



Horsforth Town Council

The Stables,
2 Church Road,
Horsforth
LS18 5LG

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

Full Council Meeting

Thursday 22nd January 2026

AGENDA PACK

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



Horsforth Town Council

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Meeting of the Council - Minutes Thursday 20th November 2025 at 7.00pm

Broadfields

John Garvani
Eddie Hyndes

Brownberrie

Dawn Collins
Alan Radford
Andrew Wishart

Hall Park

Richard Hardcastle
Tracy Stones

Victoria

Dave Brosnan
Mark Fletcher
Cathy Gillinder
Gill Garvani
Emily Richards

Woodside

Francesca Gains
Aiden Goulden

In attendance: Becky Crabtree – Clerk

HTC/25.49 Introduction from Chair

Cllr G Garvani welcomed all to the meeting.

HTC/25.50 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr Dowling, Cllr Jones and reasons were approved.

HTC/25.51 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/25.52 Public Participation

C. Evans was in attendance and informed councillors that her contract for the ABCD role will end in the week commencing 24 November 2025. She has decided to establish a charitable organisation with K. Roberts from Walk of Art, who was also present at the meeting. They are liaising with LCC Ward Councillors to explore opportunities for collaboration and would welcome the Town Council's support. They explained that the new organisation will be able to apply for grants to support projects in Horsforth and help the community to thrive. Further details will be provided in due course.

HTC/25.53 Police report

25.53.1 To note and consider the latest crime statistics for Horsforth

PCSO Richardson sent her apologies for the meeting and provided the following crime statistics for the period 6 October to 17 November, which were noted by councillors:

- 1 incident of arson
- 4 burglaries at business premises
- 14 reported residential burglaries
- 6 vehicles stolen
- 8 incidents of theft from vehicles
- 6 incidents of shoplifting
- 8 robberies

In addition, there were several calls relating to adult nuisance, fireworks, and nuisance e-bikes/scooters.

25.53.2 To consider any other policing matters

PCSO Richardson reported that she is carrying out as many school parking patrols as possible. A recent discussion with a traffic warden will lead to joint patrols being planned in due course to help address ongoing issues.

HTC/25.54 To approve the minutes of the Full Council meeting held on 25th September 2025 and the Extraordinary meeting held on 2nd October 2025.

Resolved to approve the minutes of the Full Council meeting held on 25th September 2025 and the Extraordinary meeting held on 2nd October 2025. as an accurate record.

HTC/25.55 To receive an update and note previous minutes for the following committees. See Agenda Pack.

25.55.1 Finance and General Purposes

The minutes were noted.

25.55.2 Planning, Licensing and Traffic

The minutes were noted.

25.55.3 Community and Environment

The minutes were noted.

25.55.4 Staffing and Employment

It was noted that the Clerk had resigned from her role and the S&E Committee is meeting on 26th November 2026 to consider staffing arrangements.

HTC/25.56 Financial Matters. See Agenda Pack

25.56.1 To consider and approve the financial reports to 31st October 2025 as recommended by the F&GP Committee including the proposed amendments to the 2025/2026 budget

Resolved to approve the financial reports to 31st October 2025 as recommended by the F&GP Committee including the proposed amendments to the 2025/2026 budget

25.56.2 To approve the Schedule of Payments and Income

Resolved to approve the schedule of payments excluding the RBL payment as Cllr J Garvani had previously agreed to pay that using LCC MICE funds. See Appendix 1.

25.56.3 To receive an update about the loan application and agree any necessary action

The Clerk reported that she has submitted the application to the Secretary of State to seek authority and is currently awaiting a response to her most recent email, following a request for further information.

It was **resolved**, as approved at the Extraordinary Meeting held on 2 October 2025, to give delegated powers to the Clerk/RFO, in consultation with the Chair and Vice Chair of the Council, to proceed with the drawdown of the loan should approval be granted by the Secretary of State. It was noted again that the loan amount would be £200,000.00, with a term of 40 years, annuity-based, at a fixed interest rate of 6.18%. Annual loan repayments are expected to be in the region of £13,954.20, subject to the rates at the time of application.

Additionally, the Clerk reported that she had received a Freedom of Information request seeking information about the public consultation held in July/August 2025. She confirmed that she had responded in accordance with her role and has not received any further correspondence on the matter.

HTC/25.57 Organisation Matters

25.57.1 To consider and adopt the Premises Committee Terms of Reference

Resolved to adopt the Premises Committee Terms of Reference.

25.57.2 To review the Committee and Working Group membership including the Premises Committee

The Committee and Working Group membership was reviewed and changes were agreed. See appendix 2.

25.57.3 To note the half yearly attendance figures

The half yearly attendance figures were noted.

25.57.4 To consider and agree the meeting dates for 2026/2027

Resolved to agree the meeting dates for 2026/2027.

HTC/25.58 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:

25.58.1 To receive an update from the Premises Development Working Group

Cllr J. Garvani reported that the Phase 1 works are nearly complete, with only minor snagging remaining. Some works have already been carried out on the first floor, including new carpets, doors in the corridor, and improvements to the kitchen; however, the rooms still require renovation. The contractor has enquired when the Town Council will be ready to begin Phase 2.

The Clerk and Cllr J. Garvani met with the Chair and Secretary of the Museum and have agreed on amendments to the lease.

Cash Access UK has been in contact and is keen to use No. 3 as a temporary banking hub. Cllr J. Garvani provided an update on this, including the factors that need to be taken into consideration. Following detailed discussion, it was agreed that the Premises Committee will consider the matter further.

25.58.2 To consider and agree to having a stall at the Farmers Market in 2026 on a bi-monthly basis

Resolved to have a stall at the Farmers Market in 2026 on a bi-monthly basis.

25.58.3 To receive an update from the Christmas Event Working Group including:

Cllr Brosnan reported that the working group has agreed to extend the road closure for the event, as had been planned last year; however, due to adverse weather, the new format was not implemented. The main stage will be located at the bottom of Town Street, with live bands already confirmed. A second stage will be set up at the top of Town Street, where the Farmers Market takes place.

He encouraged councillors to get in touch if they wish to volunteer on the day. Cllr Brosnan also thanked the working group members for their hard work and team effort in his absence.

i. **To consider and approve a quote of £425 for Storm in a teacup**

Resolved to approve the quote of £425 for Storm in a teacup and £30 for Santas Grotto gifts.

HTC/25.59 Reports from external organisations

To consider reports and any action required in relation to:

25.59.1 Dementia Friendly

Cllr Fletcher reported that preparations are underway for Dementia Friendly Week, which is held in May. A play may be included as part of the events. It has also been suggested that the focus should include greater awareness of young-onset dementia.

25.59.2 Horsforth Fairtrade

No update.

25.59.3 Young People's Champion

No update.

25.59.4 Horsforth Climate action

The following report was provided in advance of the meeting:

Green Festival: Report produced evaluating the success of the event. See Agenda Pack.

At our last Steering Group Meeting we voted unanimously to plan to run the event again next year.

Funding: We have been successful in a small funding bid as part of the University of Leeds' Participatory Research Fund. This is a joint funding project with Otley and Alwoodley, to carry out some community research to understand community attitudes to climate change through the development of a sustainable nature corridor. The corridor that has been identified runs from Hunger Hills, down past Horsforth School and Lee Lane East, Broadgate Lane (to hopefully include Broadgate Lane and St Mary's schools), St James' Church, onto Low Lane and end at Low Lane Rec.

The funding runs from now until July 2026 and includes money for a community researcher (Jenny Morgan), community engagement activities, and purchasing items for the development of the corridors.

The group is presenting at LCC CEAC on 11th November and have a meeting with Emmie Bromley about the work and funding on 19th November.

Activities:

- **October / November Repair Café** - Another two successful cafés with queues out of the door. Meeting planned in November to look at the increased demand and how to manage this.
- HCA had a table at both events to talk about our upcoming work and raise the profile of HCA.
- **November Clothes Swap in conjunction with The Old Kings Arms** - Successful event held on Saturday 8th November. We had 15 people coming to swap items and have now built up a good quality bank of clothing for people to swap. We have a good core of volunteers working at the swaps.
- Plan to make these a regular event running at the same time as the Horsforth Farmer's Market to maximise footfall. Next swap planned for February.
- Have contacted the president of the SU at Leeds Trinity University and they are keen to invite us to help run a swap with them up at the Student Union.
- **Table at the Farmer's Market**- We continue to have a craft / promotional table at the farmers market, promoting our activities and HCA in general.

Nature group: The group are integral to the work linked to the UoL funding. Also continuing with the nature recovery work.

Energy: First meeting of an energy group took place in October, working on plans for developing this further.

Work with Schools and Walk to School Week: We have contacted all the local primary schools about being involved in Walk to School Week 2026. Positive responses from 7 out of 8 schools. Plan to work with the schools to plan activities for the week. Possibility of linking in with the nature corridor work for the schools on the corridor. Additional funding will be needed to ensure a successful event.

Cllr Gillinder reported that the C&E Committee will be reviewing the Green Festival Report at the next meeting and asked Cllrs to send any comments to the Clerk.

25.59.5 MHA Communities

No update.

25.59.6 Peace Champion

No update.

HTC/25.60 Council Surgery

Cllr Brosnan and Cllr Goulden agreed to attend the next council surgery on 20th November 2025.

HTC/25.61 Items for future agenda

- Budget and Precept

HTC/25.62 Date of next meeting

Resolved that the next Full Council meeting is to be held on 22nd January 2026 and the deadline for agenda items is 12th January 2026.

The meeting closed at 7.53pm.

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

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Appendix 1 – Schedule of Payments

Schedule of Payments for the Full Council meeting Meeting being held on 20th November 2025

Payee	Details	Amount	Comments
Salaries	Staff salary costs – November 2025	£3874.70	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – November 2025	£1154.83	To note as previously approved by virtue of the employment contract.
Leeds City Council	Christmas Lights	£16,710.00	
Royal British Legion	Wreath	£20.00	
3D Productions	Equipment for Remembrance Sunday	£363.90	Approved at the Full Council meeting held on 2 nd October 2025
Parkinson Partnership	VAT advice	£600.00	
HP Instant Ink	Reimburse Clerk for printing costs from April – Nov 2025	£53.21	
Tees Fire Systems LTD	Engineer call out for alarm	£251.00	

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Appendix 2 – Committee and Working Group Membership

Committee Membership 2025-2026

Committee	Finance & General Purposes	Planning, Licensing & Traffic	Community & Environment	Staffing & Employment Committee (must inc Chair or Vice-Chair of Council)
Chair	Cllr G Garvani	Cllr Goulden	Cllr Cousins	Cllr J Garvani
Vice Chair	Cllr Dowling	Cllr Brosnan	Cllr Dowling	
1	Cllr Fletcher	Cllr Bromley	Cllr Fletcher	Cllr Dowling
2	Cllr J Garvani	Cllr Cousins	Cllr Gains	Cllr G Garvani
3	Cllr Hardcastle	Cllr J Garvani	Cllr Gillinder	Cllr Gillinder
4	Cllr Jones	Cllr Hardcastle	Cllr Hyndes	Cllr Hardcastle
5	Cllr Stones	Cllr Hyndes	Cllr Richards	Cllr Wishart
6		Cllr Radford	Cllr Wishart	
7				

Working Group Membership 2025-2026

Editorial Working Group	Neighbourhood Plan Working Group	Local Plan	Premises Development group
Cllr Fletcher	Cllr Brosnan	Cllr Brosnan	Cllr Brosnan
Cllr G Garvani	Cllr Gains	Cllr Dowling	Cllr Dowling
Cllr Gomersall	Cllr Goulden	Cllr Gains	Cllr J Garvani
Cllr Hardcastle	Cllr Hardcastle	Cllr J Garvani	Cllr Hardcastle
	Cllr Radford	Cllr Goulden	
	Cllr Wishart	Cllr Jones	

Community Infrastructure Levy Advisory Group	Council of Sanctuary	Annual Event	Christmas Event
Cllr Bromley	Cllr Brosnan	Cllr Bromley	Cllr Bromley
Cllr Dowling	Cllr Fletcher	Cllr Brosnan	Cllr Brosnan
Cllr Gains	Cllr G Garvani	Cllr Fletcher	Cllr Fletcher
Cllr Hardcastle	Cllr Gillinder	Cllr Gillinder	Cllr Gillinder
	Cllr Hyndes	Cllr Hyndes	Cllr Gomersall
		Cllr Wishart	Cllr Hyndes
			Cllr Richards
			Cllr Tumalan

External Group Representatives 2025-2026

Young People's Champion	Dementia Champion	YLCA branch representatives	Horsforth Fairtrade Steering Group
Cllr Cousins	Cllr Fletcher	Cllr J Garvani	Cllr Jones
		Cllr G Garvani	

Leeds Bradford Airport Consultative Committee	MHA Horsforth	Horsforth Climate Action	Peace Champion
Cllr Dowling	Cllr Bromley	Cllr Gillinder	Cllr Hyndes

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Meeting of the Council - Minutes Thursday 4th December 2025 at 7.00pm

Broadfields

Simon Dowling
John Garvani
Eddie Hyndes
Ray Jones

Brownberrie

Emmie Bromley
Alan Radford
Andrew Wishart

Hall Park

Richard Hardcastle
Julio Tumalan

Victoria

Dave Brosnan
Mark Fletcher
Cathy Gillinder
Gill Garvani
Emily Richards

Woodside

Francesca Gains
Aiden Goulden

In attendance: Becky Crabtree – Clerk, one member of public

HTC/25.63 Introduction from Chair

Cllr G Garvani welcomed all to the meeting.

