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Staffing and Employment Minutes
Tuesday, 20th January 2026 at 6pm
The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG

Present: In Chair – J Garvani (Chair)

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

In attendance:

SE/25.18 Introduction from the Chair

Cllr J Garvani welcomed all to the meeting.

SE/25.19 To receive apologies and consider reasons for absence

No apologies received.

SE/25.20 Declaration of Disclosable Pecuniary and other Interests

None declared.

SE/25.21 To consider questions and comments from members of the public at the Chairman's discretion.

No members of public were present.

SE/25.22 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee meeting held on 26th November 2025 as a true and accurate record.

SE/25.23 To consider and agree to appoint a Vice Chair of the Committee

It was noted that Cllr Richard Hardcastle was appointed as Vice Chair at the previous meeting.

SE/25.24 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/25.25 To receive an update about staffing matters and agree any necessary action including:

25.1 To consider the applications received for the Clerk/RFO vacancy, agree a shortlist, and determine the arrangements for interviews. If none or no suitable applications received, consider variations to the job and person specification and the readvertising of the vacancy.

No applications were received for the post of Clerk. It was agreed to readvertise as two separate posts following approval from Full Council. Post 1 - Clerk 25 hours per week. ILCA essential. The successful candidate would be required to complete CiLCA by May 2027 and the Town Council would fully support this. Post 2 - RFO 16 hours per week. FiLCA desirable but if not already held it is expected that the successful candidate would work towards it and the Town Council would fully support this.

Closing date for both posts is 20th February 2026.

25.2 To agree any arrangement regarding the Locum Clerk

Cllr G Garvani to email Sheena Spence at YLCA to ask about advertising for a locum Clerk/RFO. Any applicants for the locum position will be interviewed by the Chair and Vice Chair of S&E and Chair of Council.

25.3 To receive an update regarding the Admin Assistant including the appraisal

An update was received on the Admin Assistant. It was agreed that Cllr J Garvani would email all Committee Chairs and WG Leads to request that minutes and actions for admin are communicated clearly.

SE/25.26 To consider correspondence received and agree any action:

26.1. To consider an enquiry about a work experience placement

It was agreed that it would not be appropriate to take on a work experience person at this time.

SE/25.27 To confirm the date of the next meeting

Resolved the next meeting will be held Tuesday 24th February at 7pm

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