Fletcher, F. Gains, C. Gillinder, E. Hyndes, E. Richards, A. Wishart

**In attendance:** B. Crabtree – Clerk, Cllr Bromley, two members of public

#### **CE/25.34 Introduction from Chair**

In the absence of Cllr Cousins, Cllr Dowling welcomed all present.

#### **CE/25.35 To accept apologies and the reason for absence**

No apologies were received.

#### **CE/25.36 Declaration of Disclosable Pecuniary and other Interests**

None declared.

#### **CE/25.37 To consider questions and comments from members of the public at the Chairman's discretion**

A representative from Horsforth Climate Action was in attendance and provided an update on the Green Festival held in September. She reported that the event was well attended and received excellent feedback. She noted that funding would be required for the festival to take place again, and Councillors made her aware of the Town Council's grants and sponsorship opportunities.

The matter was discussed, and Councillors expressed their thanks to the team for delivering a successful event and for all their hard work. They also thanked her for involving the Town Council and for enabling the Mayor's for Peace Champion to plant saplings on the day. The Town Council confirmed its support for future events.

Cllr Bromley was in attendance to provide further information about the floral displays. See item CE/25.44.

#### **CE/25.38 To approve the minutes of the Community and Environment Committee meeting held on 4<sup>th</sup> September 2025**

**Resolved** to approve the minutes of the meeting held on 4<sup>th</sup> September 2025 as a true and accurate record.

#### **CE/25.39 Grant/Sponsorship**

##### **25.39.1 To receive feedback from previous applications/sponsorship**

The Clerk provided feedback from the Walk of Art, who had raised concerns about the Town Council's new procedure of providing grant funds only after proof of purchase, noting that it may not be accessible to all applicants. Councillors discussed the matter and acknowledged that the procedure was introduced to ensure that public funds are used appropriately and properly accounted for. It was agreed that the procedure should be reviewed and will be added to the March agenda for further discussion.

It was **resolved** to provide the grant funds to Walk of Art without the requirement of an invoice.

#### **25.39.2 To consider grant and sponsorship applications received**

**Resolved** to grant £300 to 13<sup>th</sup> Horsforth St Margarets Guides towards the cost of volunteers for an upcoming event.

#### **CE/25.40 The Heart of Horsforth Awards Scheme**

The Clerk reported that the awards will be presented at the Christmas Light Switch-On.

#### **CE/25.41 Events**

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

##### **25.41.1 Christmas Event**

It was noted that the event will be held on the upcoming Saturday and that the working group has been working hard in preparation. Councillors thanked the working group members for their efforts, and feedback will be provided at the next meeting.

#### **CE/25.42 Editorial Working Group**

It was noted that the next edition will be published in January.

#### **CE/25.43 Council of Sanctuary Working Group**

It was noted that the next WG meeting is being held on 8<sup>th</sup> December 2025.

#### **CE/25.44 Floral displays and Jubilee Garden**

**To receive an update and agree any action required including:**

##### **25.44.1 To receive an update about the meeting with stakeholders regarding the Biodiversity Policy and the floral displays**

Cllr Gains reported that she and Cllr Bromley have continued liaising with Horsforth in Bloom, Horsforth Climate Action, and traders on New Road Side to explore ways to improve the floral displays, taking into account the Neighbourhood Plan, Biodiversity Policy, sustainability, and future costs. They have investigated alternative options to the hanging baskets and scoped possibilities, including additional planters and knitted weatherproof hanging baskets. She noted that the traders are keen to be involved and are exploring funding opportunities.

##### **25.44.2 To receive an update about the consultation carried out at the Green Festival**

Cllr Bromley reported that a survey prepared by LCC for the Green Festival engaged the public, received positive feedback, and they received suggestions regarding the floral displays in Horsforth.

##### **25.44.3 To consider the quotes for the floral displays in 2026**

The quotes received were considered and it **was resolved** to reduce the number of hanging baskets to 50 across Station Road, Town Street, and New Road Side, with a budget of £7,500 for the floral displays and £2,500 towards the initiative being explored by Cllr Gains and Cllr Bromley on New Road Side.

It was agreed that they will provide a report at the next meeting with detailed costings for the initiative and the Clerk will obtain quotes for the floral displays to be considered in March.

Councillors are required to agree on the locations for the hanging baskets going forward.