HTC/25.64 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr Richards and reasons were approved.

HTC/25.65 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/25.66 Public Participation

No matters were raised by member of public.

HTC/25.67 Exclusion of press and public

Resolved to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business at item 25.68.1. being prejudicial to the public interest.
The member of public left the room for this item.

HTC/25.68 Staffing Matters

25.68.1 To consider and agree staffing matters

Staffing matters were discussed and it was **resolved** to approve a request for the Clerk's hours to be reduced by 10 hours per week during her notice period as recommended by the F&GP Committee. It was further **resolved** to approve the Admin Assistant's request to increase her contracted hours by 10 hours per week on a permanent basis.

It was noted that, following the Clerk's resignation, a Proper Officer and Responsible Financial Officer (RFO) must be appointed. It was **resolved** to appoint the Admin Assistant as Acting Proper Officer and RFO until a new Clerk is appointed, and to increase her salary by one scale point for the duration of her acting role.

It was also **resolved** that, as Acting RFO, she will be authorised to submit payments online for the bank signatories to approve.

The Clerk will prepare a contract variation to reflect these changes.

HTC/25.69 Financial Matters

25.69.1 To receive updates on the application to the Secretary of State for the loan and the application to the PWLB, and to consider and approve the establishment of a Direct Debit mandate with the PWLB, including authorising the necessary bank signatories and any other required actions

Cllr G Garvani reported that the Secretary of State has granted approval for the Town Council to apply for a £200,000 loan, and that the Clerk has prepared the PWLB loan application. It was **resolved** to authorise Cllr Dowling and Cllr Hardcastle to sign the direct debit mandate, and for the Clerk to submit the forms to PWLB and request the loan under delegated powers as previously agreed.

HTC/25.70 Date of next meeting

Resolved that the next Full Council meeting is to be held on 22nd January 2026 and the deadline for agenda items is 12th January 2026.

The meeting closed at 6.55pm.

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

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Finance and General Purposes Committee Minutes
Meeting held on Thursday 8th January 2026 at 7pm
The Stables, 2 Church Road, Horsforth Leeds LS18 5LG

Present: In Chair – Cllr G. Garvani (Chair)
Cllrs M. Fletcher, J. Garvani, R. Jones, T. Stones. Cllr F. Gains (substitute).

FGP/25.33 Introduction from the Chair
Cllr G Garvani welcomed all to the meeting.

FGP/25.34 To consider apologies and the reason for absence
Apologies from Cllrs S. Dowling and R. Hardcastle and their reasons accepted.

FGP/25.35 Declaration of Disclosable Pecuniary and other Interests
None declared.

FGP/25.36 To consider questions and comments from members of the public at the Chairman's discretion
No members of public were present.

FGP/25.37 To confirm and accept the minutes of the Finance and General Purposes meeting held on 6th November 2026

Resolved to approve the minutes of the Finance and General Purposes meeting held on 6th November 2026 as a true and accurate record.

FGP/25.38 Financial Matters

25.38.1 To consider recommending that the Council approves the financial reports to 30th November 2025, review the budget and agree any necessary action.

The financial reports to 30th November 2025 were agreed and councillors reviewed and agreed to the 2025/2026 budget.

25.38.2 To consider and approve the schedule of payments.

To be added for agreement to the next Full Council meeting on 22nd January 2026.

25.38.3 To receive an update about the internal audit and internal control checks:

- i Interim internal Audit – **Noted**
- ii Review of internal audit – **Cllr Jones agreed to go through this.**
- iii Internal control checks – **Completed by Cllrs Gains & Fletcher, this was noted**

25.38.4 To consider the budget and precept for 2026-2027 to make recommendations to the Full Council.

As part of this Cllr Gains explained about the New Road Side initiative re hanging baskets and planters.

The following amendments were made to the budget:

Item	From	To	Explanation
Christmas motifs, lights and trees	£16,000	£13,000	Seek sponsorship if individual motifs by individuals and businesses – need to check that Leeds Lights will allow hanging of plaques from the motifs that say who sponsored them

HTC baskets and planters – including watering	£7,500	£5,000	Horsforth in Bloom to be asked to request funding from ONW Community Committee to cover the £3000
Jubilee Garden - maintenance	£1,000	£500	
Office Staff	£100,000	£80,000	Unlikely that the new clerk will be on the same salary as Becky.
Councillor Training	£1000	£500	Rarely spend more than this

Total amount cut from budget: £26500

Councillors unanimously agreed this budget.

Councillors unanimously agreed that the precept be set at £215000.

FGP/25.39 Matters for information

Email from Cllr Brosnan asking about paying some expenses to “Hummingbirds” for the Christmas Event – Agreed that this should be added to the Full Council agenda.

FGP/25.40 Items for future agenda

FGP/25.32 Date of the next meeting

Resolved that the next meeting will be held on 12th March 2026 and the deadline for agenda items is 2nd March 2026.

Distribution: Cllrs S. Dowling, M. Fletcher, G. Garvani, J. Garvani, R. Hardcastle, R. Jones, T. Stones



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Planning, Licensing & Traffic Committee Minutes

Thursday 14th November 2025 2025 at 7pm

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

Present: In Chair – Chair Cllr J Garvani (substitute Chair for Cllr A Goulden) Cllrs Hardcastle, Bromley, Hyndes. Cllrs G Garvani, Jones and Dowling were substitutes.

In attendance:

PLT/25.75 To receive apologies for absence and to consider the reason for the absence
Apologies received from Cllrs D Brosnan, A Goulden, B Cousins and A Radford.

PLT/25.76 Declaration of Disclosable Pecuniary and other Interests

Cllr Hardcastle declared a non pecuniary interest at agenda item 6.1, Reference 25/06131/FU as he lives close to the property.

PLT/25.77 To consider questions and comments from members of the public at the Chairman's discretion.
No members of the public were present

PLT/25.78 Minutes of the previous meetings

Resolved to approve the minutes of the meeting held on Thursday 16th October 2025.

PLT/25.79 Leeds City Council Planning Decisions

The planning decisions were noted.

PLT/25.80 New Planning Applications

80.1 To note the planning applications received since the meeting held on 16th October 2025 and the comments made by the Proper Officer whilst she had delegated powers to comment. See agenda pack.
The comments submitted by the Proper Officer for recent applications were noted.

80.2 To consider and comment on planning applications received from Leeds City Council since the last meeting of the Committee.
Resolved to comment on the planning applications as per Appendix 1.

PLT/25.81 Planning Appeals & Planning Appeal Decisions

There were no planning appeals to note. It was welcomed that the Neighbourhood Plan was referenced and used to good effect by the Inspector.

PLT/25.82 Planning Enforcement

Planning enforcements were noted.

PLT/25.83 Licensing Applications

83.1 To consider applications received since the last meeting.
The planning applications were noted.

83.2 To note the letter sent to licencing regarding reporting litter outside the Black Bull pub on Town Street and discuss correspondence received.

PLT/25.84 Traffic

To consider and approve any action in relation to traffic issues, including the following:

84.1 Complaints

To discuss the complaint received regarding displaced parking on Hall Lane and surrounding areas after the introduction of parking charges at Fink Hill car park.

Cllr J Garvani contacted the resident in capacity of City Councillor. It was agreed that Horsforth Town Council will write to Leeds City Council to express concerns of cars mounting pavements in order to pass parked cars. Horsforth Town Council Office and Cllr A Goulden to liaise.

84.2 Traffic schemes

To note the letter sent to Leeds City Council regarding the complaint received regarding displaced parking on Hall Lane and surrounding areas after the introduction of parking charges at Fink Hill car park.

84.3 Speed indicator device (SID) updates and any data

Horsforth Town Council office to follow up on temporary SID loan and training.

It was agreed that a volunteer is needed to download the data from the SID. Cllr J Garvani will look at updating the software for this.

PLT/25.85 Leeds Bradford Airport (LBA)

To consider the following:

85.1 Leeds Bradford Airport Consultative Committee

To update the committee on Leeds City Council's position on the decision on the public inquiries in relation to flights at Leeds Bradford Airport.

Leeds Bradford Airport are applying to alter existing planning conditions to a noise quota in November 2025.

85.2 Any other matters relating to Leeds Bradford Airport (LBA).

To discuss the proposals seeking to update planning conditions which control night flights at LBA, via a s73 application of planning permission P/07/02208/FU.

Nothing to add until the planning application is submitted.

PLT/25.86 Neighbourhood Plan.

86.1 To consider any updates and agree any necessary action.
No update.

86.2 To receive an update about the community actions and progress.
No update.

PLT/25.87 Leeds City Council Core Strategy and Site Allocation Plan

No update.

PLT/25.88 To consider correspondence received and agree any necessary action

88.1 To discuss a tree preservation order (no 114) 2025 TRP 2025_114 (land lying to the north-east of Low Lane Horsforth). To consider and agree whether to support the implementation of this tree preservation order.

Horsforth Town Council supports the implementation of the TPO which covers the whole of the woods. The City Councillors are working on this to ensure compliance.

88.2 To discuss application 25/00240/FU and amendment 25/9/00137/MOD and consider taking issues relating to materials used to Leeds City Council Planning Enforcement.

No comment, the materials used are a different colour, but this is not a planning matter.

PLT/25.89 To discuss the budget

It was resolved to maintain the same budget as this year.

PLT/25.90 Matters for information.

PLT/25.91 Items for future agenda

PLT/25.92 Date of the next meeting

Next meeting of the Committee: 15th January 2026

Deadline for agenda items: 5th January 2026

The meeting dates were noted.

The meeting concluded at 7:54pm

Distribution: Cllrs, A Goulden, D Brosnan, E Bromley, B Cousins, J Garvani, R Hardcastle, E Hyndes, A Radford

Appendix 1 - Minute No. PLT/25.80.2 – comments on new planning applications

Reference	Application validated	Deadline for comments	Address	Proposal	HTC response
25/06405/FU	Mon 03 Nov 2025	Thu 27 Nov 2025	3 West End Drive Horsforth Leeds LS18 5JR	Two storey side and rear extension including increased ridge height, integral garage and rooflights to front and rear; new porch and entrance door to front; new pedestrian and vehicular access and gates including dropped kerb; demolition of existing garage	Horsforth Town Council objects to the application. The proposed development is not in keeping with other properties in the area and it is an over-development of the site.
25/06255/FU	Thu 23 Oct 2025	Thu 20 Nov 2025	6 Park Drive Horsforth Leeds LS18 5EB	Part two storey part single storey side and rear extensions	Horsforth Town Council neither supports nor objects to this application.
25/06234/FU	Thu 23 Oct 2025	Thu 20 Nov 2025	65 West End Lane Horsforth Leeds LS18 5ER	Single storey extension to the rear incorporating stone walls and parapet detail	Horsforth Town Council neither supports nor objects to this application.
25/06257/FU	Tue 28 Oct 2025	Fri 12 Dec 2025	15 Town Street Horsforth Leeds LS18 5LJ	15 Town Street Horsforth Leeds LS18 5LJ	Horsforth Town Council neither supports nor objects to this application.
25/05959/FU	Wed 08 Oct 2025	Fri 21 Nov 2025	19 Burley Lane Horsforth Leeds LS18 4NR	Retrospective application for the replacement of windows and doors	Horsforth Town Council neither supports nor objects to this application.
25/05879/FU	Mon 06 Oct 2025	Mon 17 Nov 2025	2 Broadgate Drive Horsforth Leeds LS18 5QB	Retrospective application for change of use of garage to form beauty therapy room	Horsforth Town Council objects to the application. It is concerned that the street at the front of the property is very narrow, vehicular access and egress to the property will be difficult if clients' arrival and departure overlap and a business is being established in a residential area.



