



Horsforth Town Council | The Stables | 2 Church Road | Horsforth | Leeds | LS18 5LG
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Minutes of the premises committee
Held at 7.00pm on Thursday, 17th March 2026
at The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG

Members Present: Cllr John Garvani (Chair)
Cllr Dave Brosnan
Cllr Simon Dowling
Cllr Richard Hardcastle

In attendance: Administrative assistant Steph White

PC/25.14 INTRODUCTION FROM THE CHAIR

Cllr J Garvani welcomed everyone to the meeting.

PC/25.15 TO RECEIVE APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASON FOR THE ABSENCE

No apologies received.

PC/25.16 DECLARATIONS OF DISCLOSABLE PECUNIARY & OTHER INTERESTS

Cllrs S Dowling and J Garvani declared an interest in relation to item **PC/25.21** due to a connection with vendor.

PC/25.17 TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC AT THE CHAIR'S DISCRETION

No members of the public were present.

PC/25.18 TO APPROVE THE MINUTES OF THE PREMISES COMMITTEE HELD ON 11TH DECEMBER 2025

Resolved to approve the minutes of the meeting held on 11th December 2025 as a true and accurate record.

PC/25.19 FINANCIAL MATTERS

19.1 To note the purchase order for toilet roll holders, soap dispensers, paper towel holder, contrasting toilet seat for AWC, painting of hand rail, external door step, authorised under the Clerk delegated authority in consultation with the Chairman, in compliance with Financial Regulation 5.15.

Noted.

Signed: _____ Chairman Dated: _____

19.2 To receive a budget update on costs incurred to date on No.3 The Green and available budget.

£307,000 spent so far to date. There is an estimate of £305,000 estimated costs for the total project. Phase 2's estimated spend was £50,000. Due to the removal of the removable partition wall, the spend will be reduced to £32,820.06.

Agreed: Office to confirm figures on phase 2 costs.

19.2 To consider procurement requirements and discuss an approved contractors list.

It was discussed that a compilation of local contractors be established by the office to use going forward for works that may need to be carried out, on both 3 The Green and The Stables buildings, in the future. The council has a 12 month snagging period under contract with Tom Willoughby (TW).

Agreed: Office to prepare some wording to use in an advert as a call for contractors. To be discussed and agreed at the next premises committee meeting.

PC/25.20

NO.3 GREEN

20.1 To receive a copy of the Fire Risk Assessment completed on 13.01.2026 and discuss any further matters relation to the fire strategy.

Cllr J Garvani received an email from Ethan from TW regarding the fire risk assessment. Building control queried evacuation of people to refuge points, stating that what has been prepared is more of a risks assessment – i.e., the risks of fire occurring, rather than a fire strategy – i.e., how to evacuate people in occurrence of a fire.

The priority is for correct signage to be implemented at every fire point and clear fire exits marked. A keep clear sign on the doorway to the court to the rear side of the building. Hatching marks to be painted in front of the door to the court. A fire exit exists through to the museum side.

Action: Office to look into the fire marshal training of staff. Cllr S Dowling has details he will email to the office. £29.75 + VAT for online training.

Action: A walk round of the building by councillors to see where the fire points are, to see how many signs are required and to agree on evacuation points in case of fire.

20.2 To discuss and decide as necessary the requirements for the 1st floor space e.g. office to be in smaller room, no divider in the large room.

The cost for phase 2 (first floor space) is £45,976.86. Not having the multi-fold door and intercom will reduce this cost.

It was discussed whether it was a requirement to have an architect in place for phase 2 as we do not need.

The carpet for the upstairs space will get less foot fall than the downstairs rooms. Still hard wearing, but floor tiles are more expensive than a carpet. Two windows are required, but we already have the glass so no further costs. The toilet upstairs does not need fully replacing. Flooring to be replaced with vinyl, but fixtures to remain.

The stairway up to the second floor needs a refresh for visual purposes.

Agreed: Multi-fold door and intercom no longer required. Carpet to go in office space and board room. Replacement of floor in toilet and painting of stairway up to second floor. Confirm these requirements with TW to gain new quote.

