



Horsforth Town Council

The Stables
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Horsforth
LS18 5LG

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Staffing and Employment Minutes
Wednesday 19th March 2025 at 5.45pm
The Stables, 2 Church Road, Horsforth, LS18 5LG

Present: In Chair – Cllr J Garvani (Chair)
Cllr Dowling, F. Gains, Cllr G Garvani (Substitute)
In attendance: B. Crabtree – Clerk

SE/24.25 Introduction from the Chair

Cllr J Garvani welcomed all to the meeting.

SE/24.26 To receive apologies and consider reasons for absence

Apologies were received from Cllr Hardcastle, Cllr Gomersall and reasons were approved.

SE/24.27 Declaration of Disclosable Pecuniary and other Interests

None declared.

SE/24.28 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

SE/24.29 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee meeting held on 6th February 2025 as a true and accurate record.

SE/24.30 Exclusion of press and public

Resolved to exclude members of the public under the Local Government (Admissions to Meetings) Act 1960 due to the business to be transacted being considered at item SE/24.31.1 as prejudicial to the public interest.

SE/24.31 To receive an update about staffing matters and agree any necessary action including:

24.31.1 To receive an update about the Clerks appraisal

Cllr Gains gave positive feedback about the Clerks appraisal. This was discussed and it was noted there were no issues and the objectives for the next 6 months were noted.

The Clerk requested a change to her core working hours, which would result in a shift in the time that the office is staffed. This proposal was discussed, and it was agreed to recommend it to Full Council for approval

24.31.2 To receive an update about the Admin Assistant

Councillors received an update regarding the Admin Assistant's sick leave and discussed the agreed arrangements for her return to work. These recommendations will be presented to the Full Council for approval.

24.31.3 To consider any other staffing matters

No further matters were discussed.

SE/24.32 To confirm the date of the next meeting

Resolved that the Clerk will arrange a meeting at the end of April.

Meeting closed at 6.22pm.

Distribution: E. Bromley, S. Dowling, F. Gains, J. Garvani, S. Gomersall, R. Hardcastle,