



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

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Community and Environment Committee

Thursday 2nd March 2023

AGENDA PACK

Contents page overleaf

*Distribution: Cllrs E Bromley, C Calvert, R. Capitano, SL Dowling, J Garvani,
R Hardcastle, E Hyndes, P Mallott, T Stones, M Townsley*



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Community and Environment Committee Minutes

Thursday 1st December 2022 at 7pm

Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Present: In Chair – Cllr C. Calvert (Chair)

R. Hardcastle, E Hyndes, P Mallott, T Stones and M Townsley

In attendance: B. Crabtree – Clerk

CE/22.6 To accept apologies and the reason for absence

Apologies were received from Cllr Capitano and reasons were approved.

CE/22.7 Declaration of Disclosable Pecuniary and other Interests

None declared.

CE/22.8 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

CE/22.9 To approve the minutes of the Community and Environment Committee meeting held on 16th June 2022 and the Extraordinary Meeting held on 3rd November 2022.

Resolved to approve the minutes of the meeting held on 16th June 2022 and the Extraordinary Meeting held on 3rd November 2022 as a true and accurate record.

CE/22.10 To review and agree the Terms of Reference.

Resolved to agree the Terms of Reference.

CE/22.11 Grant/Sponsorship feedback

The feedback from recent applicants was noted and the Clerk reported that she has received a grant application that will be considered at the next Committee meeting.

CE/22.12 Good Citizen and Young Achiever Awards Scheme

Resolved to agree to purchase a glass star award at a cost of £30.

CE/22.13 Events

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

13.1 Remembrance Service

Cllr Stones reported that the Remembrance Service went well, the service was appropriate, and the atmosphere and ethos was in place. It was felt that the first hymn was not appropriate.

13.2 Christmas Event

The plans for the Christmas Light Switch On were discussed including the guests attending, the road barriers and the event schedule.

13.3 Annual Event

Resolved to plan an event to celebrate the coronation of King Charles III on Sunday 7th May 2023. It was noted that the elections are being held on 5th May 2023, but all Cllrs were in agreement to still plan the event. It was agreed that the Event Working Groups should meet in January to begin planning the events.

CE/22.14 Horsforth Matters

It was noted that the Clerk still has 1000 copies of the latest edition, and all agreed to place some copies in the Library, Farmers Market and Horsforth Live at Home. The Clerk has received positive feedback.

The new website was discussed, and all agreed to ensure it is ready and include it on the next Full Council Agenda so that it can be launched soon after.

CE/22.15 Jubilee Garden

It was noted that Full Council agreed to replace the plants at the Jubilee Garden at a cost of £350.

CE/22.16 Floral displays

Cllr Mallott reported that it seems LCC has not been watering all the planters and also there are now additional planters.

Resolved that Cllr Mallott will do an inventory and obtain a quote to be considered at the next Full Council meeting.

CE/22.17 Band Concerts

It was reported that the bands are performing on 4th June 2023, 2nd July 2023 and 6th August 2023 as part of Summer Bands in Leeds Parks 2023. The bands that are performing will be confirmed in February.

CE/22.18 Hall Park

It was noted that Friends of Horsforth Hall Park have not begun work yet on the Community Garden Project. Carols in the Park is being held on 11th December 2022 at 4pm.

CE/22.19 Litter

It was noted that the litter is taken care of by Horsforth Litter Pickers, and it was **resolved** to include an item on the next Full Council agenda to consider working with them on an action day to show the TC's support.

CE/22.20 Committee Budget

Resolved to approve the budget for 2023-2024. See Appendix 1.

CE/22.21 To consider matters requested by Councillors and agree any necessary action:

21.1 To consider purchasing a set of lamp-post flagpoles in readiness for Christmas to be placed along Town Street, Station Road, and New Roadside, working in partnership with local businesses to possibly sponsor a flagpole attachment.

Resolved that further information is required before the Committee can consider the proposal and the Clerk and Cllr Stones will investigate. This will be added to the next agenda.

CE/22.22 Items for future agenda

- Flagpoles
- Invite a Horsforth Town Team representative to liaise with them for the Christmas Light Switch on 2023.
- Planters and watering

CE/22.23 Date of the next Meeting

Next meeting of the Committee: 2nd March 2023

Deadline for agenda items: 20th February 2023

The meeting dates were noted.

The meeting closed at 8.24pm.

