



Horsforth Town Council

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Meeting of the Council - Minutes Thursday 25th September 2025 at 7.00pm

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
Simon Dowling	Emmie Bromley	Richard Hardcastle	Mark Fletcher	Francesca Gains
Eddie Hyndes	Dawn Collins	Tracy Stones	Gill Garvani	
Ray Jones	Alan Radford	Julio Tumalan	Emily Richards	

In attendance: Becky Crabtree – Clerk, two representatives from Horsforth Town of Sanctuary

HTC/25.34 Introduction from Chair

Cllr G Garvani welcomed all to the meeting.

HTC/25.35 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr Goulden, Cllr Wishart, Cllr Gillinder, Cllr Brosnan, Cllr Gomersall, Cllr Cousins, Cllr Martin, Cllr J Garvani and reasons were approved.

HTC/25.36 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/25.37 Public Participation

No members of public were present.

HTC/25.38 Police report

25.38.1 To note and consider the latest crime statistics for Horsforth

No statistics to note.

25.38.2 To consider any other policing matters

No policing matters to consider.

HTC/25.39 To welcome a representative from Horsforth Town of Sanctuary to provide an update

Two representatives from Horsforth Town of Sanctuary (HToS) attended the meeting to provide further information about their work and to offer insight into the lives of people seeking asylum in the UK. HToS originated from a small church-led project established to support refugees from Ukraine. The initiative began before any refugees had actually arrived. When a local hotel was later used to house asylum seekers in 2022, volunteers visited to see how they could help.

Support initially focused on signposting to services, English language practice, and providing clothing for the men seeking sanctuary. The group then worked with Horsforth Churches Together to appeal for donations.

When demand exceeded resources, HToS partnered with the Horsforth Chaplaincy Centre, which successfully sought grant funding and appointed a refugee worker.

Today, HToS involves a number of organisations, including local churches and Leeds Trinity University, all of whom share a commitment to upholding the dignity of every person and fostering a community that is safe, welcoming, and kind.

Key activities include:

- Raising awareness in schools.
- Applying for grant funding, though not all applications are successful.
- Organising monthly football matches.
- Coordinating clothing donations.
- Supporting volunteering opportunities.

It was noted that those asylum seekers who engage in volunteering and English learning activities tend to do best at the hotel. Although the men are very capable and motivated, opportunities are often limited. HToS therefore works continually to create opportunities for involvement, including local volunteering roles.

HToS's aim is to help people move forward with their lives.

A man currently seeking sanctuary also spoke to the council, sharing his personal experience. He explained that he arrived five months ago and initially struggled with the language, but with the support of volunteers, he has made great progress. In addition to English practice, he has benefited from events and countryside trips organised by HToS. He has also taken part in local volunteering, including painting and cleaning at The Grove and at the Community Café, which has helped him connect with local people.

He expressed his gratitude to the volunteers, HToS, the British government, and the British people for their kindness and hospitality.

Cllr Collins thanked the representatives for attending and for sharing their experiences.

HTC/25.40 To approve the minutes of the Full Council meeting held on 17th July 2025

Resolved to approve the minutes of the Full Council meeting held on 17th July 2025 as an accurate record.

HTC/25.41 To receive an update and note previous minutes for the following committees.

25.41.1 Finance and General Purposes

The minutes were noted.

- To consider a recommendation to approve a quote for an integrated bookings and accounts software package**

Resolved to approve the quote of £1878 in the first year and £1080 a year going forward for both bookings and accounts package due to the other software not being integrated.

25.41.2 Planning, Licensing and Traffic

The minutes were noted.

25.41.3 Community and Environment

The minutes were noted.

25.41.4 Staffing and Employment

The minutes were noted.

HTC/25.42 Financial Matters.

25.42.1 To consider and approve the financial report to 30th August 2025 as recommended by the F&GP Committee

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/42.1 as prejudicial to the public interest.

Cllr Dowling provided a further information about the financial report, this was noted.

The meeting opened to members of the public.