Additionally, it was agreed to include information about the floral displays in the next edition of Horsforth Matters.

#### **CE/25.45 Litter**

**To receive any updates and agree any action required including:**

##### **25.46.1 To receive an update about the Litter Picks that took place in October**

Cllr Gillinder reported that the litter picks were well received by the public and provided details of the number of volunteers and bags of litter collected on each day. She suggested that it would be beneficial to hold litter

picks more frequently, and it was agreed that this would be discussed further at the next meeting. Cllrs thanked her for work organising the litter picks and those that volunteered.

**CE/25.46 To consider matters requested by Councillors/Clerk and agree any necessary action:**

**25.46.1 To consider the Draft Committee Budget for 2026-2027**

The draft budget was agreed with amendments including lowering the number of festive lights across New Road Side, Station Road and Town Street and will be recommended to the F&GP Committee in January. The Clerk will request a quote for the festive lights to be agreed at the meeting in March. Cllrs thanked the Clerk and Cllr Dowling for their work preparing the draft budget.

**25.46.2 To receive an update about the community actions stated in the Neighbourhood Plan**

Cllr Gains reported that several community actions from the Neighbourhood Plan have been completed, including the use of CIL funds to improve the wall and access at Cragg Hill and Woodside, and organising litter picks across Horsforth.

Cllr Gains and Cllr Goulden have worked with Cragg Hill and Woodside Residents' Association to maintain footpaths 26 and 27. Trees on Cragg Avenue have been pollarded, and maintenance of public rights of way has been carried out.

They have also been working with traders on New Road Side to explore improvements to the area.

**CE/25.47 To consider correspondence received and agree any necessary action:**

**25.47.1 To consider the report received from Horsforth Climate Action regarding the Green Festival, and to note that they have requested feedback from the council on the event.**

See item CE/25.37.

**CE/25.48 Items for future agenda**

- Litter picks
- Floral displays
- Festive lights quote
- Grant and sponsorship policy review
- Christmas Event feedback

**CE/25.49 Matters for information**

No further information.

**CE/25.50 Date of the next Meeting**

**Next meeting of the Committee: 5<sup>th</sup> March 2026**

**Deadline for agenda items: 23<sup>rd</sup> February 2026**

The meeting dates were noted.

Meeting closed at 8.45pm.

*Distribution: B Cousins, S Dowling, M Fletcher, F Gains, C Gillinder, E Hyndes, E Richards, A Wishart*

## ITEM 6 GRANTS/SPONSORSHIP

### 6.2 To consider grant and sponsorship applications received.

#### Grant and sponsorship applications - summary

<b>Organisation</b>	Horsforth Churches Together
<b>Is this a recurring event?</b>	Yes
<b>Amount requested</b>	£500
<b>Previous grants/sponsorship awarded by HTC</b>	Yes
<b>Last set of audited accounts</b>	Yes – available at the meeting
<b>Constitution</b>	No
<b>Is the organisation a subsidiary or secondary organisation of another body?</b>	No
<b>Public liability insurance Amount and period of cover</b>	£5 million public liability Renewal date 17.05.2026 <b>Available to view in the office</b>
<b>Details of funding from other sources</b>	We have funding available from the donations of churches.  Other costs such as room hire, refreshments, PA for the event, electricity supply will be covered by churches in kind donations.
<b>How will they measure the impact of the project</b>	The simplest way is numbers of people attending
<b>Committee/Council meeting date</b>	5 February 2026
<p>Horsforth Churches Together providing a community Walk of Witness on Good Friday, carrying a cross as a focal point down Horsforth Town Street to The Green whilst singing hymns. Once on The Green there is a service with Easter readings, hymns and prayers. After the service all are welcomed back to The Grove for hot cross buns and soup.</p> <p>The Walk of Witness is a special event in the life of the churches in Horsforth. It is an event which unites all the churches in Horsforth to Walk together. Whilst marking one of the most significant days in the Christian calendar, reflecting on the universal theme of sacrificial love it builds friendships across church denominations. It is a very precious short act for those who take part and has always been well received by those in the community who witness it often coming out of shops to connect with the walkers.</p> <p>The plan is again to begin the official walk this year from the Car Park at Central Methodist, with the wooden cross, down Town Street to the Green from 11.30am - 12 noon on Good Friday for the walk of Witness. (Before the official walk begins, a smaller group go to Bedford Court at their request to sing with the Cross.)</p> <p>After the service - all are invited back to The Grove for hot cross buns and soup.</p> <p>The walk requires road closures for a short period (20 mins maximum) of time to allow for the safety of those involved.</p>	



6.3 To review the Grants and Sponsorship Policy and make recommendations for any amendments to Full Council.



## Horsforth Town Council

### Community Grants Policy and Application Form

#### INTRODUCTION

Horsforth Town Council is supportive of the work of community or voluntary groups operating within the town. The Council offers community grants to such groups on an ongoing basis.