*Distribution: Cllrs E Bromley, C Calvert, R. Capitano, SL Dowling, J Garvani,
R Hardcastle, E Hyndes, P Mallott, T Stones, M Townsley*

Appendix 1

Budget approved for 2023-2024 to be recommend to Full Council

	2023-2024
Budget Heading	Proposed Budget
INCOME/FUNDS	
From precept	46,624
Unspent CE annual event budget 2021-22	
Platinum Jubilee 2022 designated fund	126
Grants/sponsorship:	
ONWCC grant (Christmas lights)	
Christmas tree sponsorship	
Donations/sales - annual event	
Gala competition fees	
Total Income/Funds	46,750
EXPENDITURE	
Grants & sponsorship	4,500
Award scheme	200
Civic Service	100
Horsforth Gala	100
Remembrance Service	1,000
Annual Town Meeting	50
Horsforth Matters	6,500
Band concerts	1,200
Annual Event	5,000
Event insurance	
Christmas motifs, lights and trees	15,000
Christmas Switch-On event	2,500
HTC baskets and planters - inc watering	- 5,600
Community planters (HIB/Fairtrade) watering x1/week	4,000
Jubilee Garden - maintenance	1,000
Total expenditure	46,750

Grant and Sponsorship Applications 2022-2023

Grants and Sponsorship 2022-23
Updated: 24/02/2022

Combined budget 3,500.00
Total awarded to date 3,900.00
Balance available -400.00

Organisation	Details	Grants		Sponsorship		Awarding committee	Date of decision	Date Paid	Notes
		Amount requested	Amount awarded	Amount requested	Amount awarded				
MHA Communities	QPJ event	500.00	0.00			N/A	N/A	N/A	WITHDRAWN
Roundabout Pre School	To buy water play equipment	399.99	0.00			N/A	N/A	N/A	WITHDRAWN
Friends of Horsforth Hall Park	Community garden project	500.00	500.00			FULL	29/09/2022	08/11/2022	APPROVED
Horsforth Sports Club	Pitch improvements	5,000.00	3,400.00			FGP	10/11/2023	30/11/2022	APPROVED
Perfectly Pitched - through Horsforth Churches Together	To provide for classical musical concerts for people who would normally struggle to attend such concerts due to disability/other challenges	500.00				CE			
Horsforth Churches Together	Good Friday Walk of Witness			500.00		CE			
7th Airedale (St Margarets) Scouts	New flooring in scout hut	485.00				CE			
	Totals	6,884.99	3,900.00	500.00	0.00				

New applications are shown in red - to be decided

Grant and Sponsorship Application – summary

Organisation	7th Airedale (St Margaret's) Scouts
Is this a recurring event?	NO
Amount requested	485.00
Previous grants/sponsorship awarded by HTC	2018 -£500
Last set of audited accounts	2022 accounts provided
Constitution	Supplied
Public liability insurance Amount and period of cover	Requested
Details of funding from other sources	N/A
Committee/Council meeting date	CE – 2 March 2022
Decision	

Details of project/event

We are trying to improve the infrastructure of the Scout Hut to enable it to become a more comfortable and enjoyable environment for our young people to be in. The building is approaching 100 years and has been providing a space for Scouting and Guides for much of that time. During the course of the last year, we have raised sufficient funding to re-carpet the main hall and re-mortar a large part of the rear and side of the building that was causing water ingress into the building. The grant, that we are requesting, would allow us to replace the existing flooring in the entrance hallway.

Since we are a charity and all income is used for the day to day running of the various groups that use the building, any larger projects have to be managed through fundraising. In the current day and age, with the economic downturn and changes brought in post pandemic, this is proving to be more difficult. e.g. bag-packing - has diminished post-covid with a greater number of self-service tills being installed.

The current hallway is covered in lino which is now old and cracking and the coir matting is old and stained. The flooring, in particular, is a trip hazard, particularly for the young people and our disabled Guider, Den Ramsden, who has mobility issues. We intend to level the floor surface and fit a lino type floor covering that has a non-slip finish, even when wet and a new smaller coir mat. This will reduce the likelihood of slip and trip instances.

See photos of existing flooring below.

By making these improvements we hope to encourage other users to the premises and therefore increase its patronage to the whole community.