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Community and Environment Committee Meeting Minutes

Thursday 4th 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 4th September 2025

Resolved to approve the minutes of the meeting held on 4th 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 13th 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 8th 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: 5th March 2026

Deadline for agenda items: 23rd 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*

DRAFT



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

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

Staffing and Employment Minutes Wednesday 26th November 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

Present: In Chair – J Garvani (Chair)
S. Dowling, G Garvani, C. Gillinder, R. Hardcastle, A. Wishart

In attendance:

SE/25.9 Introduction from the Chair
Cllr J Garvani welcomed all to the meeting.

SE/25.10 To receive apologies and consider reasons for absence
No Apologies

SE/25.11 Declaration of Disclosable Pecuniary and other Interests
Cllr Dowling declared a pecuniary interest regarding an email he sent in a work capacity about a scheme to employ staff.

SE/25.12 To consider questions and comments from members of the public at the Chairman's discretion.
No members of public were present.

SE/25.13 Minutes of the previous meeting
Resolved to approve the minutes of the Staffing and Employment Committee meeting held on 17th September 2025 as a true and accurate record.

SE/25.14 To consider and agree to appoint a Vice Chair of the Committee
Resolved to appoint Cllr Hardcastle as vice chair.

SE/25.15 Exclusion of press and public
Resolved to exclude members of the public under the Local Government (Admissions to Meetings) Act 1960 due to the business to be transacted being considered at item SE/25.16 as prejudicial to the public interest.

SE/25.16 To receive an update about staffing matters and agree any necessary action including:
25.16.1 To note the resignation of the Town Clerk dated 13th November 2025

The Clerk's resignation was noted, along with her request to reduce her working hours by 10 hours per week during her final month of employment. It was **resolved** to approve this reduction. The Council expressed its thanks to the Clerk for her excellent work and for the support she has provided on complex issues.

25.16.2 To consider and approve the Job Description, Person Specification, salary scale and advert for the recruitment of a new Town Clerk and to consider splitting the Clerk and RFO role

The role was considered, and it was **resolved** to advertise for a combined Clerk/RFO position, as done previously, with a closing date for applications of 16 January 2026. The recruitment documents were reviewed and approved, subject to the agreed amendments. The vacancy will be advertised via YLCA, the HTC website, Facebook, and a request will be made for the West Leeds Dispatch to run an article.

25.16.3 To consider temporary staffing arrangements for a Clerk from 1st January 2026, if required
Resolved to ask the Clerk to contact YLCA to request a locum Clerk.

25.16.4 To consider and approve the temporary arrangements, if required, in the interim, including appointing a Proper Officer, arrangements for processing payments, and determining any delegated powers that may need to be assigned to an appropriate member to ensure the Council's essential functions continue during the period without a Clerk, including the performance of all necessary statutory functions

The arrangements were considered and agreed.

25.16.5 To receive an update regarding the Admin Assistant

It was **resolved** to offer the Admin Assistant an increase of 10 hours per week, subject to her agreement, and to monitor her wellbeing if she accepts. This will be reviewed.

25.16.6 To receive an update on the Admin Assistants appraisal

It was noted that the Admin Assistants appraisal is being carried out shortly.

25.16.7 To consider a recommendation from the Premises WG

Resolved to advertise after Christmas for a Premises and Admin Officer to start in April 2026.

25.16.8 To consider any other staffing matters

No further matters.

SE/25.17 To confirm the date of the next meeting

Resolved the next meeting will be held on 20th January 2026

Distribution: S. Dowling, G Garvani, J. Garvani, C Gillinder, R. Hardcastle, A. Wishart

DRAFT



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

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Premises Committee Meeting Minutes

Thursday 11th December 2025 at 7pm

The Stables, 2 Church Road, Horsforth, LS18 5LG

Present: In Chair – Cllr J Garvani (Chair)
D. Brosnan, S. Dowling, R. Hardcastle

In attendance: B. Crabtree – Clerk

PC/25.1 To appoint a Chair and Vice Chair of the Committee

Resolved to appoint Cllr J Garvani as the Chair and Cllr Hardcastle as the Vice Chair.

PC/25.2 Introduction from Chair

Cllr J Garvani welcomed all to the meeting.

PC/25.3 To accept apologies and the reason for absence

All members were present.

PC/25.4 Declaration of Disclosable Pecuniary and other Interests

None declared.

PC/25.5 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

PC/25.6 To approve the minutes of the Premises Working Group meeting held on 29th October 2025

Resolved to approve the minutes of the Premises Working Group meeting held on 29th October 2025

PC/25.7 Financial Matters

25.7.1 To review the Premises Budget and agree any action

The draft budget was considered, and amendments were made for recommendation to Full Council.

25.7.2 To receive an update about the apportionment exercise and agree any action

The Clerk reported that she had no responses to her enquiries, and it was **resolved** to defer to the next meeting.

25.7.3 To consider and approve any payments

Resolved to approve a payment of £20,851.38+VAT to Tom Willoughby and £90+VAT to Kyle Fire

PC/25.8 No.3 The Green

25.8.1 To receive an update on Phase 1 and agree any arrangements, including:

The Clerk reported that responsibility for the site has now been handed back to the Town Council. The contractors are due on site shortly to complete the snagging and the Clerk will send some more works that are required to be completed. The Clerk has requested that the handover be completed before her role ends at the Town Council, but no update has yet been received. The architect and TW are still working on the H&S file. The Fire Strategy needs to be completed as soon as possible so that Building Control can sign it off; until then, the building cannot be used.

i. To note that the quote for the Fire Strategy has been approved under delegated powers

Resolved to approve the quote of £345 for the Fire Strategy and it was noted the Clerk has arranged for it to be carried out on 5th January 2026

ii. To consider the quote received for installing wi-fi in the building

Resolved to approve the quote of £2,295.75 for the network installation, and that the Clerk will contact the current Wi-Fi provider to enquire about moving the cable so that it terminates in No. 3 instead of The Stables,

and to confirm the current speed. Additionally, it was noted that quotes will be required, as the Town Council is now in a rolling contract with Zen.

25.8.2 To consider and agree any arrangements for Phase 2

Resolved that the Clerk will arrange a site visit with the contractors in January to discuss the works required and ask for an updated quote for consideration. Additionally, it was noted that Phase 2 is to be carried out by the same contractors due to the agreement.

25.8.3 To consider the proposal from the Banking Hub and agree any necessary action

Resolved that the Town Council would only be able to consider the Banking Hub using the premises for a maximum of six months. Enquiries will be made to determine whether this arrangement would impact the potential Phase 2 works, and it was noted that the proposed rent fee would need to be increased for the TC to consider it further. The Clerk will make the necessary enquiries, and the matter will be discussed at the next meeting.

25.8.4 To consider the information received from the insurance provider, approve a valuation quote, and agree any further action required

The Clerk reported that the insurance provider has advised that it would be best practice to carry out a re-valuation of the properties and provided the relevant quotes. It was **resolved** to carry out the re-valuation after the Phase 2 works. Additionally, the Clerk reported that the insurance policy sets out the required conditions, which had previously been circulated to the committee. These conditions must be followed, and the risk assessments will need to be updated.

Cllrs queried the insurance coverage for the snagging works, and the Clerk agreed to contact the contractors regarding this matter.

25.8.5 To consider arrangements for opening the building, using the task list as a guide

Resolved to defer this item.

PC/25.9 The Museum

25.9.1 To receive an update about the meeting with the Museum

Cllr J. Garvani provided an update on the recent meeting, and it was noted that they are satisfied with the amendments to the lease.

It was further noted that all communication must go through the Clerk, and the Clerk will remind the Museum members of this requirement.

25.9.2 To receive an update on the lease

The Clerk asked Cllrs to confirm the details that need to be sent to the solicitor. This was agreed, and the Clerk will update the solicitor accordingly.

25.9.3 To note that the flat roof needs repairing as a matter of urgency and to consider the quotes received

The Clerk reported that one quote had been received, but she had contacted the museum to confirm that the Town Council would require three quotes for the works, on company-headed paper, in accordance with the financial regulations. This matter will be considered at the next meeting.

Additionally, it was noted that the windows and gutter require repair. The Clerk will contact the contractor regarding the gutter, and the windows may be considered as part of the Phase 2 works.

PC/25.10 To consider correspondence received and agree any necessary action:

25.9.4 To note the current electricity provider for all premises has gone into administration and agree any action

The Clerk reported that Tomato Energy has gone into administration, and the Town Council has been allocated British Gas as the new supplier on deemed rates. She has contacted the energy consultant and requested that they provide quotes for the Town Council to consider and agree a new contract.

25.9.5 To consider the correspondence received regarding the accessible WC

Cllr Brosnan reported that he had a site visit with an LCC Changing Places specialist and an advisor for disability facilities, and provided an update. He stated that the accessible toilet would not be able to be registered as a Changing Places facility but could potentially be registered as a Space2Change facility. He has sourced a mobile hoist and a changing table, and will send the Cllrs an email with the full details.

PC/25.11 Items for future agenda

- Premises staff update
- Building name
- Preferred contractors list arrangements
- Future use of The Stables

PC/25.12 Matters for information

The Clerk enquired who will take over monitoring the Ring doorbell and Cllr Dowling agreed to do so.

PC/25.13 Date of the next Meeting

To be confirmed.

Meeting closed at 8.45pm.

Distribution: D, Brosnan, S Dowling, J Garvani, R Hardcastle

Horsforth Town Council
Bank Reconciliation as at 30.11.2025
Prepared by Becky Crabtree 09.12.2025

At next y/end
S / L term

Balance per bank statements as at 30.11.2025

Current Account	Virgin Money (per stmt 30.11.2025)	164.82	Short term
	Unity Trust Bank (per Stmt 30.11.2025)	69,310.70	Short term
	Nationwide Building Society (Per stmt 22.09.2025)	1.00	Short term
	Lloyds (per stmt 30.11.2025)	49.00	Short term
Term deposit accounts			
		69,525.52	Add

uncredited receipts

0.00

Less unpresented cheques

0.00

0.00

Net Balances as at 30.11.2025

69,525.52

Cash book

Opening balances as at 01.04.2025 296,411.52

Add cash book receipts 229,489.99

Less cash book payments 456,375.99

Closing cash book balance as at 30.11.2025 69,525.52

Difference 0.00

Horsforth Town Council

Annual Budget and Expenditure 2025-2026

Updated 09.12.2025

			Annual Budget		Income & Expenditure		Budget Remaining	
			2025-2026		As At 30.11.2025			
			£	£	£	£	£	£
INCOME								
Precept			152,367		152,367		0	
Council Tax Support Grant			5,249		5,249		0	
Bank Interest Received			2,500		1,112			
Donations					4,175			
CIL								
Other					516			
Premises								
Museum rent			1				0	
Grants			5,000				0	
Donations			10,000				0	
TOTAL INCOME			175,117		163,420		0	
EXPENDITURE								
Community & Environment								
Grants & Sponsorship			2,000		500		1,500	
Award Scheme			150				150	
Civic Service			0				0	
Horsforth Gala			0				0	
Remembrance Service			1,100		599		501	
Annual Town Meeting			0				0	
Horsforth Matters			500				500	
Band Concerts			400				400	
Annual Event			1,046		1,046		0	
Christmas Motifs, Lights & Ti			18,000				18,000	
Christmas Switch On Event			3,042		2,207		835	
HTC baskets and planters - ir			10,000		7,952		2,048	
Garden Maintenance			1,000		420		580	
			37,238		12,724		24,514	
Planning, Licensing & Traffic			200		83		117	
Salaries								
Office Staff			74,000		49,149		24,851	
Premises Staff			3,500				3,500	
Recruitment			0				0	
			77,500		49,149		28,351	
Office								
Office Equipment & Photoco			400		108		292	
IT Support			1,400		758		642	
Stationery & Printing			900		552		348	
Postage			25		16		9	
Telephone and Broadband			1,000		547		453	
Subscriptions			2,800		2,412		388	
Audit, Accounts & Data Prot			2,000		1,751		249	
Miscellaneous			218		26		192	
Bank Charges			200		158		42	
Chairman's Allowance							0	
Meeting Expenses & Refreshments							0	
Room Hire			250		203		48	
Legal & Professional Fees			2,500		600		1,900	
Email and website			850		50		800	
Clock Maintenance			500				500	
Defibrillator Maintenance			2,000		325		1,675	
Combined Insurance			2,461		2,461		0	
			17,504		9,966		7,538	
Training								
Staff Training			200		20		180	
Councillor Training			500		260		240	
			700		280		420	

