



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 Wednesday 11th March 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

SE/25.36 INTRODUCTION FROM THE CHAIR

Cllr J Garvani welcomed everyone to the meeting.

SE/25.37 APOLOGIES & REASONS FOR ABSENCE

Apologies from Cllrs Simon Dowling and Andrew Wishart and reasons were approved.

SE/25.38 DECLARATIONS OF DISCLOSABLE PECUNIARY & OTHER INTERESTS

No disclosable pecuniary or other interests were declared.

SE/25.39 PUBLIC QUESTIONS

No press and public were present at the meeting.

SE/25.40 MINUTES OF THE PREVIOUS MEETING

To confirm and accept the minutes of the Staffing and Employment Committee held on 24th February 2026 (previously circulated).

RESOLVED: That the draft minutes of the Staffing and Employment Committee held on the 24th February 2026 be approved as a true record and signed by the Chair.

SE/25.41 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/25.42

STAFFING MATTERS

- 7.1. To discuss and agree the interview questions and scoring matrix for the position of the Town Clerk/RFO, interview to be held at 7.00pm (suggested format enclosed).

Members discussed the interview questions which were allocated to the councillors conducting the interview.

- 7.2. To temporarily adjourn the meeting for Candidate 2026/CRF004 to be interviewed for the post of Town Clerk/RFO at 7.00pm.

RESOLVED: That the meeting be temporarily adjourned for the interview of Candidate 2026/CR004.

**The meeting was reconvened following the interview held at 7.00pm.*

- 7.3. To consider and resolve the appointment of the candidate for the position of Town Clerk, Proper Officer & RFO or if necessary, resolve the re-advertisement of the position and to agree the next steps for the recruitment process.

RESOLVED: That Candidate 2026/CR004 is appointed to the post of Town Clerk and RFO to Horsforth Town Council (start date to be confirmed) and the Chair to contact Candidate by phone to offer the job.

SE/25.43

DATE OF THE NEXT MEETING

To confirm the date of the next meeting.

RESOLVED: That the date of the next meeting is to be confirmed.