



Horsforth Town Council

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Staffing and Employment Minutes
Wednesday 17th September 2025 at 7pm
Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

Present: In Chair – J Garvani (Chair)

S. Dowling, M Fletcher (Substitute), G Garvani, R. Hardcastle

In attendance: B. Crabtree – Clerk

SE/25.1 Introduction from the Chair

Cllr J Garvani welcomed all to the meeting.

SE/25.2 To receive apologies and consider reasons for absence.

Apologies were received from Cllr Gains, Cllr Gillinder and reasons were approved.

SE/25.3 Declaration of Disclosable Pecuniary and other Interests

None declared.

SE/25.4 To consider questions and comments from members of the public at the Chairman's discretion.

No members of public were present.

SE/25.5 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee meeting held on 15th May 2025 as a true and accurate record.

SE/25.6 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/25.7.1 as prejudicial to the public interest.

SE/25.7 To receive an update about staffing matters and agree any necessary action including:

25.7.1 To receive an update about the Admin Assistant

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

25.7.2 To consider arrangements for upcoming staff appraisals

Resolved that Cllr J Garvani and Cllr Gains will carry out the Clerks appraisal and the Clerk and Cllr Gains will carry out the Admin Assistants appraisal.

25.7.3 To consider any other staffing matters

Cllr Dowling raised that the Town Council needs to start considering additional staffing, as No. 3 will require work beyond the capacity of the current staff. This was discussed and it was noted that the Premises Working Group are due to consider this shortly.

The Clerk reported that a student had contacted the Town Council to enquire about a work experience placement, and it was **resolved** that the Town Council does not have the capacity to offer a placement at the present time.

SE/25.8 To confirm the date of the next meeting

Resolved to arrange a meeting after the appraisals have been carried out.

Meeting closed at 7.09pm.

Distribution: S. Dowling, F. Gains, G Garvani, J. Garvani, C Gillinder, R. Hardcastle

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