



## Horsforth Town Council

The Stables  
2 Church Road  
Horsforth  
LS18 5LG

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

### Meeting of the Council - Minutes Thursday 4<sup>th</sup> December 2025 at 7.00pm

#### **Broadfields**

Simon Dowling  
John Garvani  
Eddie Hyndes  
Ray Jones

#### **Brownberrie**

Emmie Bromley  
Alan Radford  
Alan Wishart

#### **Hall Park**

Richard Hardcastle  
Julio Tumalan

#### **Victoria**

Dave Brosnan  
Mark Fletcher  
Cathy Gillinder  
Gill Garvani  
Emily Richards

#### **Woodside**

Francesca Gains  
Aiden Goulden

**In attendance:** Becky Crabtree – Clerk, one member of public

#### **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 Cllr Richards and reasons were approved.

#### **HTC/25.65 Declaration of Disclosable Pecuniary and other Interests**

None declared.

#### **HTC/25.66 Public Participation**

No matters were raised by member of public.

#### **HTC/25.67 Exclusion of press and public**

**Resolved** 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 25.68.1. being prejudicial to the public interest.  
The member of public left the room for this item.

#### **HTC/25.68 Staffing Matters**

##### **25.68.1 To consider and agree staffing matters**

Staffing matters were discussed and it was **resolved** to approve a request for the Clerk's hours to be reduced by 10 hours per week during her notice period as recommended by the F&GP Committee. It was further **resolved** to approve the Admin Assistant's request to increase her contracted hours by 10 hours per week on a permanent basis.

It was noted that, following the Clerk's resignation, a Proper Officer and Responsible Financial Officer (RFO) must be appointed. It was **resolved** to appoint the Admin Assistant as Acting Proper Officer and RFO until a new Clerk is appointed, and to increase her salary by one scale point for the duration of her acting role.

It was also **resolved** that, as Acting RFO, she will be authorised to submit payments online for the bank signatories to approve.

The Clerk will prepare a contract variation to reflect these changes.

#### **HTC/25.69 Financial Matters**

##### **25.69.1 To receive updates on the application to the Secretary of State for the loan and the application to the PWLB, and to consider and approve the establishment of a Direct Debit mandate with the PWLB, including authorising the necessary bank signatories and any other required actions**

Cllr G Garvani reported that the Secretary of State has granted approval for the Town Council to apply for a £200,000 loan, and that the Clerk has prepared the PWLB loan application. It was **resolved** to authorise Cllr Dowling and Cllr Hardcastle to sign the direct debit mandate, and for the Clerk to submit the forms to PWLB and request the loan under delegated powers as previously agreed.

#### **HTC/25.70 Date of next meeting**

**Resolved** that the next Full Council meeting is to be held on 22<sup>nd</sup> January 2026 and the deadline for agenda items is 12<sup>th</sup> January 2026.

The meeting closed at 6.55pm.

*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*