As part of the process, the Council allocates an amount of money each year for distribution in the form of one-off community grants.

The amount is set each year as part of the Council's budget process and funding is distributed four times a year.

This information sheet explains more about the scheme, how it operates, who can apply, and how to make an application.

#### WHO CAN APPLY FOR A GRANT?

Grants are available to any community or voluntary group **based in Horsforth** or operating a substantial part of their activities in Horsforth.

You must be able to demonstrate that any grant given will be of benefit to the people living within the town and that the benefit is commensurate to the expenditure.

Grants will only be given recognised, bona-fide, non-profit making organisations or groups.

Grants **cannot** be made available to individuals, nor can they be made available to business or profit-making organisations.

#### WHEN ARE GRANTS AVAILABLE?

Grants are available four times in a financial year; these dates are listed on the application form.

#### WHEN CAN ORGANISATIONS APPLY?

The dates of the Community and Environment Committee meetings when grants are considered are listed on the application form which is attached to this information sheet. Your application and any other documents requested must be received by the Town Clerk no later than 7 working days before the meeting date for it to be heard at that meeting. The deadline for each meeting is shown on the application form. **Please note your application may not be considered if you do not provide all the documents requested.**

## HOW MUCH CAN ORGANISATIONS APPLY FOR?

The Community Grant Scheme is designed to benefit as many groups as possible – and funding is limited.

Generally, grants are awarded for amounts between £100 and £500. On rare occasions, a grant more than £500 may be considered. Any amount more than £500 will be presented to the Finance and General Purposes Committee for its consideration.

## WHAT CAN THE MONEY BE USED FOR?

Your organisation can apply for a grant towards any appropriate project, event or the purchase of equipment that will benefit people living in Horsforth.

The Council will **not** consider any grant towards day-to-day running costs such as rents, electricity, telephone charges etc. or towards any staff salaries or wages.

Grants can be awarded as a contribution towards a larger project, although the Council will wish to see evidence that you have access to the balance of the required money before funds are made available.

Grants will be paid by the Town Council following receipt of appropriate invoices.

## HOW OFTEN CAN ORGANISATIONS APPLY FOR A GRANT?

With limited funds available for grants, the Council must ensure fairness with the allocation of money to a wide section of the community. The Council's policy is that it will not offer a grant to the same organisation for more than two consecutive years with a gap of at least one year before an organisation can apply again.

## ARE ORGANISATIONS GUARANTEED TO BE ACCEPTED FOR A GRANT?

The Council has a limited amount of money available each year and there may be times when this is over-subscribed.

In such instances, the Council will assess each application and may offer an amount less than requested.

In some circumstances your organisation may not be accepted for a grant.

## HOW DO I APPLY?

An application form is attached to this information sheet. Electronic copies are also available on the Council's website and by contacting the Council office at [admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) and may be completed electronically.

The lead person from the organisation will be invited to attend the meeting that is to consider the application. There is no obligation to attend but it is an opportunity to present the application in person and to answer any questions that the Committee may have.

If you need any further advice regarding the Community Grant Scheme, or if you require any help completing the application form, please contact the Council office which will be happy to assist you.

## FEEDBACK AND USE OF INFORMATION FOR COUNCIL PUBLICITY

Details of successful grant applications, including the amount, name of the organisation and the purpose of the grant, may be published by the Council on its website, social media and in its printed materials. The information will be retained indefinitely by the Council for record keeping purposes.

Successful applicants will be asked to provide the Council with feedback on the outcome of the award expenditure and to give the Council permission to publish photographs and any other information and materials provided by the organisation in its feedback.



## Horsforth Town Council

### Grant Application 2025-2026

Please read the Grant Policy before completing this application form.

