



Horsforth Town Council
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Meeting of the Council - Minutes
Thursday 22nd January 2022 2025 at 7.00pm

Broadfields

John Garvani
Eddie Hydes
Ray Jones

Brownberrie

Alan Redford
Andrew Wishart

Hall Park

Richard Hardcastle

Victoria

Gill Garvani
Dave Brosnan
Cathy Gillinder
Mark Fletcher

Woodside

Aiden Goulden

In attendance: Steph White – Acting Clerk

HTC/25.63 Introduction from Chair

Cllr G Garvani welcomed all to the meeting.

HTC/25.64 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllrs E Bromley, S Dowling, F Gains, S Gomersall, A Martin, E Richards, T Stones and J Tumalan and reasons were approved.

HTC/25.65 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/25.66 Public Participation

Two members of the public were present including Geoff Poad of the Horsforth WW1 100 Years group to discuss meeting minute **HTC/25.72.1**.

HTC/25.67 Police report

25.67.1 To note and consider the latest crime statistics for Horsforth

No update.

25.67.2 To consider any other policing matters

No update.

HTC/25.68 To approve the minutes of the Full Council meeting held on 20th November 2025 and the extraordinary meeting held on 4th December 2025.

Resolved to approve the minutes of the Full Council meeting held on 20th November 2025 and the extraordinary meeting held on 4th December 2025 as an accurate record.

HTC/25.69 To receive an update and note previous minutes for the following committees. See agenda pack.

25.69.1 Finance and General Purposes

The minutes were noted.

25.69.2 Planning, Licensing and Traffic

The minutes were noted.

25.69.3 Community and Environment

The minutes were noted.

25.69.4 Staffing and Employment

The minutes were noted.

- 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 being prejudicial to the public interest.**

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.

- ii. **To consider a recommendation from the committee regarding recruitment and staffing matters and agree any necessary action.**

Resolved to advertise for a locum clerk. Cllrs G Garvani and R Hardcastle to meet with prospective candidates.

No applications were received for the clerk and responsible financial officer role (RFO). It was **resolved** to advertise two separate roles of clerk and RFO with reduced requirements for the clerk role. ILCA qualified, CILCA can be working towards with a completion date of 2027. The RFO candidate will be FILCA qualified or working towards. The clerk role will be for 25 hours per week and the RFO will be 16 hours per week.

It was agreed that all committee leads communicate with Steph White in relation to meetings.

25.69.5 Premises

- i. **To consider a recommendation from the committee regarding the phase 2 works and agree any necessary action**

Some outstanding issues on phase 1. Some issues with the snagging. The council told Horsforth Museum that the new building would be open by April 2026. We have been quoted £80,000 for the upstairs. The last quote from Tom Willoughby (TW) was £46,000. Agreed to ask TW for a tender. A divider for the upstairs large room was discussed. The large room was originally planned to be able to be split in half to use partially as a meeting room and office for staff. The VAT would not be able to be claimed back for another seven to ten years when leasing the room upstairs. The smaller room upstairs would be a good alternative for the staff office. The Stables building could be used for hire instead. **Agreed** to review the cost for the divider and to liaise directly with TW. It was **agreed** to pass the payments to architect back to the premises committee.

- ii. **To receive an update about the banking hub and agree any necessary action**

We asked for £2,800 per month for the banking hub. They came back with an offer of £1,400. Halifax bank have sent out letters to residents near the Community Hub at the library that they will be setting up banking hub there. We have received no further correspondence from the banking hub. The deadline has now passed. A disclaimer on the letters stated that Halifax bank will not close in Horsforth until the hub is operational. If we were to open, the banking hub, a member of staff would need to be on site when open.

HTC/25.70 Financial Matters. See agenda pack.

25.70.1 To consider and approve the financial reports to 30th November 2025 as recommended by the F&GP committee

Resolved to approve the financial reports to 30th November 2025 as recommended by the F&GP Committee.

25.70.2 To approve the schedule of payments and income

Resolved to approve the schedule of payments. See appendix 1.

25.70.3 To consider and approve the budget proposal for 2026-27 as recommended by the F&GP committee.

The Christmas motifs cost £16,000. Keighly's motifs are part funded by sponsorship. If we were to cut the budget by £3,000 to £13,000 HTC could look into sponsorship to fund the extra £3,000.

