



Horsforth Town Council

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Annual Meeting of the Council - Minutes Thursday 29th May 2025 at 7.00pm

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
Simon Dowling	Emmie Bromley	Richard Hardcastle	Dave Brosnan	Francesca Gains
Eddie Hyndes	Andrew Wishart	Tracy Stones	Mark Fletcher	Aiden Goulden
Raymond Jones				

In attendance: Becky Crabtree – Clerk, and 1 member of public.

HTC/25.1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

Resolved to elect Cllr G Garvani as Chair and the Declaration of Acceptance will be signed after the meeting.

HTC/25.2 To elect the Vice Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office

Resolved to elect Cllr Dowling as Vice Chair and the Declaration of Acceptance was signed. Cllr Dowling Chaired the meeting in Cllr G Garvani's absence.

HTC/25.3 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr Cousins, Cllr J Garvani, Cllr G Garvani, Cllr Gomersall, Cllr Richards, Cllr Gillinder and reasons were approved.

HTC/25.4 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/25.5 Public Participation

No comments were made from the member of public.

HTC/25.6 To approve the minutes of the Full Council meeting held on 27th March 2025.

Resolved to approve the minutes of the Full Council Meeting of the Town Council held on 27th March 2025 as a true and accurate record.

HTC/25.7 To receive an update and note previous minutes for the following committees.

25.7.1 Finance and General Purposes

The minutes were noted.

- i. **To consider a recommendation from the F&GP Committee to increase the public works loan**

Resolved that the Clerk, Chair, Vice Chair and Premises Working Group will start preparing the application and required documents to apply for a loan of £200,000.00 at a fixed

interest rate of 6.18% over a 40-year term. It was agreed that the precept be increased over the next two financial years to cover the associated repayments.

Any underspend within the premises budget is to be allocated to designated reserves, with the intention of making lump sum repayments on either of the Town Council's existing loans every 5 to 10 years.

Additionally, it was agreed that any remaining Community Infrastructure Levy (CIL) funding will be allocated to the No. 3 renovation project.

It was noted that the TC needs to obtain permission from the Ministry of Housing, Communities and Local Government (MHCLG) and once a loan sanction has been obtained, the TC can apply for the loan.

A report will be provided at the next Full Council meeting.

25.7.2 Planning, Licensing and Traffic

The minutes were noted and Cllr Brosnan informed Cllrs that there is now an increased use of the Neighbourhood Plan in the planning comments, which represents a positive step forward.

25.7.3 Community and Environment

The minutes were noted.

25.7.4 Staffing and Employment

- i. **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 7.4ii being prejudicial to the public interest.**

Resolved to exclude members of press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business at item 7.4ii being prejudicial to the public interest.

The member of the public left the room.

- ii. **To receive an update about the Admin Assistant and approve a recommendation from the S&E Committee**

The Clerk provided an update regarding the Admin Assistant. It was **resolved** not to accept the recommendation, and a meeting will be arranged to discuss the matter further.

The member of public entered the room.

HTC/25.8 Financial Matters.

25.8.1 To consider and approve the end of year accounts to 31st March 2025

Resolved to approve the end of year accounts to 31st March 2025

25.8.2 To note the Internal Auditor's Final Report 2024/2025 and agree any action required.

The internal auditors report was noted and the Clerk made Cllrs aware she will action the recommendations.

25.8.3 To note the Annual Internal Audit Report for 2024/2025 included at page 3 of the Annual Governance and Accountability Return 2024/2025

The Annual Internal Audit Report for 2024/2025 was noted.

25.8.4 To approve Section 1 - Annual Governance Statement 2024/2025 for Horsforth Town Council on page 4 of the Annual Governance and Accountability Return 2024/2025

Resolved that Section 1 - Annual Governance Statement 2024/2025 of the Annual Governance and Accountability Return (AGAR) for Horsforth Town Council, as presented on page 4, be approved by the Council and signed by the Chairman and the Clerk.