Date this application was received by the Town Clerk:

Community and Environment Committee meeting dates

5 June 2025

4 September 2025

4 December 2025

5 March 2026

Deadline for application

Monday 26 May 2025

Monday 25 August 2025

Monday 24 November 2025

Monday 23 February 2026

Name of organisation:		
Lead person in the organisation:		
Is your organisation a subsidiary or secondary organisation of another body?		
Address:		
Email:		
Contact telephone number:		
Office held by applicant:		
Amount of grant requested:	£	
Has Horsforth Town Council given you a grant or sponsorship before?	Yes <input type="checkbox"/> What years?	
	No <input type="checkbox"/>	
If successful, how would you like to be paid? Please note: Grants will be paid following receipt of appropriate invoices. Please complete (a) or (b) below.		
(a) Please pay by cheque payable to:		
(b) Please pay by BACS:	Account name:	
	Sort code:	
	Account number:	
Details of project/events for which the grant is sought:		

(Please include details on a separate sheet if necessary).

How would you measure the impact of the project:

Details of funding available from other sources:  
(If available, please provide documentary evidence of other funding).

Documents to be included with this application:

Your application may not be considered if these are not provided. If not available, please explain why.

- Last set of the organisation's audited accounts
- Copy of the organisation's constitution
- Copy of the organisation's public liability insurance for the event(s)

Tick box to confirm included

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Application process:**

Please forward your application to the Town Clerk at the address below. You will be invited to attend the Community and Environment Committee meeting where your application will be considered. There is no obligation to attend but this will give you the opportunity to present your application in person if you wish to do so.

**Please return by:** See list of scheduled meeting dates and deadlines above.

Declaration		Please tick	
<ul style="list-style-type: none"><li>I confirm that to the best of my knowledge, the information contained in this form and any supporting documentation is complete and accurate.</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<ul style="list-style-type: none"><li>I agree to details about the project/organisation being entered onto a computer database and held in a manual filing system</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<ul style="list-style-type: none"><li>I agree to details about the project/organisation being shared with town council officers and town councillors involved in the assessment of the application</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<ul style="list-style-type: none"><li>I agree to details about the project/organisation being publicised for Town Council publicity purposes and records</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<ul style="list-style-type: none"><li>I am authorised by the organisation to sign and submit this application on their behalf.</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Signature of			
Print Name			
Organisation			
Date			

Please return the completed form and supporting documents to:

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

Tel: 0113 258 0988

Email: [admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk)

If you have any queries, please contact the office on the above email or one of the following numbers:

Office: 0113 258 0988

Clerk: 07526 567591



## Horsforth Town Council

### Sponsorship Policy and Application Form

#### INTRODUCTION

Horsforth Town Council is supportive of the work of community or voluntary groups operating within the town and offers one-off community grants to such groups on an ongoing basis.

Some community and voluntary groups provide annual events for the benefit of Horsforth residents and have done so for several years. These groups would be precluded from one-off grants because of the restrictions imposed within the community grant policy. This could result in the loss of annual events in Horsforth.

This policy has been put in place to support annual events and to provide the Horsforth resident with community led events.

The Council will grant sponsorship using the same powers which it is empowered to use for providing community grants. No other powers are available to the Council at this current time.

#### WHO CAN APPLY FOR SPONSORSHIP?

Sponsorship is available to community or voluntary groups **based in Horsforth** providing an annual event for all or some of the residents of Horsforth on one or more than one occasion per year.

The sponsorship applicant must be able to demonstrate that any sponsorship provided will be of benefit to the people living within the town given.

Sponsorship will only be given to recognised, bona-fide, non-profit making organisations or groups.

Sponsorship **cannot** be made available to individuals, nor can it be made available to business or profit-making organisations.

#### WHEN CAN ORGANISATIONS APPLY FOR SPONSORSHIP?

Organisations can apply anytime during the year for sponsorship and the applications will be considered at the next available Community and Environment Committee meeting. The Committee meets four times a year, approximately every three months.

The Council will inform the applicant whether or not the application has been successful as soon as practicable after the application has been considered. Because of the lead in time required for planning and organising events, the Community and Environment Committee will, in most cases, commit to sponsorship for the following year. This can only be agreed in principle and only if the following year's sponsorship budget has been agreed by Council.