Grant and Sponsorship Application – summary



-end-

Expenditure	
National Levies	£3,015.00
Hut Levies	£1,206.00
Equipment	£845.00
Badges, neckers + woggles	£645.27
Admin, fees etc	£451.48
Scout Activities	£500.58
Cub Activities	£71.85
Beaver Activities	£850.90
AGM	£147.52
Camps:	
Cubadoodadledoo	£50.00
Total	£7,783.60

01 April 21 bank balance b/f	£11,741.99
less uncashed/uncleared b/f	£0.00
Plus Total Income	£8,076.08
Less Total Expenditure	-£7,783.60
Accounts balance	£12,034.47

Camps;		
income	£760.00	@
expenditure	-£50.00	\$
Surplus/Deficit	£710.00	#

Surplus (Deficit) for year	£292.48
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Profit/(loss) explained:

Subs/levies	749.00	
Fundraising & donations	115.62	*
Gift aid	748.27	&
Net activities	-1,185.41	>
Purchase of new equipment	-845.00	~
Net camps	710.00	#

Notes:

Aim for subs to cover National and hut levies

- Aim for gift aid and other fundraising to cover other activities
-

Grant and Sponsorship Application – summary

Organisation	Horsforth Churches Together
Is this a recurring event?	No
Amount requested	500.00
Previous grants/sponsorship awarded by HTC	Yes - £500
Last set of audited accounts	Provided for year 2022
Constitution	No – It is a unconstituted group.
Public liability insurance Amount and period of cover	£5 million public liability Expiry date 17/05/2023 Available to view in the office
Details of funding from other sources	Donations will be collected at the end of the concert, the Perfectly Pitched concerts of 2022 average around £200 per concert. With the Town Council funding this will cover the costs of putting on this concert. For your information I have secured funding from two local business for four of the other five concerts. I requested sponsorship of £300 per concert. Dudleys Consulting Engineers and Zero Muda are sponsoring two concerts each.
Committee/Council meeting date	C&E Meeting – 02.03.2023
Decision	
Details of project/event <p>Following the success of the 2022 series of Perfectly Pitched concerts I am looking to put on another series in 2023. The whole project will consist of six concerts. I have approached local businesses for some funding and am asking for a Horsforth Town Council grant to fund one of the concerts which will be accessible to all but specifically for children. This will be held during the summer half term week on 1st June 2023.</p> <p>Feedback from the previous series showed that everyone appreciated the concerts, they wanted more to be organised and families particularly wanted more, child friendly, classical music performances which would introduce children to different instruments.</p> <p>For the 1st June 2023 I have engaged Blair Sinclair, trombonist with Opera North, and his brass playing colleagues to perform a programme of brass quintet music. They will put on an interactive performance which will showcase all the brass instruments. The programme will consist of engaging, short items across a range of musical styles, for example jazzy numbers, film music and pieces that may be familiar. The concert will be about 50 minutes.</p>	

Grant and Sponsorship Application – summary

It is well acknowledged that music has many benefits for general well being; live music even more so. Live concerts bring people together, promote the well being of the community and people from all areas of the local community can come together on an equal footing.

Horsforth Churches Together is applying for funding because we want the concert to be free; family tickets for good quality classical concerts are expensive, we don't want anyone to be excluded from coming because of the cost. Also it's important to have high quality performances so this means engaging professionals; as a professional musician myself I feel strongly that they should be paid properly. The budget has been set at paying each musician the Musicians Union recommended minimum rate.

These concerts will be publicised in various ways: printed flyers and posters, promoted through the member churches of Horsforth Churches Together, advertised through local businesses and the media. With the help of ABCD worker, Claire Evans, information will go out to all the local schools who will pass the information on to families.

-end-

Sponsorship Application 1

Grant and Sponsorship Application – summary

Organisation	Horsforth Churches Together
Is this a recurring event?	Yes
Amount requested	500.00
Previous grants/sponsorship awarded by HTC	2018 - £500 2019-£500 2020 - £500 2021- £500
Last set of audited accounts	2022 accounts provided
Constitution	Not constituted
Public liability insurance Amount and period of cover	Available to view in the office. Expiry date - 17.05.2023 £5 million public liability
Details of funding from other sources	
Committee/Council meeting date	CE – 2 March 2022
Decision	
<p>Details of project/event</p> <p>Horsforth Churches Together providing a community Walk of Witness on Good Friday, carrying a cross as a focal point down Horsforth Town Street to The Green whilst singing hymns. Once on The Green there is a service with Easter readings, hymns and prayers. After the service all are welcomed back to The Grove for hot cross buns and soup.</p> <p>The Walk of Witness is a special event in the life of the churches in Horsforth. It is an event which unites all the churches in Horsforth to Walk together. Whilst marking one of the most significant days in the Christian calendar, reflecting on the universal theme of sacrificial love it builds friendships across church denominations. It is a very precious short act for those who take part and has always been well received by those in the community who witness it.</p> <p>The plan is again to begin the official walk this year from the Car Park at Central Methodist, with the wooden cross, down Town Street to the Green from 11.30am - 12 noon on Good Friday for the walk of Witness. (Before the official walk begins, a smaller group go to Bedford Court at their request to sing with the Cross.)</p> <p>After the service - all are invited back to The Grove for hot cross buns and soup.</p> <p>The walk requires road closures for a short period (20 mins maximum) of time to allow for the safety of those involved.</p> <p>Highways have allowed us in the past a Licence at reduced cost £100 which we hope they will do again.</p> <p>The cost for the Traffic Management company TCM to manage this event has increased significantly and is now £480</p>	