Election		12,500		0		12,500
Premises						
Utilities and Services	15,100		8,806		6,294	
Cleaning and caretaking	500		7		493	
Maintenance and Statutory	3,150		521		2,629	
Sundry Expenditure	14,561		9,810		4,751	
		33,311		19,144		14,167
TOTAL EXPENDITURE		178,953		91,346		87,607
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE		-3,836		72,074		

Horsforth Town Council
Annual Budget and Expenditure 2025-2026
Designated Funds

		As At 30.11.2025	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
Balance B/F 01.11.2025		3,143	
Income			
Expenditure			
Transfer of funds			
Balance C/F 30.11.2025		3,143	
3 & 5 THE GREEN - REFURBISHMENT			
Balance B/F 01.11.2025		42,770	
Income		10,000	
Expenditure		118,457	
Transfer of funds			
Balance C/F 30.11.2025		-65,687	
THE MUSUEM			
Balance B/F 01.11.2025		4,155	
Income			
Expenditure			
Transfer of funds			
Balance C/F 30.11.2025		4,155	
No.3 PHASE 2 RENOVATION			
Balance B/F 01.11.2025		80,000	
Income		0	
Expenditure		64,835	
Transfer of funds		0	
Balance C/F 30.11.2025		15,165	
CONTINGENCY FOR PREMISES REPAIRS			
Balance B/F 01.11.2025		5,000	
Income		0	
Expenditure			
Transfer of funds		0	
Balance C/F 30.11.2025		5,000	
3 & 5 THE GREEN - PRE-ACQUISITION COSTS			
Balance B/F 01.11.2025		1,166	
Income		0	
Expenditure			
Transfer of funds		0	
Balance C/F 30.11.2025		1,166	
TOTAL DESIGNATED FUNDS C/F		-37,058	

NOTE: Agreed to allocate
last TW invoice to this heading.

RESTRICTED FUNDS				
COMMUNITY INFRASTRUCTURE LEVY				
	Balance B/F 01.11.2025	56,290		
Income		138		
Expenditure		49,178		
Transfer of funds				
	Balance C/F 30.11.2025	7,250		
3 & 5 THE GREEN - PWLB				
	Balance B/F 01.11.2025	89,899		
Income (Loan)				
Expenditure (repayment)		70,441		
Transfer of funds				
	Balance C/F 30.11.2025	19,458		
TOTAL RESTRICTED FUNDS C/F		26,708		

amended this as need £7250 for footpath and bandstand

RECONCILIATION TO CASH BOOK

CHECK TOTAL

General income less expenditure	72,074
Designated Income	10,000
Designated expenditure	-183,292
Restricted fund income	138
Restricted fund expenditure	-119,619
CASH BOOK TOTAL	-220,700

CASH BOOK TOTAL 2025-2026 **-220,699.42**
(CB Receipts less payments - per cash book)

Difference **0**

Horsforth Town Council
Remaining General Funds at 30.11.2025

	£	£	£
Bank Balances per reconciliation as at 30.11.2025			
Virgin Money	164.82		
Unity Trust Bank	69,310.70		
Nationwide Building Society (Per stmnt 31.03.2025)	1.00		
Lloyds	49.00		
		69,526	
Unspent General Budgets			
Community & Environment	24,514		
Planning, Licensing & Traffic	117		
Salaries	28,351		
Office	7,538		
Training	420		
Election	12,500		
Premises	14,167		
		87,607	
Unspent Designated Fund Balances			
Neighbourhood Plan	3,143		
3&5 The Green Renovation	-65,687		
The Museum	4,155		
No.3 Phase 2 Renovation	15,165		
Contingency for repairs	5,000		
3&5 The Green - Pre-acquisition costs	1,166		
		-37,058	
Unspent Restricted Fund			
CIL	7,250		
3&5 The Green - PWLB	19,458		
		26,708	
Unspent Funds		77,257	
Remaining General Funds		-7,731	

note- Minus currently for No.3 as agreed to allocate the latest TW invoice there but the £200,000.00 will be used towards this so will need to be allocated on the budget doc etc so won't be minus

Period 01.11.2025 to 30.11.2025

Bank Payments																			
Payment Date	Invoice Date	Supplier	Details	Unity Current	VM Deposit	Lloyds	Vat	Creditors	Comm & Environ'mt	Planning	Salaries	Office	Training	Election	Premises	Designated Funds	Restricted Funds	Powers	
01.11.2025		Brought Forward		359,990.36			47,658.25	565.12	9,678.01	83.33	44,119.21	8,636.17	280.00		11,738.29	156,704.75	80518.73		
06.11.2025	02.11.2025	Tomato energy	Electric - The Stable	16.25			0.77									15.48	Utilities and services		
12.11.2025	06.11.2025	Pozitive energy	Gas - The Stables	51.41			2.45									48.96	Utilities and services		
12.11.2025	01.10.2025	Leeds City Council	Business rates	661												661	Utilities and services		
12.11.2025	various	Horsforth in Bloom	Garden Maintenance	240.00				240	Garden maintenance										
12.11.2025	01.10.2025	Vision Ict	Website/Email	60			10.00			50	Email and website								
12.11.2025	03.11.2025	Royal British Legion	Wreaths	61				61	Remembrance Service										
12.11.2025	09.09.2025	National Medicaid	First aid at events	684				684	Split for Christmas and R Service										
17.11.2025		Lloyds																	
07.10.2025	08.10.2025	Giff Gaff	Office/Telephones	6			1.00			5	Telephone & Broadband								
20.10.2025	21.10.2025	Giff Gaff	Office/Telephones	6			1.00			5	Telephone & Broadband								
03.11.2025		Lloyds	Credit card fee	3						3	Bank charge								
03.11.2025		Lloyds	Credit card fee	3						3	Bank charge								
31.10.2025	31.10.2025	Amazon	Paper	20.96			3.49		17.47	Stationery & Printing									
18.11.2025	18.11.2025	Zen	Broadband	48			8.00		40	Telephone and broadband									
18.11.2025		TFR 30,000																	
18.11.2025		TFR 30,000																	
19.11.2025		TFR 30,000																	
20.11.2025	23.10.2025	Commerce Business Solutions	Printing	81.76			13.63		68.13	Stationery & Printing									
20.11.2025		TFR 749.86																	
21.11.2025	22.10.2025	Complete computers	IT Support	129.89			21.65		108.24	IT Support									
21.11.2025	30.11.2025	Salary costs	Salary	2710.57					2710.57										
21.11.2025	30.11.2025	Salary costs	Pension	1154.83					1154.83										
21.11.2025	30.11.2025	Salary costs	Salary	1164.33					1164.33										
24.11.2025	24.11.2025	Zen	Telephone	23.5			3.92		19.58	Telephone and broadband									
25.11.2025	16.11.2025	Parkinson Partnership	VAT advice	720			120.00		600	Legal and professional fees									
25.11.2025	18.11.2025	Tees Fire systems	Alarm call out	301.2			50.20					251	Maintenance and statutory checks						
25.11.2025	29.10.2025	Tom Willoughby	No.3 refurb	78824.87			13137.48					65,687.39	No.3 refurb						
25.11.2025	14.11.2025	3d Productions	PA for R Service	436.68			72.78	363.9	Remembrance Service										
25.11.2025	20.11.2025	R Crabtree	Expense	14.54					7.64	Misc	6.9	Cleaning and caretaking							
25.11.2025	01.11.2025	Leeds City Council	Business rates	661							661	Utilities and services							
25.11.2025	various	R Crabtree	Expenses - Printing	53.21					53.21	Stationery and printing									
27.11.2025	01.12.2025	Leeds City Council	Business rates	661							661	Utilities and services							
27.11.2025	25.11.2025	Account- Ant	Interim internal audit	400			66.67		333.33	Audit, Accounts & Data Protection									
27.11.2025	20.11.2025	Jackson Fire	Fire inspections	234			39.00				195	Maintenance and statutory checks							
27.11.2025	24.11.2025	Community TM	Road closure management	2010			335.00	1675	Christmas event										
27.11.2025	27.11.2025	S White	Expenses - Refreshments for R Service	21.85				21.85	Remembrance Service										
28.11.2025	31.10.2025	PWLB	Loan	4905.18							4905.18	Sundry expenditure							
30.11.2025	31.10.2025	Unity	Service Charge	8.1					8.1	Bank charges									
30.11.2025		Lloyds	Service Charge	8.5					8.5										
		Carried Forward		456,375.99	0.00	61,545.29	565.12	12,723.76	83.33	49,148.94	9,966.37	280.00	0.00	19,143.81	222,392.14	#####			
		Check total		456,375.99		456,367.49													
		Total Expenditure 2025-2026(for budget page)				394,257.08													
		Cash book payments (for rec)		456,375.99															

Period 01.11.2025 to 30.11.2025

Bank Receipts																		
Payment Date	Invoice Date		Details	Unity Current	VM Deposit	Lloyds	Vat	Debtors	Other	Precept	Comm & Environ'mt	Plant Incom	Designated Funds	Office	Buildings	Staff	Events	
01.11.2025		Balances brought forward		400,078.89	90,849.86		21,949.39		6,812.93	152,367.00	250.00	3,000.00	#####					
14.11.2025		Hooleos	Sponsorship	425.00													425.00	
18.11.2025		TFR 30,000																
18.11.2025		TFR 30,000																
18.11.2025		TFR 30,000																
18.11.2025		TFR 749.86																
25.11.2025		HMRC	Vat claim	33,982.94			33,982.94											
25.11.2025		Leeds Bradford Airport	Sponsorship	500.00					64.82								500.00	
28.11.2025		Virgin Money	Interest	64.82														
		Carried Forward		434,986.83	90,914.68	0.00	55,932.33	0.00	6,877.75	152,367.00	250.00	3,000.00	#####	0.00	0.00	925.00		
		Check total		525,901.51		525,901.51												
		Total Income 2025-2026 (for budget page)		173,557.66			173,557.66											
		Total Expenditure 2025-2026(for budget page)		394,257.08			229,489.99											
		Cash book balances (agrees to bank rec)		69,525.52	-21,389.16		90,914.68											
		Total Income 2025-2026 (for budget page)		173,557.66														
		Total Expenditure 2025-2026(for budget page)		394,257.08														
		Agreed to Budget		-220,699.42														

I WASN'T SURE HOW TO RECORD THE AMOUNTS TRANSFERRED FROM VIRGIN TO UNITY..DIDNT WANT TO COMPLICATE IT FOR THE NEXT CLERK SO LEFT AS IT IS AS FIGURES BALANCE WITH BANK REC ETC



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

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

Schedule of Payments for the Full Council Committee meeting
Meeting being held on 22nd January 2026

Payee	Details	Amount	Comments
Salaries	Staff salary costs – December 2025	£3717.03	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – December 2025	£1097.64	To note as previously approved by virtue of the employment contract.
HMRC	PAYE & NI	£3909.39	To note as previously approved by virtue of the employment contract.
Jackson Fire and Security	Inspections	£195.00	Approved using delegated powers
Tesco	Cleaning supplies and refreshments	£14.54	
Community TM	Road closure for event	£1675.00	Approved at the C&E Committee meeting held on 4 th September 2025
S. White	Morrisons – reimbursement for refreshments at Remembrance Service	£21.85	Clerk approved using delegated powers
Account-Ant	Internal audit	£333.33	Approved at the Full Council meeting held on 29 th May 2025
YLCA	Advert	£20.00	Approved using delegated powers
Storm in a Teacup	Activity at Christmas event (Deposit)	£102.00	Approved at Full Council meeting held on 2 nd December 2025
PPL PRS	Music license for Christmas event	£228.49	Clerk approved using delegated powers
Aire Valley Trees	Christmas Trees	£950.00	Clerk and Chair approved using delegated powers
Larkfield Engraving	Awards	£114.00	Approved at Full Council meeting held on 2 nd October 2025
Tom Willoughby	No.3 Renovation – Interim Payment 6	£20,851.38	Approved at the Premises Committee meeting held on 11 th December 2025
Walk of Art	Grant	£500.00	Approved at the C&E Committee meeting held on 4 th September 2025
Leeds City Council	By-elections costs	£9025.89	
St Margarets Church	Room hire	£168.00	Approved using delegated powers and is on the approved regular payments list
Kyle Fire	Fire extinguishers	£90.00	Approved at the Premises Committee meeting held on 11 th December 2025
Horsforth in Bloom	Jubilee garden	£120.00	Approved using delegated powers and is on the approved regular payments list
Leeds City Council	Floral displays	£1890.00	Approved at the C&E Committee meeting held on 6 th March 2025
Fire Protection Service	Fire Strategy Deposit	£207.00	Approved at the Premises Committee meeting held on 11 th December 2025
CLR Roofing	Roof repair at museum	£995.00	Approved using delegated powers
Storm in a Teacup	Activity at Christmas event (Outstanding balance)	£408.00	Approved at Full Council meeting held on 20 th December 2025

