



Horsforth Town Council | The Stables | 2 Church Road | Horsforth | Leeds | LS18 5LG
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Dated: 08th March 2026

NOTICE OF A COUNCIL MEETING

Members of the public are welcome to attend the meeting.

To Members of the Premises Committee,

Notice is hereby given that an **EXTRAORDINARY** meeting of the **PREMISES COMMITTEE** will be held on **Tuesday 17th March 2026 at 7.00pm** at The Stables, 2 Church Road, Horsforth, LS18 5LG for the purpose of transacting the business itemised on the agenda.

Signed: *J Garvani*

Cllr J Garvani

Chairman of the Premises Committee

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.

AGENDA

1. **Introduction from Chair**
2. **To accept apologies and the reason 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 31 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. **To consider questions and comments from members of the public at the Chairman's discretion**
To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda.
The period of public participation shall not exceed 15 minutes unless directed by the Chairman.
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. **To approve the draft minutes of the Premises committee meeting held on 11th December 2025.**
6. **Financial Matters**
 - 6.1. To note the purchase order for toilet roll holders, soap dispensers, paper towel holder, contrasting toilet seat for AWC, painting of hand rail, external door step, authorised under the Clerk delegated authority in consultation with the Chairman, in compliance with Financial Regulation 5.15.
 - 6.2. To receive a budget update on costs incurred to date on No.3 The Green and available budget.
 - 6.3. To consider procurement requirements and discuss an approved contractors list.
7. **No.3 The Green**
 - 7.1. To receive a copy of the Fire Risk Assessment completed on 13.01.2026 and discuss any further matters relation to the fire strategy.
 - 7.2. To discuss and decide as necessary the requirements for the 1st floor space eg office to be in smaller room, no divider in the large room.
 - 7.3. To discuss and decide on the purchase of the following items:
 - Large screen for the ground floor room
 - Tables and Chairs for the ground floor room
 - Kitchen items e.g crockery, cutlery, dishwasher
 - 7.4. To consider and discuss room hire facilities and conditions of hire based on similar facilities.
8. **The Museum**
 - 8.1. To receive an update on the lease
 - 8.2. To receive updates on the requested repairs to the guttering and windows and to resolve any further issues.
9. **Exclusion of the Press and Public**

To consider a confidential contractual matter and to resolve any further actions. It is recommended that this matter is considered under the exclusion of the Press and Public in accordance with the Public Admissions to Meetings Act 1960 due to matters that may be prejudicial to the public interest.
10. **Items for future agenda**
11. **Matters for information**
12. **Date of the next Meeting**

To confirm the date of the next meeting.

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