25.8.5 To approve Section 2 - Accounting Statements 2024/2025 for Horsforth Town Council on page 5 of the Annual Governance and Accountability Return 2024/2025

Resolved that Section 2 - Accounting Statements 2024/2025 of the Annual Governance and Accountability Return (AGAR) for Horsforth Town Council, as signed and certified by the Responsible Financial Officer (Clerk) on 19th May 2025, be approved by the Council and signed by the Chairman.

25.8.6 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities.

Resolved to approve the publication of the following documents:

- Annual Internal Audit Report 2024/2025

- Section 1 – Annual Governance Statement 2024/2025
- Section 2 – Accounting Statements 2024/2025
- Analysis of variances
- Bank Reconciliation to 31 March 2025
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
- Declaration that the accounting statements are as yet unaudited.

25.8.7 To approve the Schedule of Payments and Income

Resolved to approve the Schedule of Payments including the additional payment. See Appendix 1.

25.8.8 To consider and agree bank arrangements including bank signatories

Resolved that Cllr Dowling, Cllr Hyndes, Cllr J Garvani and Cllr Hardcastle will remain the bank signatories.

25.8.9 To appoint the following:

i. Two members to carry out the Council's review of internal audit

Resolved to appoint Cllr Jones and Cllr Fletcher to carry out the review of internal audit

ii. Two members to carry out the Council's quarterly internal control checks

Resolved to appoint Cllr Gains and Cllr Fletcher to carry out the internal control checks

iii. Two members to undertake the Council's annual review of risk management

Resolved to appoint Cllr Dowling and Cllr Goulden to carry out the review of risk management

25.8.10 To review and agree the Asset register

Resolved to approve the Asset Register

25.8.11 To note and approve the Schedule of Regular Payments and Subscriptions.

Resolved to approve the Regular Payments and Subscriptions

25.8.12 To approve the Community Infrastructure Levy Report for 2024/2025

Resolved to approve the CIL report for 2024/2025.

HTC/25.9 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:

25.9.1 To receive an update from the Premises Development Working Group

Cllr Dowling reported that the works are currently in progress at No.3 The Green and informed Cllrs of some necessary design variations. It was noted that a site visit has been arranged for 4th June 2025, and the Working Group members will make enquiries regarding the expected completion date.

25.9.2 To receive an update about the councillor vacancy

It was noted that the Notice of Election was published by LCC on 21st May 2025 and the election will be held on 26th June 2025.

25.9.3 To note the response from Friends of Horsforth Hall Park

The response from Friends of Horsforth Hall Park was noted.

25.9.4 To consider and agree to attend the Breeze event

Resolved to have a stall at the Breeze event and for the C&E Committee to agree arrangement at the upcoming meeting.

HTC/25.10 Organisational Matters

25.10.1 To note the Attendance Record for 2024-2025

The attendance record was noted.

25.10.2 To note the Code of conduct

Cllr Dowling reminded Cllrs of the importance of adhering to the Code of Conduct, including in online communications. It was noted that the Clerk will be circulating a document shortly, allowing Councillors to update their contact details. The document will also include a section for Cllrs to confirm that they have read and agree to abide by the Code of Conduct.

HTC/25.11 To review and approve the following Committee and Working Group Terms of Reference.

Resolved that the terms of reference for the following committees be approved en bloc:

- Finance and General Purposes Committee (FGP)
- Planning, Licensing and Traffic Committee (PLT)
- Community and Environment Committee (CE)
- Staffing and Employment Committee (SE)

- Complaints and Grievance Sub-Committee
- Event Working Groups
- CIL Advisory group
- Editorial Working Group
- Premises Development Working Group
- Council of Sanctuary Working Group
- Neighbourhood Plan Working Group

HTC/25.12 To consider committee membership and to appoint members to serve on the committees:

Resolved to appoint members to the following committees as shown on the attached table (Appendix 2):

- Finance and General Purposes Committee
- Planning, Licensing and Traffic Committee
- Community and Environment Committee
- Staffing and Employment Committee
- Complaints and Grievance Sub-Committee

It was **resolved** to appoint members of the Complaints and Grievance Sub-Committee when required.

