



## **Horsforth Town Council**

The Stables,  
2 Church Road,  
Horsforth  
LS18 5LG

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### **Full Council Meeting**

**Thursday 30<sup>th</sup> January 2025**

### **AGENDA PACK**

*Distribution: E Bromley, D Brosnan, D Collins, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani,  
J Garvani, C Gillinder, S Gomersall, A Goulden, R Hardcastle, B Heaviside, E Hyndes, R Jones, A Martin, E Richards,  
N Smith, T Stones, J Tumalan, A Wishart*



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### Full Council Meeting - Minutes Thursday 28<sup>th</sup> November 2024 at 7.00pm

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
John Garvani	Emmie Bromley	Richard Hardcastle	Dave Brosnan	Francesca Gains
Eddie Hyndes	Dawn Collins	Tracy Stones	Mark Fletcher	Aiden Goulden
Raymond Jones	Andrew Wishart	Julio Tumalan	Cathy Gillinder	
			Gill Garvani	
			Emily Richards	

**In attendance:** Becky Crabtree – Clerk, PCSO Julie Richardson and two members of public.

#### HTC/24.52 Introduction from Chairman

Cllr Bromley (Vice Chair) welcomed all to the meeting in Cllr Dowling's absence.

#### HTC/24.53 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr G Garvani, Cllr Gomersall, Cllr Cousins, Cllr Dowling and reasons for the absence were approved.

#### HTC/24.54 Declaration of Disclosable Pecuniary and other Interests

None declared.

#### HTC/24.55 Public Participation

- A member of public attended about the LCC proposal for parking charges at the Fink Hill carpark and raised a number of concerns and the impact it would have on local residents if it was to go ahead. It was noted that LCC is responsible for this matter and Cllr Jones offered to meet the member of public to discuss this further.  
Cllr Collins queried if we could ask LCC to inform the TC about any consultations such as car parking charges for the PL&T Committee to consider. The Clerk said she would contact LCC.
- A representative from Horsforth Climate Action attended and said that she supports the Biodiversity Policy that the TC was considering at the meeting and, offered to work with the TC on this matter in the future. She provided further information to the councillors including what other TC's currently do.

#### HTC/24.56 Police report

##### 24.56.1. To note and consider the latest crime statistics for Horsforth

PCSO Julie Richardson was in attendance and shared a copy of the statistics to the councillors. She reported that the number of crimes has decreased since the last meeting. There has been several shed break ins, thefts from motor vehicles and ad-hoc burglaries.

The Policing Team are doing everything they can with limited staffing including working overtime and working with Pudsey to carry out border controls.

##### 24.56.2. To consider any other policing matters.

Cllr Jones asked if they could monitor illegal parking, especially on Low Lane including vehicles parked on double yellow lines and bus stops.

Cllr Jones said thank you for their efforts with the parking issues outside Broadgate School as it has improved. It was noted they are working with the schools in Horsforth and talking to students about road safety.

Cllr Brosnan queried about the thefts of vans, and it was confirmed that there hasn't been any for a while.

Cllr Goulden queried about the recent issues with youths at Morrisons and it was confirmed that the Policing team are aware of it and it is also, happening behind Costa. They have CCTV images and will be carrying out house visits.

#### **HTC/24.57 To approve the minutes of the Full Council meeting held on 26<sup>th</sup> September 2024**

**Resolved** to approve the minutes of the Full Council Meeting of the Town Council held on 26<sup>th</sup> September 2024 as a true and accurate record.

#### **HTC/24.58 To receive an update and note previous minutes for the following committees.**

##### **24.58.1 Finance and General Purposes**

The minutes were noted and the Clerk reported that the Committee were unable to agree to affiliate to UK/Ireland Nuclear Free Local Authorities (NFLA) as the TC's current energy suppliers and the pending suppliers have nuclear as part of their fuel mix. The Clerk is investigating this further.

##### **24.58.2 Planning, Licensing and Traffic**

The minutes were noted.

