



Horsforth Town Council | The Stables | 2 Church Road | Horsforth | Leeds | LS18 5LG
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Dated: 19th March 2026

NOTICE OF A COUNCIL MEETING

To All Members of the Full Town Council,

You are hereby summoned to attend a meeting of the **of the FULL TOWN COUNCIL** to be held on **Thursday 26th March 2026 at 7.00pm** at St Margaret's Church, Church Lane, Horsforth for the purpose of transacting the business itemised on the agenda.

Signed: *S. Kauser*

Ms Safia Kauser

Locum Town Clerk & RFO

CIRCULATION:

Cllr Becky Cousins	Cllr Emmie Bromley	Cllr Shiv Gomersall	Cllr Dave Brosnan	Cllr
Cllr Simon Dowling	Cllr Dawn Collins	Cllr Richard Hardcastle	Cllr Mark Fletcher	Francesca
Cllr John Garvani	Cllr Alan Radford	Cllr Tracy Stones	Cllr Cathy Gillinder	Gains
Cllr Eddie Hyndes	Cllr Andrew Martin	Cllr Julio Tumalan	Cllr Gill Garvani	
Cllr Ray Jones	Cllr Andrew Wishart		Cllr Emily Richards	Cllr Aiden Goulden

*X1 casual vacancy for the Hall Park Ward

NOTES TO ACCOMPANY THE AGENDA

Members of the Press and Public are invited to attend by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2)

Under the Openness of Local Government Bodies Regulations 2014, any member of the public is permitted to take photographs, film and audio the proceedings and report on public meetings.

POLITE REMINDER TO ALL CLLRS: WE ARE A GREEN COUNCIL AND PRINTING BY THE OFFICE SHOULD BE KEPT TO A MINIMUM. PLEASE BRING AN ELECTRONIC DEVICE FOR THE MEETING TO USE TO VIEW DOCUMENTS.

Horsforth Town Council

Full Town Council Meeting - Thursday 19th March 2026 at 7.00pm

A G E N D A

1. Chairmans Openings Remarks

2. To receive and note apologies for absence

3. Declaration of Disclosable Pecuniary and other Interests

To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 29 of the Localism Act 2011 and the Members' Code of Conduct. Also, to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with the Members Code of Conduct.

4. Public Participation & Reports

5.1 To convene a public participation session that shall not exceed 15 minutes unless directed by the Chairman.

- Note: A member of the public shall not speak for more than 3 minutes. A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given. Members of the public may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

5.2 To receive any police updates or reports.

5.3 To receive updates from Leeds City Ward Councillors representing the Horsforth Parish.

5. Locum Proper Officer (Town Clerk/RFO)

To note the appointment of the Locum Proper Officer & RFO who commenced their role on Monday 16th February 2026. This recruitment was delegated to the Staffing & Employment Committee.

6. Council Minutes

To receive and approve the draft minutes of the Full Town Council meeting held on 22nd January 2026 (previously circulated).

7. Committee Minutes

To receive and note the minutes of committee meetings and working groups held since the last Full Town Council meeting:

- EO Staffing & Employment 20th January 2026
- Planning, Licensing & Traffic 12th February 2026
- EO Staffing & Employment 24th February 2026
- EO Staffing & Employment 29th February 2026
- Community & Environment 05th March 2026
- Finance & General Purposes 12th March 2026
- Premises 17th March 2026
- Planning, Licensing & Traffic 19th March 2026
- EO Staffing & Employment 19th March 2026

8. Hanging Baskets - Community & Environment Committee Referral to Full Council

To consider a request from the committee to amalgamate budgets lines to contribute towards costs for the hanging baskets watering contract. Committee members considered this item at their meeting held on the 05th March 2026. The Chair to report on this item.

9. Schedule of Payments

To receive and approve the schedule of payments in accordance with the requirements of Financial Regulation 6.8. Additional invoices received after the publication of the agenda shall be tabled at the meeting for approval. Payments schedule to follow.

10. Annual Town Meeting – 30th April 2026

To resolve any further actions for the format of the Annual Town Meeting and invite any guests to address the meeting relating to Town issues.

11. Artwork for 3-5 The Green

To consider the request from the Wall of Art Collective Group who have been approached by The West Riding Ruggers who created a 1.5mx1.5 m rag rug artwork of a Horse for the Walk of Art in 2024. The group wishes to donate this to the council for installation at 3-5 The Green. The artwork is wall mounted. Members are requested to formally consider and acknowledge this request and donation.

12. Casual Vacancy – Hall Park Ward

To note the resignation of former Cllr Becky Heaviside. The casual vacancy notice was issued on 03rd March 2026. A request for a by-election must be received by Leeds City Council, no later than Monday 23rd March 2026.

13. Council Emails

To consider transferring council emails from an IMAP account currently administered by Vision ICT to a local IT provider via Microsoft 365 and to obtain the quotations.

Note: The councils email system was down on 19.03.2026. Vision ICT use a world-wide hosting company for email management. The cost of an individual email account is £20 per year, per user. Transferring to Microsoft 365 will provide the council with a secure email account, additional security features and integration with Microsoft applications. The existing provider has confirmed that they will work with any new provider to migrate the emails account to Microsoft 365.

12. Items for future agenda

To agree any additional items for consideration and inclusion at a future council meeting.

13. Date of the next meeting

To note the date of the Annual Town Council meeting scheduled for Thursday 21st May 2026 at 7.00pm, St Margaret's Church, Church Lane, Horsforth.