HTC planters and hanging baskets cost £10,000. £7,500 comes from F&GP budget and £2,500 from

elsewhere. Proposed to cut the £7,500 budget to £5,000 and apply for the Outer North West grant for £3,000 to make up the difference with £500 towards the Horsforth in Bloom Jubilee gardens maintenance.

Office budget is at £100,000, proposed to bring down to £80,000. From September 2026 community centre staff will be considered. Based on calculations, it was highlighted that the RFO would be a lower pay scale than the previous clerk/RFO.

£500 has been allocated for training.

25.70.4 To consider a recommendation by the F&GP Committee and agree the Precept request for 2026-2027
Agreed to increase the precept. Works out to be a £8 per year increase for band D properties.

25.70.5 To receive an update about the loan application and agree any necessary action
The loan has been approved and will be paid off over 40 years.

HTC/25.71 Organisation Matters

25.71.1 To review the action plan. See agenda pack.
Resolved to move back to F&GP committee

25.71.2 To consider and agree arrangements for the annual town meeting
Agreed that each lead to write their reports for their respective committee and working groups. Any ideas to let the office know and produce reports.

25.71.3 To consider and agree the amendment to the PL&T committee terms of reference. See agenda pack.

It was noted that the proposed changes overlap the closing dates of licencing between cycles. It was highlighted that it doesn't consider allow delegated powers to make decisions between meetings.

HTC/25.72 To consider matters requested by the councillors/clerk/committee and agree any necessary action:

25.72.1 To consider taking over the responsibility for the cost of electricity and lighting project at the Horsforth Cenotaph from The Horsforth Museum. (See agenda pack).
Geoff Poad was in attendance to discuss the possibility of the council taking over responsibility for the cost of electricity and lighting at the Horsforth Cenotaph. The 'Horsforth WW1 100 Years' group was started in 2014 by volunteers. The four objectives set out for the group have been completed and the number of volunteers for the group is reducing so the group will soon be dissolved. Because of this, they would like HTC to take over responsibility. The current annual cost of the electricity is £304 and due 1st April 2026. If in agreement, the group will transfer the balance of the group's bank account to the council. Roughly £1,350, which at current rates, will cover the lighting costs for over four years. The proposal was **agreed**. Office to get in touch with Geoff to arrange details.

25.72.2 To consider expenses payment to The Hummingbirds musical group for their performance at the 2025 Horsforth Christmas lights switch on event. (See agenda pack).
Agreed to pay a flat fee of £100 to the group. Leaving a small surplus from the Christmas event working group budget.

HTC/25.73 Reports from external organisations

To consider reports and any action required in relation to:

25.73.1 Dementia Friendly

The following report was provided in advance of the meeting:

At the most recent Dementia Friendly Horsforth meeting we discussed plans for 2026, and in particular Dementia Action Week (DAW) due to take place from 18th to 24th May.

Plans for DAW are in the very early stages but various ideas were discussed including staging a play, a fundraising quiz at the King's (last year's was very successful), and talks about dementia. It was agreed that we should try to use the week to spread awareness of early onset dementia, which is relatively unknown compared to other types.

The dementia-themed film *Lost for Words* starring Pete Postlethwaite and Thora Hird will be shown at the Grove Centre movie night on Friday 5th June. It was observed that a number of the Dementia Friendly stickers displayed by various Horsforth businesses are in need of updating. We previously distributed cards to businesses advertising dementia information sessions, and agreed we should consider doing so again during 2026.

25.73.2 Horsforth Fairtrade

No update.

25.73.3 Young People's Champion

No update.

25.73.4 Horsforth Climate action

The following report was provided in advance of the meeting:

Green Festival

We are aiming to work very closely with Friends of Horsforth Hall Park on the Green Festival. We hope they agree this at their next meeting and will be planning this soon, including looking for funding. We hope to apply for sponsorship from HTC.

Move it Horsforth - Walk to School Week

We are planning a Move it Horsforth / Walk to School week, building on our Walk to School week last year. We have had 7 out of the 8 Primary Schools in Horsforth show interest in taking part. We have no funding for a project worker for this this year, so it will be entirely voluntarily lead and the activities will reflect this.