##### **24.58.3 Community and Environment**

It was noted that the next meeting is being held on 5<sup>th</sup> December 2024.

##### **24.58.4 Staffing and Employment**

The minutes were noted.

#### **HTC/24.59 Financial Matters.**

##### **24.59.1 To consider and approve the financial report to 31<sup>st</sup> October 2024**

The financial reports were considered, and it was **resolved** to approve the financial report to 31<sup>st</sup> October 2024 as recommended by the Finance and General Purposes Committee.

##### **24.59.2 To approve the Schedule of Payments and Income**

**Resolved** to approve the Schedule of Payments. See Appendix 1.

#### **HTC/24.60 Organisational Matters**

##### **24.60.1 To review the Action Plan**

The Action Plan was reviewed. Cllr Goulden raised that the Neighbourhood Development Plan includes several community actions and suggested that these are also included in the Action Plan. The C&E Committee will be discussing this further.

##### **24.60.2 To consider a recommendation from the F&GP Committee to adopt a Biodiversity Policy**

**Resolved** to adopt the Biodiversity Policy and it was noted that it will be reviewed further by the relevant working groups and committees.

##### **24.60.3 To agree a new LBA representative**

**Resolved** to defer to the next meeting.

##### **24.60.4 To consider and agree the meeting dates and agree the date of the Annual Town Meeting**

**Resolved** to agree the proposed dates and the date of the Annual Town Meeting being held in 2026 was agreed.

##### **24.60.5 To note half yearly attendance figures**

The attendance figures were noted.

##### **24.60.6 To consider and agree to give the Clerk and Chairman delegated powers to apply for any potential grants towards TC projects in conjunction with the relevant Committee/Working Group**

**Resolved** to agree to give the Clerk and Chairman delegated powers to apply for any potential grants as proposed.

#### **HTC/24.61 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:**

##### **24.61.1 To receive an update from the Premises Development Working Group**

- i. **To receive an update about No.3 including the license of alterations**

Cllr J Garvani reported that LCC has prepared the draft license of alterations and has asked the architect to check it. He is due to send his comments shortly. The contractors have provided an updated schedule of costs, and the ground floor renovation of No.3 will now cost £250,000.00. It was noted that the contractors are available to start the works mid/end of January 2025 and require an instruction from the TC to order the lift as there is a delivery lead time of 12-14 weeks. This was discussed and councillors agreed for the Clerk to send a letter to approve the lift order.

The Clerk reported that the boiler in the Stables needs replacing. It was noted that boiler may not be able to be installed in the current location and the Clerk is currently obtaining quotes for different options including electric heating.

**ii. To receive an update about the Museum**

The leads of the working group and the Clerk had a meeting with the trustees to go through the draft lease and discuss the queries raised. The Museum has since raised some more queries and the Clerk will be responding shortly.

**24.61.2 To pass a resolution to sign up to the civility and respect pledge**

**Resolved** to sign up to the civility and respect pledge.

**24.61.3 To consider and resolve that the Town Council meets all the requirements and is eligible for the Silver Award of the Local Council Award Scheme.**

**Resolved** that the council has all documents, information and conditions in place for the Bronze and Silver Award and they are published on the Town Council website where applicable.

**24.61.4 To note the Local Government Services Pay Agreement for 2024/2025**

The Local Government Services Pay Agreement for 2024/2025 was noted.

**24.61.5 To consider a recommendation from the Staffing and Employment Committee to increase the Clerks salary by two points**

The Clerk left the room whilst Councillors considered this item.

**Resolved** to increase the Clerks salary by two points and backdate to the date the appraisal was carried out.

The Clerk entered the room.

**24.61.6 To consider a recommendation from the Staffing and Employment Committee to increase the Admin Assistant's salary by two points**

**Resolved** to increase the Admin Assistants salary by two points and backdate to the date the appraisal was carried out. It was also noted that she has worked several hours overtime due to the work she has done for the events, Horsforth Matters and Neighbourhood Plan and may struggle to take the time in lieu due to workload and the annual leave she is yet to take. It was **resolved** to pay for the overtime up to Christmas.

