



Horsforth Town Council | The Stables | 2 Church Road | Horsforth | Leeds | LS18 5LG
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Dated: 09th April 2026

NOTICE OF A COUNCIL MEETING

To All Members of the Full Town Council,

Notice is hereby given that an **EXTRAORDINARY** meeting of the **FULL TOWN COUNCIL** will be held on **Wednesday 15th April 2026 at 7.00pm** at St Margaret's Church, Church Lane, Horsforth for the purpose of transacting the business itemised on the agenda.

Signed: *Cllr Gill Garvani*

Councillor Gill Garvani
Chair of the Council

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

Extraordinary Full Town Council Meeting – Wednesday 15th April 2026 at 7.00pm

AGENDA

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

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. Council Minutes

To receive and approve the draft minutes of the Full Town Council meeting held on 26th March 2026 (minutes to follow).

6. 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.

7. Council Emails Migration to 365 & Review of IT Equipment

7.1 To consider the quotation to migrate the emails to Microsoft Office 365 provided by the councils current IT provider. The existing email provider Vision ICT have invoiced the council up to the end of April 2026. A decision will be required on the transfer to take place from 01st May or alternatively continue with Vision ICT. Quote to follow.

7.2 To consider disposal of the IT equipment following a review carried out by the existing IT provider who attended on site and to agree the purchase of upgraded monitors and accessories that can be linked to laptops for employees when working from the office.

8. Hanging Baskets Watering Contract

To consider the quote for the watering contract for the hanging baskets from the existing provider. This matter was considered by C&E at the meeting held on the 05th March however due to budget implications, additional quotes were requested by the committee. The Locum Clerk advises members that due to the time limitations, quotes may not be obtained in time for committee review as the contract commences from June to September. Due to these reasons, Full Council is requested to revisit this item.

9. Exclusion of the Press and Public

To resolve 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 agenda item 10 is to be treated as confidential in accordance with the Complaints Policy.

10. Complaints Committee

To consider a complaint that was received and acknowledged on 29th March 2026 and to appoint three members to a Complaints committee with delegated powers to continue handling of the complaint (if necessary) in accordance with the Complaints Procedure, see link: [Complaints Procedure 2025.pdf](#)

Note: Complaint enclosed (confidential)

17. 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.