



Horsforth Town Council | The Stables | 2 Church Road | Horsforth | Leeds | LS18 5LG
admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

**Minutes of The Staffing And Employment Committee
Held at 7.00pm on Tuesday, 24th February 2026
At The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG**

Members Present: Cllr John Garvani (Chair)
Cllr Gill Garvani
Cllr Richard Hardcastle
Cllr Cathy Gillinder
Cllr Mark Fletcher (substitute for Cllr S Dowling)

SE/25.27 INTRODUCTION FROM THE CHAIR

Cllr J Garvani welcomed everyone to the meeting.

SE/25.28 APOLOGIES & REASONS FOR ABSENCE

Apologies were received from Cllrs S Dowling (work) and Cllr A Wishart (holiday).

SE/25.29 DECLARATIONS OF DISCLOSABLE PECUNIARY & OTHER INTERESTS

None declared.

SE/25.30 PUBLIC QUESTIONS

No press and public were present at the meeting.

SE/25.31 MINUTES OF THE PREVIOUS MEETING

To confirm and accept the minutes of the Staffing and Employment Committee held on 20th January 2026.

RESOLVED: That the draft minutes of the Staffing and Employment Committee held on the 20th January 2026 be approved as a true record and signed by the Chair.

SE/25.32 EXCLUSION OF THE PRESS & PUBLIC

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 7 being prejudicial to the public interest.

RESOLVED: That the press and public be excluded from the following agenda items (to be considered in part 2) in accordance with the Public Bodies Admissions to Meetings Act 1960 as the business would be prejudicial to the public interest because of its confidential nature or other special reason:

- o Item 7 – Staffing Matters

Signed: _____ Chairman Dated: _____

SE/25.33

STAFFING MATTERS

- 7.1. 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.

Members received six applications with personal details redacted and reference numbers allocated to each application.

- RESOLVED:** 1) That candidate 2026/CRF004 is shortlisted for an interview.
2) That the Interview panel is made up of Cllrs J Garvani, G Garvani, R. Hardcastle, C Gillinder. Interview date 11th March at 7pm at The Stables.
3) Unsuccessful applicants to be informed by email.

- 7.2. To consider any other staffing matters

Members reviewed the Acting Clerk role carried out by the Admin Assistant. It was noted that a Locum Clerk was in post and the increment point for the Acting Clerk position could be removed.

RESOLVED: To remove the point increment for the Admin Assistant as there is now a Locum Clerk in position.

SE/25.34

CORRESPONDENCE

To consider correspondence received (if any) and agree any action.

No correspondence was received.

SE/25.35

DATE OF THE NEXT MEETING

To confirm the date of the next meeting.

RESOLVED: That the date of the next meeting be held on the 11th March at 6.30pm. Candidate to be interviewed at 7.00pm.

There being no further business, the Chair closed the meeting at 8.00pm.