**24.61.7 To agree to have a stall at the Farmers Market bi-monthly in 2025**

**Resolved** to have a stall at the Farmers Market bi-monthly in 2025.

**24.61.8 To receive an update about Mayors for Peace and to appoint a Peace Champion**

The Clerk reported that the TC is now registered and has received a certificate and information pack.

It was **resolved** to appoint Cllr Hyndes as the Peace Champion.

**24.61.9 To note that the government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances. [Please click this link.](#)**

**Resolved** that councillors will complete the online survey individually.

**24.61.10 To receive an update from the Neighbourhood Plan Working group**

Cllr Goulden reported that members of the working group had a training session with the planning consultant about how to use the NDP and the review process. It was noted that the NDP's main aim is planning but also, includes a several community actions which they need to track. The C&E Committee will be considering this at the next meeting and the Clerk will add the actions to the TC Action Plan.

The planning consultant has offered to attend a Full Council meeting to provide more awareness about the NDP and this was agreed. The Clerk will get a quote.

The working group has now published a survey to receive feedback from Horsforth residents about the NDP, ahead of the review. The survey is available online and in Horsforth Matters which is being delivered to every household.

The working group will also be looking at how the available CIL funds can be used.

## **HTC/24.62 Reports from external organisations**

### **To consider reports and any action required in relation to:**

#### **24.62.1 Dementia Friendly**

Cllr Fletcher reported the following:

- We were joined at the meeting by two guests – Christabel Grasby from Drama North and Janet Galvin from Horsforth Community Garden.  
Drama North is a local drama club based at Willow Green church on Parkside. Amongst other projects they have worked on a play about the time the people of Leeds built an arch in Commercial Street out of 1500 loaves of bread ([true story](#)) for a royal visit in 1894. Christabel writes plays herself and may be able to work with us to stage a play for Dementia Action Week, as a follow-up DFH's successful staging of the one-man play *The Purple List* last year.
- Janet and the community garden team are working on a sensory garden for Hall Park. The community garden itself is having a revamp which will have improved access for people with restricted mobility, including wider paths and ramps. This will be [officially opened](#) in March 2025 by the Lord Mayor of Leeds, Abigail Marshall Katung.
- Early discussions have started for activities during Dementia Action Week 2025 which is currently planned for 19<sup>th</sup>-25<sup>th</sup> May and is promoted nationally by the Alzheimer's Society. As with this year's event, this will probably include dementia information sessions, and we will also look into borrowing some memory boxes from the [Marks and Spencer archive](#) – these contain miscellaneous items from the 1940s to the 1970s that are designed to be used as memory and conversation prompts.
- The Grove is now hosting memory cafés at 10am on the fourth Wednesday of every month, and we also discussed the possibility of holding another one at the museum following the successful event there in September. Additionally members of a local dementia group will be making angel decorations for the Christmas lights switch-on, having also made pumpkin decorations for Halloween.

#### **24.62.2 Horsforth Fairtrade**

No update.

#### **24.62.3 Young People's Champion Horsforth Climate action**

Cllr Bromley provided the following report:

- HCA has established a small but hardworking steering group. Individual membership comes by signing up to their newsletter and they currently have around 370 people signed up.
- They have gone from strength to strength and feel that they are now building up some momentum. Their funding from Climate Action Leeds for activities and hubworker employment will cease in September 2025 and they have taken the decision to become a CIO, so that they can fundraise independently.
- They are slowly growing the membership with a view to collaborating with local community groups, to share information, training, funding, publicity and hopefully support with volunteers.
- HCA has had a very positive meeting with Dave Brosnan of the Town Team and will be working on how they can mutually support local businesses with sustainable issues in the New Year.
- HCA Saturdays and repair café have now become established events and run on the same day as the Farmers Market. The Repair cafe is very successful and runs almost independently. The HCA Saturdays run alongside the Repair cafe most months and have become successful public engagement and information events. They have also begun to have a regular presence at the Farmer's Market.
- The Nature group were disappointed that LCC Parks didn't have the correct equipment to remove the grass cut from the relaxed mowing areas on Drury Field. Volunteers had to rake by hand to prevent the grass cuttings increasing the fertility, which would reduce wildflowers. They used the opportunity to use the raked grass to create ephemeral land art of a Horsforth Horse.
- HCA are beginning work with Yorkshire Wildlife Trust/Yorkshire Rewilding Network and nature based groups across North Leeds to implement nature recovery.
- Bioblitz is an ongoing citizen science project and HCA encourage joining iNaturalist to take part in the project. It is very easy. There are 114 observers, 650+ species and 1500+ observations.

- Community composting bins were completed on Drury Field, the first place in Leeds to have this on parks land. It is a successful project with 25 members which complements the other community composting site at Inspirations Nursery/West End School.

#### **24.62.4 MHA Communities**

Cllr Jones has been unable to get a response from MHA Communities and the Clerk offered to try and get in touch.

Cllr were reminded to provide a written report to the Clerk in advance of a meeting to include in the Agenda Pack.

#### **HTC/24.63 Council Surgery**

Cllr Gillinder and Cllr Goulden agreed to attend the next council surgery.

#### **HTC/24.64 Items for future agenda**

Budget and Precept

#### **HTC/24.65 Date of next meeting**

**Resolved** that the next Full Council meeting is to be held on 30<sup>th</sup> January 2025 and the deadline for agenda items is 20<sup>th</sup> January 2025.

The meeting closed at 8.35pm

*Distribution: E Bromley, D Brosnan, D Collins, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani, J Garvani, C Gillinder, S Gomersall, A Goulden, R Hardcastle, B Heaviside, E Hyndes, R Jones, A Martin, E Richards, N Smith, T Stones, J Tumalan, A Wishart*

### **Appendix 1**

#### **Schedule of Payments for the Full Council Meeting being held on 28<sup>th</sup> November 2024**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
Salaries	Staff Salaries November 2024	£3521.93	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension Contributions November 2024	£991.47	To note as previously approved by virtue of the employment contract
St Margarets Church	Room Hire	£177.75	Clerk approved using delegated powers
YLCA	Cllr Training	£70.20	Clerk approved using delegated powers
Festive Lights LTD	Festive lights for Christmas Event	£130.82	Clerk approved using delegated powers
Morrisons	Cleaning supplies	£3.62	Clerk approved using delegated powers
Amazon	Lanyards, I.D badge holders, Telephone for office and stationary	£56.99	Clerk approved using delegated powers
Amazon	Speaker for event	£156.55	Clerk approved using delegated powers
Amazon	Festive lights for Christmas event	£31.86	Clerk approved using delegated powers
Amazon	Decorations for Christmas event	£191.65	Clerk approved using delegated powers
Amazon	Supplies for Santas Grotto	£16.00	Clerk approved using delegated powers
Community TM	Traffic management for Christmas Event	£1600.00	
Award Banners	Signage for Christmas Event	£289.56	



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### **Finance and General Purposes Committee Minutes Meeting held on Thursday 16<sup>th</sup> January 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB**

**Present: In Chair** – Cllr Dowling (Chair)

E. Bromley, G. Garvani, J. Garvani, R. Hardcastle, R. Jones, T. Stones,

**In attendance:** B. Crabtree – Clerk

#### **FGP/24.38 Introduction from the Chair**

Cllr Dowling welcomed all to the meeting.

#### **FGP/24.39 To consider apologies and the reason for absence**

All councillors were present.

#### **FGP/24.40 Declaration of Disclosable Pecuniary and other Interests**

None declared.