**Sponsorship will only last for one year and must be applied for each year.**

The dates of the Community and Environment Committee meetings when applications are considered are listed on the application form which is attached to this information sheet. Your application and any other documents requested must be received by the Town Clerk no later than **7 working days** before the meeting date for it to be heard at that

meeting. The deadline for each meeting is shown on the application form. **Please note your application may not be considered if you do not provide all the documents requested.**

## **HOW MUCH CAN ORGANISATIONS APPLY FOR?**

Organisations can apply for amounts between £100 and £500 but the Council may consider sponsorship in excess of £500. Any amount in excess of £500 will be presented to the Finance and General Purposes Committee for its consideration.

Sponsorship will be paid by the Town Council following receipt of appropriate invoices.

## **ARE ORGANISATIONS GUARANTEED TO BE ACCEPTED FOR SPONSORSHIP?**

The Council has a limited amount of money available each year and there may be times when this amount is over-subscribed.

In such instances, the Council will assess each application and may offer an amount less than requested. In some circumstances your organisation may not be accepted for sponsorship.

## **HOW DO I APPLY?**

An application form is attached to this information sheet. Electronic copies are also available on the Council's website and by contacting the Council office at [admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) and may be completed electronically.

The lead person from the organisation that has submitted the first sponsorship application is asked to attend the meeting that is to consider the application. There is no obligation to attend but it is an opportunity to present the application in person and to answer any questions that the Committee may have.

Subsequent applications for sponsorship of the same event may only require the application form to be submitted with the required information and documents listed in the form.

If you need any further advice regarding the Sponsorship Scheme, or if you require any help completing the application form, please contact the Council office which will be happy to assist you.

## **FEEDBACK AND USE OF INFORMATION FOR COUNCIL PUBLICITY**

Details of successful sponsorship applications, including the amount, name of the organisation and the purpose of the sponsorship, may be published by the Council on its website, social media and in its printed materials. The information will be retained indefinitely by the Council for record keeping purposes.

Successful applicants for sponsorship will be asked to provide the Council with feedback on the outcome of the sponsorship award expenditure and to give the Council permission to publish photographs and any other information and materials provided by the organisation in its feedback.

Attached: Sponsorship Application Form



## Horsforth Town Council

### Sponsorship Application 2025-2026

Please read the [Grant Policy](#) before completing this application form.

Date this application was received by the Town Clerk:

Community and Environment Committee meeting dates

- 5 June 2025
- 4 September 2025
- 4 December 2025
- 5 March 2026

Deadline for application

- Monday 26 May 2025
- Monday 25 August 2025
- Monday 24 November 2025
- Monday 23 February 2026

Name of organisation:		
Lead person in the organisation:		
Is your organisation a subsidiary or secondary organisation of another body?		
Address:		
Email:		
Contact telephone number:		
Office held by applicant:		
Amount of grant requested:	£	
Has Horsforth Town Council given you a grant or sponsorship before?	Yes <input type="checkbox"/>	What years?
	No <input type="checkbox"/>	
If successful, how would you like to be paid? Please note: Sponsorship will be paid following receipt of appropriate invoices. Please complete (a) or (b) below.		
(c) Please pay by cheque payable to:		
(d) Please pay by BACS:	Account name:	
	Sort code:	
	Account number:	
Details of project/events for which sponsorship is sought:		

(Please include details on a separate sheet if necessary).

**How would you measure the impact of the project:**

**Details of funding available from other sources:**

(If available, please provide documentary evidence of other funding).

**Documents to be included with this application:**

**Tick box to confirm included**

**Your application may not be considered if these are not provided. If not available, please explain why.**

- Last set of the organisation's audited accounts
- Copy of the organisation's constitution
- Copy of the organisation's public liability insurance for the event(s)

**Application process:**

Please forward your application to the Town Clerk at the address below. If this is your first application for sponsorship for this event, you will be invited to attend the Community and Environment Committee meeting where the application will be considered. There is no obligation to attend but this will give you the opportunity to present your application in person if you wish to do so.

If this is a second or later application for the event and the Council has previously given you sponsorship for the same event, there is no obligation to attend the Committee meeting but you are welcome to do so if you wish.