Nature

The University funded Nature Corridor project outlined to the committee progresses with the launch being planned on February 21st at St James Church.

Many of the activities will tie in with the planned Move it Horsforth / Walk to School week - ie, "what to look for in nature on the way to school".

We have also been successful in gaining a substantial Grant from the Outer NorthWest Well-being fund to support a professional biodiversity baseline Survey across the whole of Horsforth.

Carbon Literacy Training

Training being delivered to Community Leaders in February, Accredited by the Carbon Literacy Project.

Repair Café - January cafe busy. People have been limited to bringing one electrical / mechanical item per cafe only - can also bring a textile item.

Tech collection - HCA are now collecting unwanted digital devices at the Repair cafes, which will be passed on to Solidaritech, hard-wiped, updated and distributed amongst refugees and asylum seekers.

Next Clothes Swap Feb 7th at the Old Kings Arms - 10am until 12.30pm.

Same morning as the Horsforth Farmer's Market to maximise footfall.

Table at the Farmer's Market- We continue to have a craft / promotional table at the farmers market, promoting our activities and HCA in general.

Energy – Energy group - no firm plans yet.

AGM - Sunday March 1st - Ballroom above the library - 2-4pm. Round up of years activities, short formal meeting, future plans, followed by presentation about the Nature Recovery Project. **YOU ARE ALL INVITED!**

25.73.5 MHA Communities

No update.

25.73.6 Peace Champion

HTC/25.74 Council Surgery

Cllr R Jones and Cllr A Wishart agreed to attend the next council surgery on 26th March 2026.

HTC/25.75 Items for future agenda

Farmers' market

HTC/25.76 Date of next meeting

Resolved that the next Full Council meeting is to be held on 26th March 2026 and the deadline for agenda items is 16th March 2026.

The meeting closed at 8:08pm.

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 22nd March 2026

Payee	Details	Amount	Comments
Salaries	Staff salary costs – December 2025	£3717.03	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – December 2025	£1097.64	To note as previously approved by virtue of the employment contract.
HMRC	PAYE & NI	£3909.39	To note as previously approved by virtue of the employment contract.
Jackson Fire and Security	Inspections	£195.00	Approved using delegated powers
Tesco	Cleaning supplies and refreshments	£14.54	
Community TM	Road closure for event	£1675.00	Approved at the C&E Committee meeting held on 4 th September 2025
S. White	Morrisons – reimbursement for refreshments at Remembrance Service	£21.85	Clerk approved using delegated powers
Account-Ant	Internal audit	£333.33	Approved at the Full Council meeting held on 29 th May 2025
YLCA	Advert	£20.00	Approved using delegated powers
Storm in a Teacup	Activity at Christmas event (Deposit)	£102.00	Approved at Full Council meeting held on 2 nd December 2025
PPL PRS	Music license for Christmas event	£228.49	Clerk approved using delegated powers
Aire Valley Trees	Christmas Trees	£950.00	Clerk and Chair approved using delegated powers
Larkfield Engraving	Awards	£114.00	Approved at Full Council meeting held on 2 nd October 2025
Tom Willoughby	No.3 Renovation – Interim Payment 6	£20,851.38	Approved at the Premises Committee meeting held on 11 th December 2025
Walk of Art	Grant	£500.00	Approved at the C&E Committee meeting held on 4 th September 2025
Leeds City Council	By-elections costs	£9025.89	
St Margarets Church	Room hire	£168.00	Approved using delegated powers and is on the approved regular payments list
Kyle Fire	Fire extinguishers	£90.00	Approved at the Premises Committee meeting held on 11 th December 2025
Horsforth in Bloom	Jubilee garden	£120.00	Approved using delegated powers and is on the approved regular payments list
Leeds City Council	Floral displays	£1890.00	Approved at the C&E Committee meeting held on 6 th March 2025
Fire Protection Service	Fire Strategy Deposit	£207.00	Approved at the Premises Committee meeting held on 11 th December 2025
CLR Roofing	Roof repair at museum	£995.00	Approved using delegated powers
Storm in a Teacup	Activity at Christmas event (Outstanding balance)	£408.00	Approved at Full Council meeting held on 20 th December 2025
YSS Events	Stage for event	£1900.00	Approved at Full Council meeting held on 2 nd December 2025