



## Horsforth Town Council

Mechanics Institute  
Town Street  
Horsforth  
Leeds  
LS18 5BL

[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – **0113 258 0988**

Staffing and Employment Minutes  
Wednesday 26<sup>th</sup> November 2025 at 7pm  
Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

**Present: In Chair** – J Garvani (Chair)

S. Dowling, G Garvani, C. Gillinder, R. Hardcastle, A. Wishart

**In attendance:**

### **SE/25.9 Introduction from the Chair**

Cllr J Garvani welcomed all to the meeting.

### **SE/25.10 To receive apologies and consider reasons for absence**

No Apologies

### **SE/25.11 Declaration of Disclosable Pecuniary and other Interests**

Cllr Dowling declared a pecuniary interest regarding an email he sent in a work capacity about a scheme to employ staff.

### **SE/25.12 To consider questions and comments from members of the public at the Chairman's discretion.**

No members of public were present.

### **SE/25.13 Minutes of the previous meeting**

**Resolved** to approve the minutes of the Staffing and Employment Committee meeting held on 17<sup>th</sup> September 2025 as a true and accurate record.

### **SE/25.14 To consider and agree to appoint a Vice Chair of the Committee**

**Resolved** to appoint Cllr Hardcastle as vice chair.

### **SE/25.15 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/25.16 as prejudicial to the public interest.

### **SE/25.16 To receive an update about staffing matters and agree any necessary action including:**

#### **25.16.1 To note the resignation of the Town Clerk dated 13<sup>th</sup> November 2025**

The Clerk's resignation was noted, along with her request to reduce her working hours by 10 hours per week during her final month of employment. It was **resolved** to approve this reduction. The Council expressed its thanks to the Clerk for her excellent work and for the support she has provided on complex issues.

**25.16.2 To consider and approve the Job Description, Person Specification, salary scale and advert for the recruitment of a new Town Clerk and to consider splitting the Clerk and RFO role**

The role was considered, and it was **resolved** to advertise for a combined Clerk/RFO position, as done previously, with a closing date for applications of 16 January 2026. The recruitment documents were reviewed and approved, subject to the agreed amendments. The vacancy will be advertised via YLCA, the HTC website, Facebook, and a request will be made for the West Leeds Dispatch to run an article.

**25.16.3 To consider temporary staffing arrangements for a Clerk from 1<sup>st</sup> January 2026, if required**  
**Resolved** to ask the Clerk to contact YLCA to request a locum Clerk.

**25.16.4 To consider and approve the temporary arrangements, if required, in the interim, including appointing a Proper Officer, arrangements for processing payments, and determining any delegated powers that may need to be assigned to an appropriate member to ensure the Council's essential functions continue during the period without a Clerk, including the performance of all necessary statutory functions**

The arrangements were considered and agreed.

**25.16.5 To receive an update regarding the Admin Assistant**

It was **resolved** to offer the Admin Assistant an increase of 10 hours per week, subject to her agreement, and to monitor her wellbeing if she accepts. This will be reviewed.

**25.16.6 To receive an update on the Admin Assistants appraisal**

It was noted that the Admin Assistants appraisal is being carried out shortly.

**25.16.7 To consider a recommendation from the Premises WG**

**Resolved** to advertise after Christmas for a Premises and Admin Officer to start in April 2026.

**25.16.8 To consider any other staffing matters**

No further matters.

**SE/25.17 To confirm the date of the next meeting**

**Resolved** the next meeting will be held on 20<sup>th</sup> January 2026

*Distribution: S. Dowling, G Garvani, J. Garvani, C Gillinder, R. Hardcastle, A. Wishart*