



Horsforth Town Council | The Stables | 2 Church Road | Horsforth | Leeds | LS18 5LG
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**Minutes of The Staffing and Employment Committee
Held at 6.30pm on Thursday 19th 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 Andrew Wishart
Cllr Cathy Gillinder

SE/25.44 APOLOGIES & REASONS FOR ABSENCE

Apologies were received and noted from Cllr Simon Dowling.

SE/25.45 DECLARATIONS OF DISCLOSABLE PECUNIARY & OTHER INTERESTS

No disclosable pecuniary or other interests were declared.

SE/25.46 PUBLIC QUESTIONS

No press and public were present at the meeting.

SE/25.47 MINUTES OF THE PREVIOUS MEETING

To receive and approve the draft minutes of the Staffing and Employment Committee held on 11th March 2026 as a true record to be signed by the Chair.

RESOLVED: That the draft minutes of the Staffing and Employment Committee held on the 11th March 2026 be approved as a true record and signed by the Chair.

SE/25.48 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 6 – Town Clerk/RFO Recruitment

Signed: _____ Chairman Dated: _____

SE/25.49 **TOWN CLERK/RFO RECRUITMENT**

To consider and agree the terms and conditions for the job offer letter to Candidate 2026/CRF004. Template job offer letter previously circulated and NALC NJC pay scales for 2025/2026 enclosed.

A discussion was held on the terms of the appointment to be offered to the candidate and consideration was given to the NALC NJC pay scales. Members agreed the terms of the appointment (as detailed in the confidential notes).

RESOLVED: That the terms of the appointment for candidate 2026/CRF004 are agreed and offered in writing (see confidential notes on file). Chair to message the candidate tonight as the council email system is down. Clerk to send offer letter by first class post.

SE/25.50 **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.

There being no further business, the Chair closed the meeting at 6.45pm.

DRAFT