YSS Events	Stage for event	£1900.00	Approved at Full Council meeting held on 2 nd December 2025
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Payments received

Payee	Details	Amount
Horsforth Town Team	Sponsorship	£800.00
Hooleos	Sponsorship	£425.00
HMRC	VAT reclaim	£33,982.94
Leeds Bradford Airport	Sponsorship	£500.00

Horsforth Town Council - Proposed Budget 2026-2027

Approved by Council:	
INCOME	
Precept	
Loan	
Council Tax Support Grant	
Bank Interest	
Donations	
CIL	
Other	
Premises income	
Museum Rent	
Grants	
Donations	
Lettings	
Total	
£5,949.00	£220,949.00

2026-2027		
Initial Draft Budget	Draft Budget As set at F&GP	
	£215,000.00	Requested Precept amount from Precept Calculator tab
£5,448.00	£5,448.00	
£500.00	£500.00	Interest lowered as spent funds in Virgin
		£1975 Xmas sponsorship
		Electric payment from museum in 25/26
£1.00	£1.00	
		LCC has sent confirmation of the grant £5000.
		Funds towards the lift from the museum - Is £18k at year end correct
		£15,000 Possibly
Total	£5,949.00	£220,949.00

2026-2027		2026-2027	NOTES
	Draft Budget	Draft Budget	
EXPENDITURE			
Community and Environment			
Grants & sponsorship	£2,000	£2,000	
Award scheme	£250	£250	Trophy (£28.50 for 2025 x 4 - £114 and frames for certificates (sent SW price for £11.29 on amazon) increase to £250 for 2026 as awards increase in price
Civic Service	£100	£100	Donation
Horsforth Gala	£0	£0	Gala not happening in 2026
Remembrance Service	£1,000	£1,000	PA - £363.90, Wreaths £81, Bugler £0 but was £230 in 2024, First aid £152, refreshments £20. Music license in 2024?
Annual Town Meeting	£0	£0	
Horsforth Matters	£1,000	£1,000	Lowered due to less issues this year. Increased to £1000 again for 2026
Band concerts	£400	£400	LCC changed how they did this year and was going to cost £360 but one was cancelled. Left at £400 but not sure if they will def do it next year? Not sure if the TC still has to pay for cancelled concert
Annual Event	£1,500	£1,500	To be considered
Christmas motifs, lights and trees	£16,000	£13,000	See comment plus seek sponsorship from individuals/businesses to make up the £3k cut
Christmas Switch-On event	£6,500	£6,500	core cost of event £4500 including first aid, stage and road closure. Working group want to keep the event as good and make it better than 2025. Working group will look at sponsorship on top of this amount. £1975 received in sponsorship 2025 towards this
HTC baskets and planters - inc watering	£7,500	£5,000	agreed not to do stuff for NRS due to new initiative being proposed by businesses which has reduced costs looking at less hanging baskets which will then also reduce costs on watering etc etc. see comment Ask Horsforth in Bloom to request £3k from ONW to cover this gap & £500 from Jubilee Gardens
Jubilee Garden - maintenance	£1,000	£500	£60 x 12 plus additional amount if requested for plants etc - Horsforth in Bloom see above
New Road Side Initiative	£2,500	£2,500	clrs gains leading on and can provide more info, idea is we match fund what businesses can raise and do, this has come from the floral displays budget
Total	£39,750	£33,750	
Planning, Licensing and Traffic			
Total	£500	£500	PLT requested same as previous years again.
Staffing costs			
Office Staff	£100,000	£80,000	To be considered, increased to £100,000.00 but not done calculations as not sure what staffing there will be including the salary, hours, etc Given that the new clerk won't be on same salary as Becky we thought this could be reduced
Premises Staff	£7,500	£7,500	To be considered
Recruitment	£100	£100	Recruitment in 26/27
Total	£107,600	£87,600	
Office			
Office Equipment & Photocopier Lease	£400	£400	£54 x 4 = £216 for photocopier lease - Grenke , replacement items when needed.
IT Support	£1,400	£1,400	Enlightened (Office 365, backup and IT support) - £108.24 x 12 = £1261.20, bitdefender paid £124.99 2025-2026 next payment due in 2027/2028
Stationery & Printing	£1,000	£1,000	CBS 71.65 x 12 724.8 Approx printing costs - photocopier, £200 stationary,
Postage	£25	£25	
Telephone and Broadband	£1,500	£1,500	Giffgaff - £10 X 12 = £120, Zen (Telephone 19.58 x 12 = £246.48, Zen(Broadband) £40 x 12 = £480, Need to take No.3 into account, will need additional hubs/new wi-fi contract??
Subscriptions	£2,800	£2,800	YLCA- 5% increase , Approx £2100, SLCC approx £300 (This may will lower due to Clerks membership?), Living Wage £69, CANVA £225,
Audit, Accounts & Data Protection	£2,000	£2,000	Internal check/audit - £500, External audit, approx £440, Payroll and help with year end (Book keeper) £600-700, ICO £35
Miscellaneous	£200	£200	Local council award - £80, Misc items. overspent last couple of years so increased this year
Bank Charges	£300	£300	cost for payments - Unity £8.9per month and £3 per month for 2 x credit card, £8.50 per month for Lloyds
Chairman's Allowance	£100	£100	
Meeting Expenses & Refreshments	£0	£0	
Room Hire	£250	£250	This will decrease when 3&5 opens. . Expected amount as already booked for jan and march & owe last two dates
Legal & Professional Fees	£2,000	£2,000	May need advice and need to sort lease for 3&5 . £600 was VAT advice
Email and Website	£850	£850	VisionICT - £240.00 (Website hosting) £18 x 25 450 (Email hosting), SSL certificate £50, DOMAIN 55
Clock Maintenance	£500	£500	
Defibrillator Maintenance	£2,000	£2,000	Repairs and supplies, possible maintenance of additional defib. £325 each - Defib batteries, pads - £65 each
Roll Of Honour	£0	£0	Needs updating
Combined Insurance	£2,500	£2,500	In a longterm agreement for 5 years, increase due to works/events though? TBC

	2026-2027	2026-2027	NOTES
	Draft Budget	Draft Budget	
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Defibrillator Maintenance	£2,000	£2,000	Repairs and supplies, possible maintenance of additional defib. £325 each - Defib batteries, pads - £65 each
Roll Of Honour	£0	£0	Needs updating
Combined Insurance	£2,500	£2,500	In a longterm agreement for 5 years, increase due to works/events though? TBC

Total	£17,825	£17,825	
Training			
Staff Training	£500	£500	CILCA training for new Clerk in 25/26 or 26/27?
Councillor Training	£1,000	£500	Rarely spend more than £500 so set at this
Total	£0	£1,500	£1,000
Election (TRANSFER FROM DF)	£12,500	£12,500	allocated from designated funds
Total	£12,500	£12,500	
Premises			
Utilities and Services	£16,600	£16,600	See separate detailed budget for premises.
Cleaning and Caretaking	£2,000	£2,000	See separate detailed budget for premises.
Maintenance and Statutory Checks	£8,650	£8,650	See separate detailed budget for premises.
Sundry expenditure	£25,661	£25,661	See separate detailed budget for premises.
Total	£52,911	£52,911	
Horsforth Museum - Grant re No5 The Green Rent	£0	£0	There is an amount in designated funds
Total	£0	£0	
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE	£232,586	£206,086	
	-226,637	14,863	

PROPOSED BUDGET AND PRECEPT	
Total proposed expenditure	
Other income/funds	
Anticipated CTSG	
Bank interest (estimated)	
Rent/premises insurance for No5 The Green	
Donation	
Grant	
Total other income/funds	
Amount needed to balance budget	
PRECEPT REQUEST	
Difference	

Designated Funds REMAINING

Approved by Council:

DESIGNATED FUNDS	2026-2027	2026-2027	
NEIGHBOURHOOD PLAN	£3,143	£3,143	Review due so needs increasing for referendum
ELECTION	£0	£0	Bi-elections , save towards next election (TRANSFERRED TO MAIN BUDGET IN 2025-26)
3 & 5 THE GREEN - REFURBISHMENT	£0	£0	£10K income ALLOCATED TO THIS in 25/26 and also, £200k loan will be allocated towards this. £323 approx final forecasted figure and Paid £288 roughly for TW. Architect fees due also 25/26. The £200k loan will be allocated to this though so wont be minus....
THE MUSEUM	£5,000	£5,000	Contingency costs -£995 emergency repair 23.12.2025
NO.3 PHASE 2 RENOVATION	£46,000	£46,000	Approx cost for Phase 2. is around £40k now? Currently spent some of this but once got loan, the amount allocated needs to be back to £80k at end of 25/26 ..reallocate the funds to No.3 heading once loan received
CONTINGENCY FOR PREMISES REPAIRS	£15,000	£15,000	Contingency costs. Museum roof needs fixing
3 & 5 THE GREEN - PRE-ACQUISITION COSTS	£0	£0	Used towards The Stables move and costs such as inspections, supplies etc. and No.3 in 25/26
MECHANICS INSTITUTE	£0	£0	No longer in the Mechanics Institute, remove for final budget
TOTAL DESIGNATED FUNDS C/F	£69,143	£69,143	
RESTRICTED FUNDS			
COMMUNITY INFRASTRUCTURE LEVY	£0	£0	RECEIVED £138 CIL. All funds allocated and £7250 will have been paid to LCC for band stand works.
3 & 5 THE GREEN - PWLB (First)			Will have spent on No.3 phase 1
3 & 5 THE GREEN - PWLB (second)			What will be left?
TOTAL RESTRICTED FUNDS C/F	£0	£0	

General Reserves

Please ensure the general reserves is discussed. See remaining funds document as at 30.11.2025.



OFFICIAL

United Kingdom Debt Management Office

PWLB lending facility

T 020 7862 6610
E pwlb@dmo.gov.uk
www.dmo.gov.uk

TO: HORSFORTH TOWN COUNCIL (W YORKS)
FROM: PWLB Fixed Annuity
DATE: 19 December 2025
SUBJECT: PWLB loan Conditional Confirmation (AMEND)

Following your authority's loan application, HM Treasury has conditionally authorised the loan specified, for which the fee indicated will be deducted from the amount advanced. HM Treasury may need to ask for further information about your application. Acceptance of the loan application remains conditional on any internal review by or on behalf of HM Treasury.

If your loan application is not approved on the terms listed below, the DMO will send your authority a PWLB loan cancellation letter by 12 noon on the fourth business day following the date given above. HM Treasury (or a delegated authority) will contact your authority in accordance with the terms of the Operational Circular(s) mentioned below regarding (i) any clarification or additional information required as part of its internal review, (ii) any changes to the terms listed below necessitated by that review and/or (iii) the refusal of your loan application.

If the DMO has not sent your authority a PWLB cancellation letter relating to the approval of the loan application in accordance with the paragraph above by 12noon on the fourth business day following the date given above, this will constitute unconditional acceptance of the loan application and your authority may accordingly treat it as such.

The loan will automatically be secured by statute on all the revenues of your authority and is made on the basis of the terms and conditions of the Operational Circular(s) mentioned below. Subject to the Operational Circular(s) mentioned below, the loan will carry interest at the annual rate stated below. The rate of interest will remain unchanged throughout the period of the loan.