HTC/25.13 To elect a Chair and Vice-Chair for each of the following committees:

25.13.1 Planning, Licensing and Traffic Committee

Resolved to elect Cllr Goulden as Chairman of the Planning, Licensing and Traffic Committee

Resolved to elect Cllr Brosnan as Vice Chairman of Planning, Licensing and Traffic Committee

25.13.2 Community and Environment Committee

Resolved to elect Cllr Cousins as the Chairman of Community and Environment Committee

Resolved to elect Cllr Dowling as the Vice Chairman of Community and Environment Committee

25.13.3 Staffing and Employment Committee

Resolved to elect Cllr J Garvani as the Chairman of Staffing and Employment Committee

Resolved to elect Cllr Gains as the Vice Chairman of Staffing and Employment Committee

HTC/25.14 To review working and advisory groups and appointment of members and co-opted members to such groups

Resolved to appoint members to the following working and advisory groups as shown on the attached table (Appendix 3):

- Editorial Working Group
- Neighbourhood Plan Working Group
- Premises Development Working Group
- Community Infrastructure Levy Advisory Group
- Council of Sanctuary
- Annual Event Working Group
- Christmas Event Working Group

It was **resolved** to disband the Remembrance Service Working Group and the Annual Event Working Group will now organise the Remembrance Service.

HTC/25.15 Council representatives on external organisations

Resolved to appoint representatives to the following external organisation as shown on the attached table (Appendix 4):

- Young People's Champion
- Horsforth Fairtrade Steering Group
- Dementia Champion
- Voting representatives at Yorkshire Local Council Association branch meetings (2 members).
- Leeds Bradford Airport Consultative Committee
- Horsforth MHA Communities
- Peace Champion
- Horsforth Climate Action

HTC/25.16 To consider and approve the following policies, procedures and governance documents

Resolved that the following policies, procedures and governance documents be approved en bloc:

- Basic Governance
 - Standing Orders
 - Financial Regulations
 - Code of Conduct
 - Risk Management Policy
 - Records Management Policy
 - Scheme of Delegation
 - New Councillor Handbook
 - Working Group Protocol
 - The Heart of Horsforth Award Scheme Terms
 - Councillor – Officer Protocol
 - Co-option Policy
 - Business Continuity Plan
 - Biodiversity Policy
- Openness and Accountability
 - Publication Scheme under the Freedom of Information Act
 - General Privacy Notice
 - Privacy Notice for employees, councillors, volunteers.
 - Data Audit
 - Data Protection Policy
 - Security Incident Policy
 - Complaints Procedure
 - Recording of Meetings Policy
 - CCTV – Data Protection Impact Assessment
- Communications
 - Annual Report for 2024-2025
 - Action Plan
 - Website Accessibility Statement
 - Media and Press Policy
 - Social Media and Electronic Communications Policy
 - Statement of Intent as to Community Engagement
 - Public speaking at Council and Committee meetings
- Financial
 - Internal Audit Plan
 - Reserves Policy
 - Statement of Internal Control
 - Internal Control Checklist
 - Internal Audit Review Checklist
 - Risk Management Review Checklist
 - Community Grants Policy
 - Sponsorship Policy
- Employment and Personnel
 - Equality and Diversity Policy
 - Dignity at Work/Bullying and Harassment Policy
 - Disciplinary Policy
 - Grievance Procedure
 - Health & Safety Policy
 - Lone Working Policy and Risk Assessment
 - Safeguarding Policy
 - Annual Leave
 - Special leave
 - Absence Reporting Procedure
 - Flexitime and time-off-in-lieu Policy
 - Attendance and sickness reporting
 - Homeworking Policy
 - Statement of Intent for Staff and Elected members Training
 - Authorities and Responsibilities of a Line Manager for the Clerk to the Council.
 - Expenses Policy

- Pension Scheme Discretions Policy
- Sexual and general Harassment Policy
- Volunteer Policy
- Appraisal Policy

HTC/25.17 Council Surgery

Cllr Jones and Cllr Brosnan agreed to attend the next council surgery.