Resolved to approve the financial report to 30th August 2025 as recommended by the F&GP Committee. See appendix 1.

25.42.2 To approve the Schedule of Payments and Income

Resolved to approve the schedule of payments and income.

25.42.3 To note the conclusion of the External Audit for the financial year ending 31st March 2025

The conclusion of the External Audit for the financial year ending 31st March 2025 was noted.

25.42.4 To receive an update on the recent public consultation for the proposed loan, receive an update on the loan process, and agree any necessary actions.

Cllr Dowling reported that the consultation ended in August 2025 and the results were 70% in favour. An application was submitted to the Secretary of State and they have responded this week with further queries which require the TC to make a further resolution at a meeting. It was agreed to hold an extraordinary meeting on 2nd October 2025.

HTC/25.43 Organisation Matters

25.43.1 To consider and agree to adopt the IT Policy.

Resolved to adopt the IT Policy

25.43.2 To review the Action Plan.

The Action Plan was reviewed and approved.

HTC/25.44 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:

25.44.1 To receive an update from the Premises Development Working Group including:

Cllr Dowling reported that TW were scheduled to complete Phase 1 on 26th September, which coincides with the expiry of the current works in progress but there are some snagging items that remain outstanding.

Enquiries have been made regarding Phase 2, including obtaining quotes for the works.

The Working Group has received a report from the VAT consultant and will be meeting with them shortly to seek further clarification and guidance.

Several factors influence the building's opening date, which is currently unknown. In the meantime, the Clerk is making preparations, including obtaining quotes for equipment and seeking advice on statutory requirements for running the facility.

The building's name still needs to be agreed. The WG has decided to engage with residents at the end of the year, with a vote to take place at the Christmas event, online, and via other suitable means. Councillors were asked to send their suggestions to the Clerk.

The museum lease remains ongoing.

It was noted that the TC had received £3000 from Horsforth Civic Society as a contribution towards the screens.

i. To consider and agree to have a committee instead of a working group to manage the TC premises

Resolved to agree to make the Premises Working Group a Committee to commence in January and a Terms of Reference will be included on the next agenda.

25.44.2 To consider and agree a recommendation to approve a quote for a workshop session to review the Neighbourhood Plan Policies

Resolved to defer the PL&T Committee.

HTC/25.45 Reports from external organisations

To consider reports and any action required in relation to:

25.45.1 Dementia Friendly

Cllr Fletcher provided the following report in advance of the meeting:

The ballroom reopening event being co-hosted by Leeds City Council, Home Instead, Dementia Friendly Horsforth (DFH) and MHA Communities Horsforth was held at the library on Tuesday 23rd September. The event included entertainment, a raffle, various stalls and refreshments.

DFH is looking into whether to sponsor some events to raise money for Calverlands. They are also looking to spread more awareness of how dementia can affect young people. Carol Shaw from DFH will be hosting a quiz to celebrate seven years of Young Dementia Hub.

25.45.2 Horsforth Fairtrade

No update.

25.45.3 Young People's Champion

No update.

25.45.4 Horsforth Climate action

Cllr Gillinder provided the following report in advance of the meeting:

HCA have been focusing on the Green Festival on September 21st. At the time of writing this report, the Festival has yet to happen, but we are delighted with the connections with the local community

and businesses this has brought and hope to build on that. We will be reviewing the Green Festival in early October. Thank you to HTC for their support and involvement in the event.

Funding from Climate Action Leeds, a lottery funded 5 year project, ends on 30th September '25. However, HCA is determined to continue.

Currently a constituted group, we have our own bank account, but overall funds and the employment of the hub worker have been managed by our Local Employing Organisation – St Margaret's Church. Our Formal relationship with St Margaret's will come to an end on 30th September. All remaining funds have been transferred.

We withdrew our initial application to the charities Commission, due to the need to adjust and refocus, post our relationship with Climate Action Leeds. The intention is to reapply when things are more settled.