#### **FGP/24.41 To consider questions and comments from members of the public at the Chairman's discretion**

The Horsforth correspondent for Leeds West Despatch was in attendance.

#### **FGP/24.42 To confirm and accept the minutes of the Finance and General Purposes meeting held on 14<sup>th</sup> November 2024.**

**Resolved** to approve the minutes of the Finance and General Purposes Committee meeting held on 14<sup>th</sup> November 2024 as a true and accurate record.

#### **FGP/24.43 Financial Matters**

##### **24.43.1 To review and consider recommending that the Council approves the financial report to 31<sup>st</sup> December 2024 and agree any necessary action**

The financial report was discussed, the budget was reviewed. It was **resolved** to make a virement of £1000 from the Annual Event budget to Horsforth Matters and recommend that the Full Council approves the financial report to 31<sup>st</sup> December 2024.

##### **24.43.2 To consider and approve the schedule of payments**

**Resolved** to approve the schedule of payments. See Appendix 1.

##### **24.43.3 To receive an update about the internal audit and internal control checks**

###### **i. Review of internal audit.**

It was noted that Cllr Dowling and Cllr G Garvani have carried out the internal audit review and no issues were raised.

DR



**Appendix 1**  
**Schedule of Payments for the Finance and General Purposes Committee**  
**Meeting being held on 16<sup>th</sup> January 2025**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
Salaries	Staff Salary costs December 2024 (Note includes backpay)	£5075.35	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension Contributions December 2024	£1502.08	To note as previously approved by virtue of the employment contract
HMRC	Tax & NI – Quarter 3	£3812.65	To note as previously approved by virtue of the employment contract
Salaries	Staff salary costs January 2025	£3868.86	To note as previously approved by virtue of the employment contract
West Yorkshire Pension Fund	Pension Contributions January 2025	£1107.18	To note as previously approved by virtue of the employment contract
PPL PRS	Music license for two events	£254.44	Clerk approved using delegated powers
Larkfield Glass Engraving	Awards	£175.00	Approved at the F&GP Committee meeting held on 14 <sup>th</sup> November 2024
Asda	Frames for awards	£12.50	
Fix it	Laptop repair	£105.00	Clerk approved using delegated powers
YSS events	Stage – 25% fee only due to cancellation	£450.00	Approved at the C&E Committee meeting held on 5 <sup>th</sup> September 2024
YLCA	CLlr training	£26.30	Clerk approved using delegated powers
Post office	Card	£2.49	Clerk approved using delegated powers
Jackson Fire and Security	Fire alarm and equipment service	£221.85	Clerk approved using delegated powers
YLCA	Staff training	£35.00	
T&B Bookkeeping	Payroll	£161.00	Clerk approved using delegated powers
Robert Holler electrical	Electrical inspection at The Stables	£250.00	Clerk approved using delegated powers
YLCA	CLlr Training	£70.20	
Leeds City Council	Christmas Lights	£15116.00	Approved at the F&GP Committee meeting held on 14 <sup>th</sup> March 2024
Public Access Defibrillators	Replacement Batteries	£420.00	
Horsforth in Bloom	Floral displays	£180.00	
Canva	Annual subscription	£225.00	Clerk approved using delegated powers due to needing access for marketing materials for Christmas Event

**Payments received**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
Leeds City Council	CIL funds	£3079.29	Community Infrastructure Levy Funding

**Appendix 2 - Proposed draft budget and designated funds for 2025-2026**

		<b>2023-2024</b>	<b>2023-2024 ACTUAL</b>		<b>2024-2025</b>	<b>2024-2025 ACTUAL AS AT 31/12/2024</b>	<b>2024-2025 EXPECTED AT YEAR END</b>		<b>2025-2026</b>
<b>INCOME</b>									
Precept		£126,035	£126,035		£126,035	£144,900	£144,900		
Council Tax Support Grant		£4,927	£4,927		£5,174	£5,174	£5,174		£5,249.00
Bank Interest		£100	£4,257		£2,760	£1,824	£2,700		£2,500.00
Donations			£699			£1,000	£1,000		
CIL			£176			£8,134	£8,134		
Other			£2,990			£900	£900		
<b>Premises income</b>									
Museum Rent		£4,000			£1				£1.00
Grants					£5,000				£5,000.00
Donations					£10,000				£10,000.00
Lettings									
		<b>£135,062</b>	<b>£139,083</b>		<b>£148,970</b>	<b>£161,932</b>	<b>£162,808</b>		<b>£22,750.00</b>