**Please return by:** See list of scheduled meeting dates and deadlines above.

<b>Declaration</b>		<b>Please tick</b>	
<ul style="list-style-type: none"> <li>• I confirm that to the best of my knowledge, the information contained in this form and any supporting documentation is complete and accurate.</li> <li>• I agree to details about the project/organisation being entered onto a computer database and held in a manual filing system</li> <li>• I agree to details about the project/organisation being shared with town council officers and town councillors involved in the assessment of the application</li> <li>• I agree to details about the project/organisation being publicised for Town Council publicity purposes and records</li> <li>• I am authorised by the organisation to sign and submit this application on their behalf.</li> </ul>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Signature of Applicant:</b>			
<b>Print Name</b>			
<b>Organisation</b>			
<b>Date</b>			

Please return the completed form and supporting documents to:  
 Town Clerk, Horsforth Town Council, The Stables, 2 Church Road, Horsforth, Leeds, LS18 5LG  
 Tel: 0113 258 0988  
 Email: [admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk)

If you have any queries, please contact the office on the above email or one of the following numbers:  
 Office: 0113 258 0988  
 Clerk: 07526 567591

## ITEM 8 EVENTS



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

[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – [0113 258 0988](tel:01132580988)

### Christmas Lights Working Group debrief minutes Monday 2<sup>nd</sup> February 2026 at 6.30pm Teams meeting

**Present:** Cllrs D Brosnan, E Bromley, M Fletcher, C Gillinder and J Tumalan.

1. **Apologies:** Cllrs E Hyndes and Emily Richards and their reasons for absence accepted.
2. **Declaration of Disclosable Pecuniary and other Interests**  
Cllrs D Brosnan and J Tumalan are Horsforth Town Team members.
3. **Christmas lights to be made into a committee along with annual event and Remembrance service.**  
Agreed to this and request to C and E to action this. The question of clerk input especially closer to the events was asked.
4. **Street Closure. How did the extra space work? Were there too many large gaps on the street space and need for rides?**  
There were a few gaps on the street that could be filled with more stalls and more children's activities. Extended street closure worked well and feedback from involved parties was positive. Horsforth Town Team to get more stalls for next event. Space could be used for the likes of Storm in a Teacup to spread out a bit more.
5. **Santa in the Museum**  
It was noted that the space was very crowded and next year would work better with potential use of the new premises. Santa should stay indoors.
6. **Use of The Green**  
There was mention of risk assessments to St Margrets and to keep them informed of use of the area. It was noted that it was muddy and difficult to keep safe. Also, it felt a bit separate from the event. Art society and Café Yoga where happier this year though. It still remains an area that has possibilities. Playful Anywhere should be asked for ideas.
7. **Use of the Farmers' Market area.**  
This was a great success and we felt that it can be even better with more planning and communication with the Farmers' Market. Very positive comments from businesses in the proximity. It was suggested that this area could do with its own crew and marshals. Maybe Farmers' Market stalls could stay on for the full day. Happy for the Music Centre provide entertainment again.
8. **Entertainment**
  - a. **Main stage**

It was agreed to give acts and choirs that missed out an opportunity. Could something similar to The Sprite be done again as it was a great addition. Acts to be booked early.

**b. Farmers' Market stage**

It felt a bit unorganised in the planning, but Eddie and Emmie did amazing work on the day. Music Centre should be asked again to provide the entertainment.

**c. Children's entertainment: Storm in a Teacup and Playful Anywhere**

Storm in a Teacup was not as effective this year with only one act. We should look at their input budget allowing. Book Playful Anywhere earlier. We agreed to meet up earlier this year to get some more ideas from them, especially as we should have the new premises available. Book earlier.

**9. Lights switch on ceremony**

Draw for local child to turn lights on should be done again. All agreed that the lights countdown needs more of a wow factor. This will be discussed in more detail in our first meeting.

**10. Start time. Is 12.00 too early?**

Yes. Possibly change start to 13.00. It was still too rushed to get started at 12.00.

**11. Marshals**

Marshals need more direction and specific areas to work in. Maybe take turns to cover the entrances to the event. More marshals needed to help with the clean up on the day. It's too much for three people. Look at possibly getting people from the hotel involved.

**12. Budget**

Noted that we have a £6,500 budget plus whatever sponsorship comes in.

**13. Any other items**

Some businesses didn't know it was happening. Maybe a letter to those effected.

Book motifs and engineers as early as possible. We felt that we can approach local businesses with confidence for sponsorship after another successful event.

**Date of the next meeting**

Early June and another in July before the August break.