If you have any questions about this loan application, please contact: PWLCertaintyrate@communities.gov.uk

We conditionally confirm the details of the following transaction:

Our Reference:	Deal No: 891061	
Our Dealer:	Raqeeb Karim	
Your Dealer:	Rebecca Crabtree	
Loan Principal:	GBP 200,000.00	
Fee Paid:	GBP 70.00	
Agreed Terms of Loan:	Made under the terms and conditions of the Operational Circular(s) No. 163	
Formula Timing:	PRINCIPAL & INTEREST ACT	
Deal Date:	19-Dec-2025	
Settlement Date:	30-Dec-2025	
Maturity Date:	30-Dec-2065	
Term:	40 years	0 months
Standard Interest Rate:	6.180%	
Annual Interest Rate:	6.180%	
Interest Amount:	GBP 341,889.02	

Cash Flow Schedule:

Date	Ccy	Amount	Comments	Your Bank Account		
30-Dec-2025	GBP	199,930.00	We Pay	PRINCIPAL	VIRGIN	050085
30-Jun-2026	GBP	6,180.00	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Jun-2026	GBP	593.60	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Dec-2026	GBP	6,161.66	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Dec-2026	GBP	611.94	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Jun-2027	GBP	6,142.75	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Jun-2027	GBP	630.85	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Dec-2027	GBP	6,123.26	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Dec-2027	GBP	650.34	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Jun-2028	GBP	6,103.16	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Jun-2028	GBP	670.44	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
02-Jan-2029	GBP	6,082.44	We Receive	INTEREST	The Royal Bank of Scotla	607080
02-Jan-2029	GBP	691.16	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
02-Jul-2029	GBP	6,061.09	We Receive	INTEREST	The Royal Bank of Scotla	607080
02-Jul-2029	GBP	712.51	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
31-Dec-2029	GBP	6,039.07	We Receive	INTEREST	The Royal Bank of Scotla	607080
31-Dec-2029	GBP	734.53	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
01-Jul-2030	GBP	6,016.37	We Receive	INTEREST	The Royal Bank of Scotla	607080
01-Jul-2030	GBP	757.23	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Dec-2030	GBP	5,992.97	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Dec-2030	GBP	780.63	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Jun-2031	GBP	5,968.85	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Jun-2031	GBP	804.75	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Dec-2031	GBP	5,943.99	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Dec-2031	GBP	829.61	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Jun-2032	GBP	5,918.35	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Jun-2032	GBP	855.25	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Dec-2032	GBP	5,891.92	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Dec-2032	GBP	881.68	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Jun-2033	GBP	5,864.68	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Jun-2033	GBP	908.92	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Dec-2033	GBP	5,836.59	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Dec-2033	GBP	937.01	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Jun-2034	GBP	5,807.64	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Jun-2034	GBP	965.96	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
02-Jan-2035	GBP	5,777.79	We Receive	INTEREST	The Royal Bank of Scotla	607080
02-Jan-2035	GBP	995.81	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
02-Jul-2035	GBP	5,747.02	We Receive	INTEREST	The Royal Bank of Scotla	607080
02-Jul-2035	GBP	1,026.58	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
31-Dec-2035	GBP	5,715.30	We Receive	INTEREST	The Royal Bank of Scotla	607080
31-Dec-2035	GBP	1,058.30	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Jun-2036	GBP	5,682.60	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Jun-2036	GBP	1,091.00	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Dec-2036	GBP	5,648.89	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Dec-2036	GBP	1,124.71	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Jun-2037	GBP	5,614.13	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Jun-2037	GBP	1,159.47	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Dec-2037	GBP	5,578.31	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Dec-2037	GBP	1,195.29	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Jun-2038	GBP	5,541.37	We Receive	INTEREST	The Royal Bank of Scotla	607080
30-Jun-2038	GBP	1,232.23	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla	607080
30-Dec-2038	GBP	5,503.30	We Receive	INTEREST	The Royal Bank of Scotla	607080

30-Dec-2038	GBP	1,270.30	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2039	GBP	5,464.04	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2039	GBP	1,309.56	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2039	GBP	5,423.58	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2039	GBP	1,350.02	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
02-Jul-2040	GBP	5,381.86	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
02-Jul-2040	GBP	1,391.74	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
31-Dec-2040	GBP	5,338.86	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
31-Dec-2040	GBP	1,434.74	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
01-Jul-2041	GBP	5,294.52	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
01-Jul-2041	GBP	1,479.08	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2041	GBP	5,248.82	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2041	GBP	1,524.78	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2042	GBP	5,201.71	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2042	GBP	1,571.89	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2042	GBP	5,153.13	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2042	GBP	1,620.47	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2043	GBP	5,103.06	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2043	GBP	1,670.54	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2043	GBP	5,051.44	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2043	GBP	1,722.16	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2044	GBP	4,998.23	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2044	GBP	1,775.37	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2044	GBP	4,943.37	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2044	GBP	1,830.23	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2045	GBP	4,886.81	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2045	GBP	1,886.79	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
02-Jan-2046	GBP	4,828.51	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
02-Jan-2046	GBP	1,945.09	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
02-Jul-2046	GBP	4,768.41	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
02-Jul-2046	GBP	2,005.19	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
31-Dec-2046	GBP	4,706.45	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
31-Dec-2046	GBP	2,067.15	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
01-Jul-2047	GBP	4,642.57	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
01-Jul-2047	GBP	2,131.03	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2047	GBP	4,576.72	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2047	GBP	2,196.88	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2048	GBP	4,508.84	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2048	GBP	2,264.76	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2048	GBP	4,438.86	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2048	GBP	2,334.74	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2049	GBP	4,366.72	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2049	GBP	2,406.88	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2049	GBP	4,292.34	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2049	GBP	2,481.26	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2050	GBP	4,215.67	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2050	GBP	2,557.93	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2050	GBP	4,136.63	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2050	GBP	2,636.97	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2051	GBP	4,055.15	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2051	GBP	2,718.45	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
02-Jan-2052	GBP	3,971.15	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
02-Jan-2052	GBP	2,802.45	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
01-Jul-2052	GBP	3,884.55	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
01-Jul-2052	GBP	2,889.05	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2052	GBP	3,795.28	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288

30-Dec-2052	GBP	2,978.32	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2053	GBP	3,703.25	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2053	GBP	3,070.35	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2053	GBP	3,608.38	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2053	GBP	3,165.22	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2054	GBP	3,510.57	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2054	GBP	3,263.03	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2054	GBP	3,409.75	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2054	GBP	3,363.85	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2055	GBP	3,305.80	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2055	GBP	3,467.80	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2055	GBP	3,198.65	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2055	GBP	3,574.95	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2056	GBP	3,088.18	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2056	GBP	3,685.42	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
02-Jan-2057	GBP	2,974.30	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
02-Jan-2057	GBP	3,799.30	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
02-Jul-2057	GBP	2,856.90	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
02-Jul-2057	GBP	3,916.70	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
31-Dec-2057	GBP	2,735.88	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
31-Dec-2057	GBP	4,037.72	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
01-Jul-2058	GBP	2,611.11	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
01-Jul-2058	GBP	4,162.49	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2058	GBP	2,482.49	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2058	GBP	4,291.11	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2059	GBP	2,349.90	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2059	GBP	4,423.70	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2059	GBP	2,213.20	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2059	GBP	4,560.40	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2060	GBP	2,072.29	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2060	GBP	4,701.31	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2060	GBP	1,927.02	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2060	GBP	4,846.58	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2061	GBP	1,777.26	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2061	GBP	4,996.34	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2061	GBP	1,622.87	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2061	GBP	5,150.73	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2062	GBP	1,463.71	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2062	GBP	5,309.89	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
02-Jan-2063	GBP	1,299.64	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
02-Jan-2063	GBP	5,473.96	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
02-Jul-2063	GBP	1,130.49	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
02-Jul-2063	GBP	5,643.11	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
31-Dec-2063	GBP	956.12	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
31-Dec-2063	GBP	5,817.48	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2064	GBP	776.36	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2064	GBP	5,997.24	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2064	GBP	591.05	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2064	GBP	6,182.55	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Jun-2065	GBP	400.01	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Jun-2065	GBP	6,373.59	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288
30-Dec-2065	GBP	203.06	We Receive	INTEREST	The Royal Bank of Scotla607080	10013288
30-Dec-2065	GBP	6,571.56	We Receive	REPAY PRINCIPAL	The Royal Bank of Scotla607080	10013288



Action Plan

This Action Plan is a statement of our vision and sets out the Council's purpose, objectives and key priorities. This is a key tool for communicating the Council's plans to residents and provides a clear understanding of how the Council works and the aims the Council wishes to achieve.

The plan is reviewed regularly to ensure that the plan is carefully monitored and that it aligns with the aspirations of the Council.

Objective	Action	Outcome	Cost	Completion by	Update
Finance and General Purposes					
Training and development	<p>Book training where needed and prepare a training and skills audit spreadsheet.</p> <p>Update Councillor and staff Handbook.</p>	<p>To have councillors and clerk who are up to date on all relevant legislation.</p> <p>To continue good governance by making it mandatory for new councillors to attend New Councillor training and other training as required.</p> <p>To support staff in attending training courses and conferences.</p>	<p>Budget:</p> <p>Staff: £1000</p> <p>Councillors: £1000</p>	Ongoing	
Local Council Award Scheme	<p>Work towards the Silver award.</p> <p>Aspire to high standards and best practice and continue to work for higher levels of award.</p> <p>Amendment for 2025:</p>	Demonstrates that the council meets the minimum requirements for operating lawfully and according to standard practice.	£200	Received the silver award in March 2025	

	Work towards the Gold award to apply in 2026.				
Communication with local groups and organisations	Liaise with and engage, as appropriate, in partnership or support arrangements with Leeds City Council, other local councils, government departments, statutory and public bodies, churches, local schools and voluntary bodies or agencies.	Provide community services and improve the environment to benefit the people of Horsforth. Engage with community groups, organisations and individuals to help shape the Town Council's plans for the parish	No cost	Ongoing	
Internal Committees and working groups	Committees and Working Groups to be elected each year and meet regularly to carry out specific work.	To operate an effective and efficient Committee and Working Party system to deal with specific areas of interest such as Finance, HR, Transport, Flooding and Public Rights of Way.	No cost	Ongoing	All Committees and Working groups have worked effectively and followed the procedures to carry out specific work. An additional working group for the Local Plan was established.
Statutory duties:	Continue to undertake statutory duties to:	To continue to be open and transparent about the way it manages its finances and its procedures.	No cost.	Ongoing	All policies reviewed were reviewed in May.

	<ul style="list-style-type: none"> • Manage finances in compliance with the Financial Regulations. • Manage meetings and administer Council's business in compliance with the Standing Orders. • Undertake external and internal audits. • Maintain internal controls. • Carry out, update and review Risk Assessments for all activities. • Adopt, update and review Policies and Procedures. • Employ and manage staff in compliance with Employment Legislation. • To comply with the law and ensure safety 	<p>To be accountable to the public.</p> <p>The policies and procedures govern how the Town Council works.</p> <p>To ensure the councillors and the clerk work to current legislation and best practice</p> <p>To ensure that the Council meets the Health and Safety requirements for its staff. Councillors, and public at events and activities</p>			<p>An additionally statutory IT Policy is to be adopted in September.</p> <p>The External Audit for 2024/2025 has been signed off by PKF Littlejohn with no queries.</p>
Community Infrastructure Levy (CIL)	Funds to be used towards 3&5 The Green and additional projects	Improved community facilities and assets	£56427.99	May 2025	£6750 has been allocated to pin the kerb around the bandstand and the rest to No.3 The Green.

3&5 The Green	Renovate 3 &5 The Green and The Stables. Work with the Museum. Work with local community groups.	Improve community facilities and town council office. Provide ongoing income for the Town Council. Improve communication with public and groups/organisations.	£230,000	Dec 2026	Work on Phase 1 commenced April 2025 and due to finish end of September 2025.
	Begin preparing the required policies and procedures including maintenance, services, building checks, obtain quotes for the above. Investigate procedures such as letting agreements, book procedures, hire costs and relevant third-party policies. Investigate contracts such as cleaning, Wi-Fi, etc.	Ensures the Town Council is carrying out the required procedures. To ensure the councillors and the clerk work to current legislation and best practice To ensure the Town council is meeting its obligations as an employer and owner of public building in relation to health and safety.	No cost	Ongoing	The Clerk is working with the Premises Working Group to prepare for when the community space opens.
Community and Environment					
Council of Sanctuary	Start the process of being recognised as a Council of Sanctuary. Adopt a separate Action Plan with detailed actions for this.	To create a culture of inclusivity and welcome in Horsforth for refugees and people seeking asylum in the town and surrounding area.	N/A – A budget will be agreed for 2025/2026	2025/2026	The working group continue to work on this and have been working with the Events WG.