HTC/25.18 Items for future agenda

No items were requested.

HTC/25.19 Date of next meeting

Resolved that the next Full Council meeting is to be held on 17th July 2025 and the deadline for agenda items is 7th July 2025.

The meeting closed at 8.24pm.

Distribution: E Bromley, D Brosnan, D Collins, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani, J Garvani, C Gillinder, S Gomersall, A Goulden, R Hardcastle, B Heaviside, E Hyndes, R Jones, A Martin, E Richards, T Stones, J Tumalan, A Wishart

Appendix 1 - Schedule of Payments

Payee	Details	Amount	Comments
Airedale Movers	Moving items in No.3	£90.00	
Tom Willoughby	No.3 The Green – Interim payment 1	£24,685.11	

Appendix 2 – Committee Membership

Committee	Finance & General Purposes	Planning, Licensing & Traffic	Community & Environment	Staffing & Employment Committee (must inc Chair or Vice-Chair of Council)
Chair	Cllr G Garvani	Cllr Goulden	Cllr Cousins	Cllr J Garvani
Vice Chair	Cllr Dowling	Cllr Brosnan	Cllr Dowling	Cllr Gains
1	Cllr Fletcher	Cllr Bromley	Cllr Fletcher	Cllr Dowling
2	Cllr J Garvani	Cllr Cousins	Cllr Gains	Cllr G Garvani
3	Cllr Hardcastle	Cllr J Garvani	Cllr Gillinder	Cllr Gillinder
4	Cllr Jones	Cllr Hardcastle	Cllr Hyndes	Cllr Hardcastle
5	Cllr Stones	Cllr Hyndes	Cllr Richards	
6			Cllr Stones	
7			Cllr Wishart	

Appendix 3 – Working Group Membership

Editorial Working Group	Neighbourhood Plan Working Group	Premises Development group	Community Infrastructure Levy Advisory Group
Cllr Fletcher	Cllr Brosnan	Cllr Brosnan	Cllr Bromley
Cllr G Garvani	Cllr Gains	Cllr Dowling	Cllr Dowling
Cllr Gomersall	Cllr Goulden	Cllr J Garvani	Cllr Gains
Cllr Wishart	Cllr Hardcastle	Cllr Goulden	Cllr Hardcastle
	Cllr Wishart	Cllr Hardcastle	
		Cllr Stones	
		Co-opted	
		Jude Arbuckle	

Council of Sanctuary	Annual Event	Christmas Event
Cllr Brosnan	Cllr Bromley	Cllr Bromley
Cllr Fletcher	Cllr Brosnan	Cllr Brosnan
Cllr G Garvani	Cllr Fletcher	Cllr Fletcher
Cllr Gillinder	Cllr Gillinder	Cllr Gillinder
Cllr Hyndes	Cllr Hyndes	Cllr Gomersall
	Cllr Wishart	Cllr Hyndes
		Cllr Richards
		Cllr Tumalan

Appendix 4 – External Representatives

Young People's Champion	Dementia Champion	YLCA branch representatives	Horsforth Fairtrade Steering Group
Cllr Cousins	Cllr Fletcher	Cllr J Garvani	Cllr Jones
		Cllr G Garvani	

Leeds Bradford Airport Consultative Committee	MHA Horsforth	Horsforth Climate Action	Peace Champion
Cllr Jones	Cllr Bromley	Cllr Gillinder	Cllr Hyndes