-end-

Date	Ref	INCOME	Income £	EXPENDITURE	Expend £	Bank Balance	HCT Bal (adj for PP)	Cleared	PP INCOME & EXPENDITURE	£
		Carried Forward from Year End December 2021				6,162.48	1,490.00		PP Opening Balance January 2022	1,490.00
03-Jan	chq 362				300.00	5,862.48	4,291.86	c		
24-Jan		Willow Green 2022 Contribution	200.00			6,062.48	4,491.86	c		
16-Jan	DR			Bank Charges	5.40	6,057.08	4,486.46	c		
18-Jan		St Margaret's 2022 Contribution	300.00			6,357.08	4,786.46	c		
31-Jan		Woodside Methodists 2022 Contrib	165.00			6,522.08	4,951.46	c		
01-Feb	chq 363			PP St Margaret's PCC	50.00	6,472.08	4,901.46	c	Hire of church for concert 3.2.22	-50.00
03-Feb		Cragg Hill 2022 Contribution (Corner	300.00			6,772.08	5,201.46	c		
04-Feb		PP Concert donations	243.00			7,015.08	5,444.46	c	Concert Donations 3/2/22	243.00
09-Feb	chq 364			(Avenue Ensembl	816.00	6,199.08	4,628.46	c	(Avenue Ensemble)	-816.00
09-Feb	chq 365			PP D Pennington (posters)	85.00	6,114.08	4,543.46	c	D Pennington (posters)	-85.00
11-Feb		St Mary's 2022 contribution	340.00			6,454.08	4,883.46	c		
16-Feb	DR			Bank Charges	6.20	6,447.88	4,877.26	c		
17-Feb		Central Methodists 2022 contributor	165.00			6,612.88	5,042.26	c		
01-Mar		Grove Methodists 2022 contribution	340.00			6,952.88	5,382.26	c		
03-Mar	chq 366			Duncan Stow (prayer week exps)	13.20	6,939.68	5,369.06	c		
15-Mar	chq 367			(map design)	200.00	6,739.68	5,169.06	c		
09-Mar		St James' 2022 contribution	300.00			7,039.68	5,469.06	c		
14-Mar		Horsforth Town Council Sponsorship	500.00			7,539.68	5,969.06	c		
19-Mar	DR			Bank Charges	8.37	7,531.31	5,960.69	c		
08-Apr		PP Concert donations	110.00			7,641.31	6,070.69	c	Concert Donations 7/4/22	110.00
10-Apr	chq 368			Duncan Stow (Covid prayers £42.	58.17	7,583.14	6,012.52	c		
11-Apr	chq 369			(Walk of witne	408.00	7,175.14	5,604.52	c		
11-Apr	chq 370			PP St Margaret's PCC	50.00	7,125.14	5,554.52	c	Hire of church for concert 7.4.22	-50.00
11-Apr	chq 371			Methodist Insurance PLC	201.60	6,923.54	5,352.92	c		
16-Apr	DR			Bank Charges	5.80	6,917.74	5,347.12	c		
21-Apr	chq 372			(Conce	258.00	6,659.74	5,089.12	c	(Concert fee	-258.00
25-Apr	chq 373			PP St Margaret's PCC	65.00	6,594.74	5,024.12	c	St Margaret's PCC (Piano tuning)	-65.00
17-May	DR			Bank Charges	7.44	6,587.30	5,016.68	c		
23-May	chq 374			Duncan Stow (Horsforth maps)	32.00	6,555.30	4,984.68	c		
24-May	chq 375			PP St Margaret's PCC	50.00	6,505.30	4,934.68	c	Hire of church for concert 2.6.22	-50.00
07-Jun		PP Concert donations	307.62			6,812.92	5,242.30	c	Concert donations 2.6.22	307.62
07-Jun	chq 376			(concert 2/6/.	516.00	6,296.92	4,726.30	c	(concert 2/6/22)	-516.00
13-Jun	chq 377			Horsforth Gala Committee	103.00	6,193.92	4,623.30	c		
25-Jun	chq 378			John Archer (Gala entertainer)	614.00	5,579.92	4,009.30	c		
27-Jun	chq 379			Duncan Stow (Gala £254.23, Jubi	324.23	5,255.69	3,685.07	c		
16-Jun	DR			Bank Charges	6.20	5,249.49	3,678.87	c		
09-Jul		S Burras (Football) donation to Gala	110.00			5,359.49	3,788.87	c		
09-Jul		Lister Hill Baptists (donation to Gala)	405.00			5,764.49	4,193.87	c		
17-Jul	DR			Bank Charges	9.06	5,755.43	4,184.81	c		
05-Aug		PP Leeds City Council Grant	110.00			5,865.43	4,294.81	c	Leeds Inspired Grant	110.00
16-Aug	DR			Bank Charges	6.20	5,859.23	4,288.61	c		
16-Sep	DR			Bank Charges	5.00	5,854.23	4,283.61	c		
07-Oct	chq 380			(web hosting)	62.05	5,792.18	4,221.56	c		
02-Oct		Lister Hill Baptists (donation to Gala)	5.14			5,797.32	4,226.70	c		
10-Oct		Horsforth Farmers Market (for migrar	200.00			5,997.32	4,426.70	c		
17-Oct	DR			Bank Charges	5.00	5,992.32	4,421.70	c		
17-Oct		Lister Hill Baptists (2022 contributor	340.00			6,332.32	4,761.70	c		
16-Nov	DR			Bank Charges	5.40	6,326.92	4,756.30	c		
21-Nov	chq 381			(Xmas Rewind)	101.46	6,225.46	4,654.84	c		