20.3 To discuss and decide on the purchase of the following items:

- **Large screen for the ground floor room**

The Civic Centre has released £3,000 towards a large screen TV. It needs to be professionally installed.

Action: Measure the space but estimate an 80” screen required for downstairs and possibly 80” or 70” screen for upstairs. Office to get quotes from retailers.

- **Tables and Chairs for the ground floor room**

An estimate of 50 or 60 chairs required for downstairs room. Stackable and easily storable but good quality. 12 folding tables required – similar to the ones the council currently use for events.

Action: Office to research chairs and tables and provide quotes to the premises committee.

- **Kitchen items e.g. crockery, cutlery, dishwasher**

A fridge is not needed downstairs. The fridge the council currently has can be used in the upstairs kitchen. Plumbing is available for a dishwasher downstairs.

Two microwaves required, two kettles and/or water boilers for downstairs. Crockery also required, but there is a selection of crockery in The Stables, some of which is in good condition.

Action: Office to research and gain quotes on kitchen appliances and crockery. Stock take to be made on existing crockery.

20.4 To consider and discuss room hire facilities and conditions of hire based on similar facilities.

The council has recently started using Scribe for managing accounts. The system has a facility for integrating a room hire booking system. Using Scribe’s facility will link in well with the accounts system already implemented. Research has been undertaken to look at other organisations and what they use for room bookings. One such costs £10 per month and would be effective. Another council has a form which does everything the council requires.

The booking out of the facilities need to take into consideration of out of hours bookings. Insurance, locking up and setting the alarm means a member of staff is needed to be on site when the building is in use.

Agreed: To consider all options and agree on the most effective system, taking into account ease of use and cost. Present findings at the next premises committee meeting.

Resolved: A member of staff in a caretaker role will be required to manage the hire, cleaning, and be on site during out of hours hire. Estimated 8-12 hours per week. Office to consult YLCA for job description and guidance on such a role and defer to the staffing and employment committee.

21.1 To receive an update on the lease

It was discussed that the museum agreed to terms of the lease but there is a query on the museum having access to our car park for blue badge holders.

Resolved: It was agreed that the car park should only be used by council staff due to limited space and visitors. Disabled parking is available in surrounding streets across the road at Fink Hill car park. Office to write to the museum to inform them of the council's decision.

21.2 To receive updates on the requested repairs to the guttering and windows and to resolve any further issues.

The guttering to the rear of the building was blocked and a basic repair was undertaken to get through the worst of winter. New guttering may be needed in the future. A proper inspection of the guttering to the front and back of the museum to be undertaken, along with an inspection of the windows. The sign outside the front to also be looked at.

Action: Office to check with Cllr A Goulden of the planning, licensing and traffic committee to check on permissions due to the building being in a conservation area.

It was raised about correct communication between the museum and the council (as the museum's landlord).

Resolved: That all communications regarding the lease of the museum to go through the proper channels on contacting the office and not speaking to councillors individually.

PC/25.22 EXCLUSION OF THE PRESS AND PUBLIC

To consider a confidential contractual matter and to resolve any further actions. It is recommended that this matter is considered under the exclusion of the Press and Public in accordance with the Public Admissions to Meetings Act 1960 due to matters that may be prejudicial to the public interest.

Resolved: Cllr J Garvani to draft a letter to Crooks Architecture and ask office clerk to liaise thanking them for their work on phase 1 of the project. The council will be dealing with phase 2 going forwards. Ask for final invoice.

PC/25.23 ITEMS FOR FUTURE AGENDA

How to deal with running repairs. Some may come under delegated powers where others may not.

Finalising equipment, appliances and crockery as discussed at agenda item **PC/25/20.2.**

Room hire software/booking forms as discussed at agenda item **PC/25/20.4.**

PC/25.24 MATTERS FOR INFORMATION

A roofer looked at the upstairs at The Stables from the house next door. Some of the roof tiles appear cracked and may need replacing. Neighbour has given permission to access their roof if required.

Action: Office to look into who can assess.

To assess disability requirements nearer time of opening. Changing bench and screen.
Defer to future agenda as and when feel is needed.

PC/25.25 **DATE OF THE NEXT MEETING**
To be confirmed.

Meeting closed at 20:50