Due to an underspend on the hub worker role (we were without a hubworker for a period of time), HCA have offered Jenny Morgan, current hubworker, an extension of 3 months, on a freelance basis.

There is have additional underspend and money has been taken as donations, so the bank balance remains healthy for now, but will not support an ongoing contract for a paid hub worker. For the time being we will be concentrating on activities that are financially sustainable and/or looking at raising funds for specific projects.

We have been reviewing our activities, to make things more sustainable and within capacity, with the aim of growing organically and in response to the community. We are currently discussing our focus and constitution, aiming to concentrate on the local – engaging and enabling people to act locally and within their agency. Specific areas of focus are likely to include:

Monthly Repair Café – This is mostly self-sustaining, with some support for venue hire and management of funds. The RC will definitely continue and we are delighted they wish to remain under our umbrella.

Nature group and Nature Recovery Plan – Work will definitely continue and further research and development under is discussion.

Clothes Swap This is still to really take off but working in association with Old Kings Arms and Leeds Women's Aid, we are hoping to make this a success.

Raising awareness – through occasional, but not monthly, HCA Saturdays. Climate conversation events (like the nature recovery one), engagement in local events – Farmers market / Christmas events / Walk of Art - etc.

Working with member groups and building relationships – shared training, events and projects. We have worked closely with Friends of Horsforth Hall Park on the Green Festival and have close links with Friends of Hunger Hills Park and Horsforth in Bloom. We also regularly invite Horsforth Town of Sanctuary to take part in our events.

Building on relationships built with businesses – how this will happen is to be determined, but we would like to build on links that have been built via the Green Festival and other activities.

Work with Schools and Walk to School Week. We would like to build on relationships with schools but we have not yet determined how or if we have capacity. We would need to raise funds to repeat Walk to School Week.

Energy - HCA is also keen to develop things around energy and have some interest, but this will be developed when capacity allows

These activities will also continue:

- Community Composting, the latest community site being on Drury Field
- Mapping of Public Green spaces where nature is being helped
- Bioblitz Horsforth – finding and recording the different plants and animals

Please note that the continuation and development of all of the above is yet to be formally agreed. It will also depend on the continued involvement of willing volunteers and a need to recruit more volunteers, including to strengthen the Steering group.

Cllr Bromley reported that the Green Festival was a well attended event and HCA are currently debriefing the event as they plan to do it again next year so will at ways to improve it. They are happy to discuss this with the TC.

25.45.5 MHA Communities

No update.

25.45.6 Peace Champion

Cllr Hyndes reported that as part of the Green Festival on 21st September, two saplings from two survivor trees from Hiroshima including a Hibaku Ginkgo were planted in the Japanese Garden. The planting marked the United Nations International Day of Peace that was also that day.

They were joined by Richard Outram, Secretary for the UK and Ireland Mayors for Peace Chapter, who addressed those gathered before the tree planting commenced and provided a plaque.

HTC/25.46 Council Surgery

Cllr Fletcher and Cllr Jones agreed to attend the next council surgery on 20th November 2025.

HTC/25.47 Items for future agenda

- Staffing and Employment Committee Membership
- Budget

HTC/25.48 Date of next meeting

Resolved that the next Full Council meeting is to be held on 20th November 2025 and the deadline for agenda items is 10th November 2025.

The meeting closed at 7.50pm.

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, A Radford, E Richards, T Stones, J Tumalan, A Wishart

Appendix 1 – Schedule of Payments

Schedule of Payments for the Full Council meeting Meeting being held on 25th September 2025

Payee	Details	Amount	Comments
Salaries	Staff salary costs – September 2025	£4429.21	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – September 2025	£1348.79	To note as previously approved by virtue of the employment contract.
HMRC	Tax & NI – Qtr 2	£4213.67	
Tom Willoughby	No.3 The Green – Interim payment 3	£63,917.10	To note as previously approved by virtue of the contract.
T & B Bookkeeping	Payroll fees	£122.50	

Payments received

Payee	Details	Amount
Leeds City Council	CIL	£137.91