30-Nov chq 382		OCRH (Open the Book)	300.00	5,925.46	4,354.84	c	
06-Dec chq 383		PP (refugees meal)	70.00	5,855.46	4,284.84	c	
02-Dec Inv PP02	PP		600.00	6,455.46	4,884.84	c	Zero Muda sponsorship
05-Dec Inv PP01	PP		600.00	7,055.46	5,484.84	c	Dudley's sponsorship
12-Dec chq 384		Duncan Stow (Xmas 1092.40, Ga	1,214.34	5,841.12	4,270.50	c	
12-Dec chq 385		Emmanuel Baptist Church (Rewin	50.00	5,791.12	4,220.50	c	
17-Dec DR		Bank Charges	5.40	5,785.72	4,215.10		
				5,785.72	4,215.10		

HCT ANNUAL ACCOUNTS Y/E 31.12.22

Year End 31.12.22	Income	5,640.76	Expenditure	6,017.52
Opening Balance 1.1.22		6,162.48		
		<u>11,803.24</u>		

Closing Bank Balance	5,785.72
less Farmer's Market Balance	-
less Perfectly Pitched balance	1,570.62
HCT Balance of Funds	4,215.10

Opening Balance on 1.1.22	6,162.48	Closing Book Balance on 31.12.22	5785.72
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Income

Perfectly Pitched	1,970.62	Perfectly Pitched	1,890.00
MICE Grants for HCT	-	Gala	1,070.23
Town Council (Walk of Witness)	500.00	Rewind Expenses	244.40
Donations from Churches	2,450.00	Carols in the Park	377.40
Other Donations	720.14	Christmas Cards	715.00
Carols in the Park	-	Open the Book	600.00
		Methodist Insurance premium	201.60
		Walk of Witness	408.00
		Misc Expenses	55.37
		Refugees' expenditure	70.00
		"Welcome to Horsforth" maps	248.00
		Bank Charges	75.47
		Website Expenses	62.05

TOTAL INCOME	<u>5,640.76</u>	TOTAL EXPENDITURE	<u>6,017.52</u>
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Opening balance plus income	11,803.24	Closing balance plus expenditure	11,803.24
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NOTE: Closing book balance includes £1,570.62 belonging to Perfectly Pitched - leaving £4,215.10 available to spend.

Bank Reconciliation

Balance on statement 31.12.22	5,785.72	
minus uncleared cheques	-	
plus any receipts not shown on statement	-	
actual bank balance	5,785.72	John H Barnes
book balance as shown in accounts	5,785.72	Treasurer
reconciliation difference	-	31.12.22

PP Closing Balance	<u>1,570.62</u>
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Item 14. Relaxed mowing areas on Drury Field

Horsforth Climate Action Nature Group have said that they would appreciate the support of the Town Council in informing local residents of the proposed change of grounds management on Drury Field as show below.