	<p>Work closely with the local Town of Sanctuary support group to achieve this.</p> <p>Consider budget for 2025/2026</p>				<p>The accounts of lived experience by men seeking asylum and updates from Horsforth Town of Sanctuary will be published shortly.</p> <p>Cllr Gillinder has been working HToS and the community garden.</p> <p>A representative from HToS will be attending the Full Council meeting in September.</p>
Litter issues	<p>Organise a litter pick in each ward in October</p> <p>Work with Horsforth Litter Pickers</p> <p>Work with Horsforth School</p>	<p>Raise awareness about the issues surrounding litter and provide support with taking practical action to tackle the problem.</p>	No cost	<p>Completed in 2024 and will complete again in October 2025</p>	<p>Arrangements are being made for the litter picks being held throughout October 2025 and the TC will be working with Cygnet and Horsforth Litter Pickers.</p>

Awards	To award a Heart of Horsforth Award.	Recognises the contribution that individuals and group do for Horsforth.	£200	Completed in 2024 and will complete again December 2025	All nominations have now been reviewed and winners agreed upon. The results will be revealed at the Christmas Event
Floral displays	<p>To provide and Maintain Hanging Baskets, Jubilee Garden and other floral contributions in the town.</p> <p>Ongoing local volunteer support from residents and businesses</p> <p>Identify new community areas requiring rejuvenation</p> <p>Ongoing financial support from HTC and investigate funding options via grants and local businesses/organisations.</p> <p>Ongoing support from Horsforth in Bloom</p> <p>Amendment for 2025:</p> <p>Review floral displays to ensure they align with the Biodiversity Policy and help reduce maintenance costs</p>	Enhance the area and ensure that the TC maintains the upkeep	£5600 plus watering costs	Ongoing	Clr Bromley and Cllr Gains are working with HIB, HCA and HTT to review the floral displays.

				March 2026	
Annual Report	<p>Provide information about the Councils activities in the last year.</p> <p>Prepare a poster and report to be published on the website and on noticeboards.</p> <p>Publish in Village magazine.</p>	<p>An annual report will give residents a brief outline of actions it has taken, future plans and allows the council to be transparent</p>	No cost	June 2025	The Annual Report was published in June.
Emergency Plan	<p>Prepare an emergency plan</p> <p>Work with Leeds City Council and other relevant organisations.</p> <p>Attend training</p>	<p>Help residents in event of an emergency.</p> <p>Provide useful contact details for residents.</p> <p>Ensures the Town Council is prepared for unprecedented circumstances.</p>	<p>No cost required.</p> <p>This can be provided via the website and paper copies in key locations</p>	2025/2026	The Clerk has started this but due to workload it is not ready for review.
Promote communication and dialogue between HTC and the wider village community	<p>Continue to improve the new website and Facebook page.</p> <p>Investigate making a monthly E-newsletter available and prepare a mailing list</p> <p>Provide a copy of Horsforth Matters annually and print a number of copies for key local amenities</p>	<p>Improves communication and is compliant with the Accessibility Regulations</p> <p>Ensures that vulnerable residents have support available and know who to contact</p>	<p>No cost – Clerk prepared with free website provider</p>	Ongoing	<p>The TC attends the Farmers Market alternate months.</p> <p>Horsforth Matters is done quarterly and published online and available in paper</p>

	<p>Consider utilising social networking and digital media to widen participation and improve access for all.</p> <p>Improve Annual Town Meeting with the aim of increasing participation</p> <p>Inform residents of, and support, local groups that are able to help lonely and isolated people of all ages.</p> <p>Attend external events</p> <p>Attend the Farmers Market bi-monthly</p> <p>Open Town Council office regularly</p> <p>Drop-in sessions are held before every Full Council meeting at 6.30pm</p> <p>Attend Horsforth Gala</p>	<p>Improves communication face to face.</p> <p>Allows the public an opportunity to meet the Clerk and Councillors to discuss concerns.</p> <p>To encourage and facilitate community engagement ensuring those members of the community with the smallest voice are heard and to value the community's contributions and give them consideration.</p> <p>Continue to improve the facilities for both young and elderly residents</p> <p>Engage with community groups, organisations and individuals to help shape the Parish Council's plans for the parish</p>			copies at key locations.
Christmas	To provide Christmas Lights and Christmas Trees.	Help local businesses	£18000	December 2025	The WG is currently organising the event.

		Enhance the appearance and encourage events in the area at Christmas.			
Events	<p>Continue to work with other organisations for annual events, Christmas and Remembrance Service.</p> <p>Work towards improving the Christmas event for 2025</p> <p>To provide three Summer Band Concerts in Horsforth Hall Park.</p> <p>Amendment for 2025: Consider how the TC will provide band concerts in 2026 due to recent communication from LCC</p>	Benefit to local residents and organisations	£8200	Ongoing	<p>The TC held an event for the 80th anniversary of VE Day.</p> <p>The TC had a stall at the Breeze Event in August.</p> <p>Two band concerts were held in the summer.</p> <p>The TC had a stall at the Green Festival Event held on 21st September 2025.</p>
Grants scheme	To provide Grants and Sponsorship to local organisations.	<p>Supports local groups financially.</p> <p>Provides funding for local groups to enhance their facilities and activities which will benefit local residents.</p>	£4000	Ongoing	The TC has awarded £500 to The Grove Methodist Church towards a new roof and £500 to Walk of

					Art towards a community event.
Footpaths and PROW	Keeping 27 Public Rights of Way clear in the Town.	Enhance the area and protects the local footpaths. Enhance welfare of residents.	N/A	Ongoing	
Planning, Traffic and Licensing Committee					
Planning and new developments	To meet each month to consider planning and licensing applications. Participate and give guidance during consultation exercises for any major developments. Consult with the residents, developers, and Leeds City Council. Ensure communication continues throughout the process of a large development. Promote community engagement in planning and represent residents Monitoring Leeds City Council's proposed site allocations.	Ensure appropriate and sensitive development. Influence the allocation and investment of any funding streams from development within and around the village. To ensure that responses to Planning applications are transparent and consistent.	No cost	Ongoing	The TC considered and commented on the recent Local Plan consultation.
Road Safety	To provide a SID for use in Horsforth and review the locations regularly. To work with the West Yorkshire Police (including the PCSOs) and LCC.	To enable safer journeys for residents.	£500	Ongoing	The PL&T Committee has agreed to hire the temporary SID from LCC.

	<p>Amendment for 2025: Borrow portable SID from LCC to conduct speed monitoring across various locations in Horsforth</p>				
Neighbourhood Plan	<p>To review the Neighborhood Plan. The Planning Committee ensures that all planning applications adhere to the policies in the Neighbourhood Plan.</p> <p>To consider, review and monitor the complementary actions and aspirations that have been identified in the Neighbourhood Plan that are to be pursued either locally or via outside agencies. (See the community actions listed below.)</p> <p>Amendment for 2025: Review and monitor community actions throughout the year</p>	Protect green spaces and community assets	£3243	Council year 2025-2027	<p>The Neighbourhood Plan WG has set actions with targets dates for the review. Some of the milestones have now been met.</p> <p>The community actions shown below are being monitored by the PL&T and C&E Committee.</p>

Community Actions listed in Neighbourhood Plan

Green Environment

Location	Details	Comments
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Local Green Infrastructure	Enhance features in co-operation with interested parties and utilising local volunteers	
Hall Park	Formal programme of tree planting and general hard (e.g. Paths) and soft landscape maintenance, including war memorial, cricket pavilion, park gates and more litter bins (e.g. Lee Lane West near tennis courts)	CIL funds used to improve the bandstand area including tarmac path, planting, new benches and also provided grants to Horsforth Community Garden
Broadway (Fink Hill to Wood Lane) and other grass-verged streets in Broadgate area	Additional tree planting to create attractive 'boulevard' appearance existing elsewhere in this area	This has been achieved as work was done via the Fink Hill highway improvements
Broadgate area	Enhance large areas of grass with appropriate tree planting, subject to consultation with local residents	Wide spread planting of saplings
Cragg Hill/Woodside	Improve management of woodlands and green spaces	Worked with Cragghill and Woodside residents Association to discuss the woodland plan and various infrastructure projects to improve area and management of woodside green
Cragg Wood entrance	Tackle litter and fly tipping	Annual litter picks carried out and use of CIL funds to improve access from along cragghill
Stanhope Drive garage block (NB at ring road end)	Improve / screen in keeping with the stone wall fronting Broadway	
King George Playing Fields	Introduce children's play facilities	Grant provided to Cricket Club for nets
Whetstone Plantation	Manage overgrown woodland	

All areas	Encourage more recycling, including the idea of a new local recycling facility (e.g. Bottle bank).	Promoted recycling information provided by LCC
Built environment		
Conservation Areas	Seek reviews and monitor the situation along with Horsforth Civic Society, Newlay Conservation Society, Cragg Hill and Woodside Residents Group and Rawdon Cragg Wood Conservation Group;	
Town Street	Carry out a street sign audit and develop an overall streetscape design scheme, including a coherent palette of materials for surface treatments, street furniture, planters, shop frontages and essential signage	
Low Lane car sales premises	Encourage sympathetic signage and displays, together with planting to soften the impact on the street scene;	
Low Lane	Improve boundary treatment of commercial premises, including walls, shrub and tree planting and permeable hard surfacing materials	
Railway Station Bridge	Clearly define as a 'gateway' to Horsforth	
Station Road shopping centre	Improve streetscape, including screening of service yards;	C&E funds for the floral hanging baskets and some planters, Horsforth in Bloom maintains the area near the station
Broadgate Lane shopping parade	Enhance forecourt with planters and hanging baskets	There is a planted area on the island

Horsforth Allotment Society Building, Featherbank Lane	Upgrade poor condition building and / or improve area with new planting	
New Road Side	Carry out a street sign audit to inform de-cluttering (i.e. Street furniture, signs etc.). Introduce a coherent approach to street furniture and surface materials. Carry out tree planting of the wide pavements;	HCA did an audit about the street scene, Cllr Gains looking into this and liaising with relevant persons
Shop Front Design Guidance	When it is possible to do so, the production of shop front design guidance specific to conservation areas would help to ensure that shop fronts will be more in keeping with the area. This will help avoid many of the inappropriate designs and signs (such as internally illuminated signs and upvc signs);	
Stanhope Drive Lime Tree Avenue	Tree maintenance, including replacement work as required.	Trees on Cragg Avenue have been pollarded
Museum / Former Housing Offices	Pursue listing with Historic England following proposed conversion works	
New Conservation Areas	Lobby LCC regarding potential new conservation areas at North Road / Scotland Lane and The Brownberries	
Housing		
Houses in Multiple Occupation (HMOs)	The Town Council intends to request Leeds City Council (LCC) to review the current extent of the existing Article 4 Direction boundary, with a view to extending it across further areas of Horsforth.	

