



Horsforth Town Council | The Stables | 2 Church Road | Horsforth | Leeds | LS18 5LG
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Dated: 15th March 2026

NOTICE OF AN EXTRAORDINARY COUNCIL MEETING

Members of the public are welcome to attend the meeting.

To Members of the Staffing & Employment Committee,

Notice is hereby given than an **EXTRAORDINARY** meeting of the **STAFFING & EMPLOYMENT COMMITTEE** will be held on **Thursday 19th 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: *J Garvani*

Cllr J Garvani
Committee Chairman

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.

A G E N D A

1. **To receive and note apologies of absence**
2. **Declaration of Disclosable Pecuniary and other Interests**
3. **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.
4. **Minutes of the previous meeting**
To receive and approve the draft minutes of the Staffing and Employment Committee held on 11th March 2026 as a true record to be signed by the Chair (minutes previously circulated).
5. **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 6 being prejudicial to the public interest.
6. **Town Clerk & RFO Recruitment**
To consider and agree the terms and conditions for the job offer letter to Candidate 2026/CRF004. Template job offer letter previously circulated and NALC NJC pay scales for 2025/2026 enclosed.
7. **To confirm the date of the next meeting**

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