



Horsforth Town Council | The Stables | 2 Church Road | Horsforth | Leeds | LS18 5LG
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Dated: 6th March 2026

NOTICE OF A COUNCIL MEETING

Members of the public are welcome to attend the meeting.

To Members of the Staffing & Employment Committee,

You are summoned to attend a meeting of the **STAFFING & EMPLOYMENT COMMITTEE** to be held on **Wednesday 11th March 2026 at 6.30pm** at The Stables, 2 Church Road, Horsforth, LS18 5LG for the purpose of transacting the business itemised on the agenda.

Signed: *S. Kauser*

Ms Safia Kauser

Locum Town Clerk & RFO

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 the Chair**
- 2. To receive apologies and consider reasons for absence.**
- 3. Declaration of Disclosable Pecuniary and other Interests**
- 4. To consider questions and comments from members of the public at the Chairman's discretion.**
Members of the Public are reminded that this is their opportunity to speak to the Meeting on any topic relevant to the work of the Committee. However, they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.
- 5. Minutes of the previous meeting**
To confirm and accept the minutes of the Staffing and Employment Committee held on 24th February 2026 (previously circulated).
- 6. Exclusion of 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 item 7 being prejudicial to the public interest.

7. Town Clerk & RFO Recruitment

- 7.1. To discuss and agree the interview questions and scoring matrix for the position of the Town Clerk/RFO, interview to be held at 7.00pm (suggested format enclosed).
- 7.2. To temporarily adjourn the meeting for Candidate 2026/CRF004 to be interviewed for the post of Town Clerk/RFO at 7.00pm.
- 7.3. To consider and resolve the appointment of the candidate for the position of Town Clerk, Proper Officer & RFO or if necessary, resolve the re-advertisement of the position and to agree the next steps for the recruitment process.

8. To confirm the date of the next meeting

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