	<p>Hmos are a characteristic of areas around universities, but too many can cause imbalances in the local population, which can have a negative effect on communities. For this reason, LCC has already introduced an Article 4 Direction to require planning permission for the conversion of Class C3 dwelling houses into Class C4 houses in multiple occupation in certain areas, including parts of Horsforth. Core Strategy Policy H6 sets out how HMO proposals in these areas will be determined. The area covered by the Article 4 Direction does not extend as far as is desirable to prevent harm to the current profile of the community. Nps do not have the powers to extend Article 4 Directions - only local planning authorities can do this.</p>	
Employment and shopping		
All areas	<p>Investigate possible non-planning actions to restrict the volume of charity shops, betting shops and hairdressers - the general support for retail sector growth was qualified by specific community concerns regarding the volume of fast food takeaways, hairdressers, charity and betting shops and calls to restrict these particular uses;</p>	

All areas	Work to encourage new local businesses and jobs, notably in the office, retail and light industrial sectors, including supporting increased activity at Leeds Bradford International Airport (beyond the Horsforth boundary).	
Community facilities and services		
All areas	Lobby relevant authorities regarding meeting local children's school-place needs	
All areas	Seek provision of new assets catering particularly for young and elderly people and their recreational / leisure needs.	Considerable input to developing youth provision - Emmie and Becky Cousins working on it. Attended Breeze event
Traffic/transport		
Town Street / New Street Car Parks	Significant enhancements, including erection of stone wall fronting Town Street;	TC has previously contacted owners of Crabtree land
Broadway / Fink Hill	Improve pedestrian crossing facilities to / from Hall Park	
Station Road area	Review on-street parking and on-pavement parking problems;	Permit parking at bottom of Station Road
Wood Lane / Regent Avenue Car Park (adjacent to Cragg Wood Recreation Ground)	Resurface and mark out parking bays, to encourage proper use and reduce on-road car parking;	Currently investigating who owns the land with Craggwood Ass.
New Road Side	Review traffic management controls to improve shopping area car parking;	

Hall Lane (adjacent Park Gate Close and Emmanuel Baptist Church) and West End Lane	Review parking controls currently used for on-street residential and visitor parking to improve traffic flow	
Green Belt areas –	Maintain paths and tracks, particularly to facilitate disabled access	Francesca and Aiden worked with Craghill and Woodside residents Association to maintain footpath 26 and 27. Emmie has worked liaised with relevant people about the Hunger Hills footpath.
Scotland Beck / Old Mill Beck / Oil Mill Beck –	Footpath extensions to create greater route continuity;	
Public rights of way	Update route / waymark signage. Waymark a 'horsforth circular walk', links joining the Leeds country way to Kirkstall along the river aire and links with the west Leeds country park and green gateways;	Areas of the Vale is now 20mph
All areas	Investigate possible actions to address traffic volumes throughout the Neighbourhood Area - consultation with local businesses indicated that the majority are concerned with the current adequacy of road and transport links. Monitor particular bottlenecks at Brownberrie Lane / Station Road / Old Ball at peak times;	Improvement have been made to Fink Hill and Rodley - Horsforth roundabout.
All areas	Investigate possible actions to address on-road resident and non-resident parking	

Reviewed: 29th May 2025, 25th September 2025

Review date: May 2026

Clerk updates the document throughout the year when necessary and uploads to the website.



Planning, Licensing and Traffic Committee Terms of Reference

1. The maximum number of members of the Committee and the allocation of members from different groups on the Council shall be as specified in Standing Orders or as otherwise determined by a resolution of full Council.
2. The membership of the Committee shall be reviewed annually in May at the Annual Meeting of the Town Council.
3. The membership of the Committee may include non-members of Council. The appointment of such members shall be subject to approval by Council. Such members shall not have any voting rights and shall not be counted in the maximum permitted number of members on the Committee or towards the quorum.
4. The Chairman and Vice Chairman of the Committee shall be elected annually at the Annual Meeting of the Town Council.
5. The quorum of the Committee shall be one third of the voting members of the Committee.
6. The Committee will conduct its meetings under the provisions of the Local Government Act 1972.
7. The Council's Standing Orders and Code of Conduct shall apply to the Committee and its members.
8. The Clerk or Assistant Clerk shall convene ordinary meetings of the Committee.
9. The Chairman shall convene extraordinary meetings of the Committee.
10. The Chairman shall be consulted as to the items to be included in the agenda for Committee meetings.
11. The Committee shall approve its minutes which will be submitted to Council for information.
12. Meetings of the Committee will take place at least every 6 weeks.
13. The Committee exercises the functions of Council in respect of planning, licensing, highways and traffic matters, and has the following powers and responsibilities:
 - a. To consider planning applications in the Council's area and to make comments on such applications to the local planning authority, via the Public Access website or such other means as may be appropriate

NOTE: Horsforth Town Council is a statutory consultee with the right to be consulted on planning applications in its area but has no power to grant or refuse planning permission. This power lies with Leeds City Council (LCC) as the local planning authority. Any comments made by Committee on planning applications are submitted to LCC for consideration by LCC in deciding whether to grant or refuse permission.

- b. Where Committee considers appropriate, to consider and comment on applications for works to protected trees, applications in relation to tree preservation orders, non-material amendments and permitted developments.
- c. To make written representations in respect of appeals against the refusal of planning permission.
- d. To report to Leeds City Council any alleged or potential breaches of planning regulations
- e. To respond to, and participate in, any discussions or consultations with regards to Planning Policy documents, Local Plans, the Core Strategy, the Local Development Framework, and any other planning related matters from Leeds City Council or other agencies.
- f. To respond to, and participate in, any discussions or consultations with regards to the development and/or expansion of Leeds Bradford Airport, referring matters to Council as it deems appropriate.
- g. To monitor and review the Horsforth Neighbourhood Plan as appropriate.
- h. To consider and review the community actions stated in the Neighbourhood Plan
- i. To consider and comment on any licensing applications made under the Licensing Act within the Council's area
- j. To respond to, and participate in, any discussions or consultations with regards to licensing policy and licensing matters within the Council's area, including gaming, referring any particular matters to Council as it deems appropriate
- k. To respond to, and participate in, any discussions or consultations with regards to traffic management, road safety, transport and highways schemes in the Council's area, referring any particular matters to Council as it deems appropriate
- l. To appoint an individual member or members to attend and to make representations on behalf of the Committee at any meetings, hearings or inquiries dealing with matters within the Committee's remit, including but not limited to Plans Panels and planning appeal hearings or inquiries
- m. To appoint an individual member or member(s) as its representative on external bodies, to report back to the Committee.
- n. To appoint or to co-opt external individuals to act as liaison between the Committee and other designated planning, licensing and traffic agencies, in specific instances.
- o. To appoint, subject to any direction from the Council, other outside agencies to assist in its duties.
- p. Clerk has delegated powers to seek extensions to planning applications and the not seeking of extensions for tree preservation orders, non-material amendments and permitted developments.
- q. The Planning & Licensing Committee meetings to take place within the cycle of a maximum no more than 6 (six) weeks.

14. The Committee may liaise with and may engage, as appropriate, in partnership or support arrangements with Leeds City Council, other local councils, government departments, statutory and public bodies, churches, and voluntary bodies to assist in carrying out its duties.

15. The Committee delegates the following powers and duties to the Clerk and to the Assistant Clerk:

- a. To seek extensions of time to comment on planning applications
- b. To decide whether to seek extensions of time to comment on tree preservation orders, nonmaterial amendments and permitted developments
- c. To refer a planning application to the Chairman and the Vice-Chairman of the Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of the application requires consideration before the next ordinary meeting of the Committee
- d. In consultation with the Chairman and the Vice-Chairman of the Committee, to comment to the local authority on planning and licensing applications in respect of which the deadline for comments (including any extension of time granted by the local planning authority) expires before the Committee can meet. Comments on the application made by members of the Committee will be taken into consideration by the Clerk or Assistant Clerk prior to making any comment to the local planning authority. Should agreement not be

reached between the Chairman and Vice-Chairman on a comment, the Chair will make the final decision.

16. The Committee has control of the budget for the Committee as approved by Council.
17. In accordance with Financial Regulations, where expenditure would otherwise exceed the approved budget for a particular budget head, Committee may vire amounts from other budget heads under its control to cover the expenditure. Such virements must be reported to Council.
18. The Committee shall implement its decisions if and only to the extent that it is authorised to do so by Council but otherwise shall make recommendations to Council.

Adopted: 29th July 2021

Reviewed: 29th May 2025 and 22nd January 2026

Next review date: May 2026

Horsforth Cenotaph

Dear Councillor Mrs Garvani.

The 'Horsforth WW1 100 Years' group was started in 2014 by volunteers and was led by the late Mark Saville, who was a local historian. Susan Watson was appointed as Secretary and I was appointed as Treasurer. There were six other volunteers in the group.

We have completed our aims, and the number of our volunteers is reducing, so we have decided to wind up the group.

The main aims of the group were:-

1. To produce educational material in the form of books and information panels for use in exhibitions. This information would relate directly to the wars, and also the effect of the wars on the population of Horsforth.

To find the names of any Horsforth men who fell in the First and Second World Wars who were not listed on the Cenotaph, and to ensure that this was remedied.

2. To provide two lectern style notice boards at the war Memorial on Stanhope Drive.
3. To have the gates and railings around the Cenotaph renovated and painted.
4. To have flood lighting installed at the Cenotaph

The research for the first of these aims was done mainly by Mark Saville and Susan Watson.

The second of these aims was mostly completed by the late Stephen Brown, researching in War Cemeteries while he was in France on business and also by Mark Saville. Forty three casualties with connections to Horsforth were found who were not recorded on the Cenotaph from the first world war, and fourteen from the second. Plaques with the missing names were manufactured and fitted to the Cenotaph. The records of the research are held in Horsforth Museum, and are available to view when requested.

Two descriptive notices were manufactured and placed on lecterns at the War memorial on Stanhope Drive.

The fourth and fifth aims were completed by contractors.

Planning permission was obtained from Leeds City Council where required.

Funding for this project was provided by a Lottery Grant, The British Legion, Leeds City Council, Horsforth Town Council, Horsforth School plus a number of other grants.

As we have decided to wind up the group, we would like to request that Horsforth Town Council take over the responsibility for the cost of the electricity and maintenance of the lighting. The current annual cost of the electricity is £304 and will next be due on 1st April 2026. If the Council agree to our proposal, we will transfer the balance of the group's bank account to the Council. This would be about £1,350, which at current rates, will cover the lighting cost for over four years.

If you require further information, please contact me by phone or email.

Regards, Geoff Poad.

Hummingbirds – Christmas lights switch on event

Regarding the Christmas lights. I have had contact from the girls in The Hummingbirds a fee for there slot. In all honesty I was not aware we had agreed a fee.

I have told them we do not have a budget for entertainment but wondered if we could pay some expenses for them. We have done this in the past for kezias band.

We have £183 left in the budget.

I was thinking £50 each. Or possibly £100 flat fee.

There are 3 of them.

Dementia Report January 2026

At the most recent Dementia Friendly Horsforth meeting we discussed plans for 2026, and in particular Dementia Action Week (DAW) due to take place from 18th to 24th May.

Plans for DAW are in the very early stages but various ideas were discussed including staging a play, a fundraising quiz at the King's (last year's was very successful), and talks about dementia. It was agreed that we should try to use the week to spread awareness of early onset dementia, which is relatively unknown compared to other types.

The dementia-themed film *Lost for Words* starring Pete Postlethwaite and Thora Hird will be shown at the Grove Centre movie night on Friday 5th June.

It was observed that a number of the Dementia Friendly stickers displayed by various Horsforth businesses are in need of updating. We previously distributed cards to businesses advertising dementia information sessions, and agreed we should consider doing so again during 2026.

Horsforth Climate Action Report Jan 2026

Green Festival

We are aiming to work very closely with Friends of Horsforth Hall Park on the Green Festival. We hope they agree this at their next meeting and will be planning this soon, including looking for funding. We hope to apply for sponsorship from HTC.

Move it Horsforth - Walk to School Week

We are planning a Move it Horsforth / Walk to School week, building on our Walk to School week last year. We have had 7 out of the 8 Primary Schools in Horsforth show interest in taking part. We have no funding for a project worker for this year, so it will be entirely voluntarily lead and the activities will reflect this.

Nature

The University funded Nature Corridor project outlined to the committee progresses with the launch being planned on February 21st at St James Church.

Many of the activities will tie in with the planned Move it Horsforth / Walk to School week - ie, "what to look for in nature on the way to school "

We have also been successful in gaining a substantial Grant from the Outer NorthWest Well-being fund to support a professional biodiversity baseline Survey across the whole of Horsforth.

Carbon Literacy Training

Training being delivered to Community Leaders in February, Accredited by the Carbon Literacy Project.

Repair Café - January cafe busy. People have been limited to bringing one electrical / mechanical item per cafe only - can also bring a textile item.

Tech collection - HCA are now collecting unwanted digital devices at the Repair cafes, which will be passed on to Solidaritech, hard-wiped, updated and distributed amongst refugees and asylum seekers. .

Next Clothes Swap Feb 7th at the Old Kings Arms - 10am until 12.30pm.

Same morning as the Horsforth Farmer's Market to maximise footfall.

Table at the Farmer's Market- We continue to have a craft / promotional table at the farmers market, promoting our activities and HCA in general.

Energy – Energy group - no firm plans yet.

AGM - Sunday March 1st - Ballroom above the library - 2-4pm. Round up of years activities, short formal meeting, future plans, followed by presentation about the Nature Recovery Project. **YOU ARE ALL INVITED!**