



Horsforth Town Council

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Staffing and Employment Minutes
Thursday 15th May 2025 at 6.15pm
Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

Present: In Chair – Cllr J Garvani (Chair)
Cllr E Bromley, Cllr E Hyndes (Substitute), Cllr G Garvani (Substitute)

In attendance: B. Crabtree – Clerk

SE/24.33 Introduction from the Chair
Cllr J Garvani welcomed all to the meeting.

SE/24.34 To receive apologies and consider reasons for absence
Apologies were received from Cllr Hardcastle, Cllr Dowling, Cllr Gains and reasons were approved.

SE/24.35 Declaration of Disclosable Pecuniary and other Interests
None declared.

SE/24.36 To consider questions and comments from members of the public at the Chairman's discretion.
No members of public were present.

SE/24.37 Minutes of the previous meeting
Resolved to approve the minutes of the Staffing and Employment Committee meeting held on 19th March 2025 as a true and accurate record.

SE/24.38 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/24.39.1 as prejudicial to the public interest.

SE/24.39 To receive an update about staffing matters and agree any necessary action including:

24.39.1 To receive an update about the Admin Assistant

The Clerk provided councillors with an update about the Admin Assistant and arrangements were agreed.

24.39.2 To consider annual leave for staff members

The staff members current annual leave and TOIL were noted. Cllrs discussed the Admin Assistants annual leave that was carried over and **resolved** to make a recommendation to Full Council.

24.39.3 To consider any other staffing matters

The Clerk provided an update on the upcoming work placement scheduled for June, informing councillors that she had completed the risk assessment and outlined the tasks she has set aside in preparation.

SE/24.40 To confirm the date of the next meeting

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

Meeting closed at 6.34pm.

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