		<b>2023-2024</b>	<b>2023-2024</b>		<b>2024-2025</b>	<b>2024-2025</b>		<b>2025-2026</b>
		<b>AGREED BUDGET</b>	<b>ACTUAL AS AT 31/12/2023</b>		<b>AGREED BUDGET</b>	<b>ACTUAL AS AT 31/12/2024</b>	<b>EXPECTED AT YEAR END</b>	<b>Proposed Budget</b>
<b>EXPENDITURE</b>								
<b>Community and Environment</b>								
Grants & sponsorship		£4,500	£4,000		£4,000	£1,000	£4,000	£4,000
Award scheme		£200	£274		£200	£175	£200	£250
Civic Service		£100	£100		£100	£100	£100	£100
Horsforth Gala		£100	£44		£100	£0	£0	£100
Remembrance Service		£1,000	£859		£1,000	£1,070	£1,070	£1,100
Annual Town Meeting		£50	£0		£0	£0	£0	£0
Horsforth Matters		£1,750	£1,561		£2,000	£795	£2,100	£2,000
Band concerts		£1,200	£990		£990	£990	£990	£1,100
Annual Event		£2,543	£2,550		£1,500	£1,163	£1,163	£1,500
Christmas motifs, lights and trees		£16,000	£15,881		£17,000	£950	£16,066	£17,000
Christmas Switch-On event		£5,000	£4,241		£4,500	£4,452	£4,452	£4,500
HTC baskets and planters - inc watering	-	£9,600	£9,564	-	£10,000	£9,379	£9,379	£10,000
Jubilee Garden - maintenance		£1,000	£720		£1,000	£360	£1,000	£1,000
<b>Total</b>		<b>£43,043</b>	<b>£40,784</b>		<b>£42,390</b>	<b>£20,434</b>	<b>£40,520</b>	<b>£42,650</b>

Planning, Licensing and Traffic		£500	£0		£500	£0	£0		£500
Total		£500	£0		£500	£0	£0		£500
Staffing costs									
Office Staff		£61,605	£63,301		£69,363	£52,286	£68,000		£74,000
Premises Staff					£7,500	£0	£0		£7,500
Recruitment					£100	£0	£0		£100
Total		£61,605	£63,301		£76,963	£52,286	£0		£81,600
Office									
Office Equipment & Photocopier Lease		£1,000	£317		£400	£267	£321		£400
IT Support		£1,175	£1,243		£1,400	£899	£1,214		£1,400
Stationery & Printing		£900	£884		£900	£478	£670		£900
Postage		£100	£0		£25	£0	£0		£25
Telephone and Broadband		£900	£977		£1,500	£644	£900		£1,000
Subscriptions		£2,325	£2,242		£2,450	£2,070	£2,595		£2,800
Audit, Accounts & Data Protection		£3,000	£1,555		£2,000	£1,439	£1,800		£2,000
Miscellaneous		£200	£421		£750	£70	£150		£500
Bank Charges		£145	£144		£150	£117	£170		£200
Chairman's Allowance		£100	£23		£100	£0	£0		£100
Meeting Expenses & Refreshments		£185	£73		£100	£26	£26		£50
Room Hire		£1,300	£362		£500	£296	£414		£250
Legal & Professional Fees		£1,030	£355		£2,500	£0	£0		£2,500
Email and Website		£737	£815		£800	£83	£800		£850
Clock Maintenance		£500	£434		£500	£0	£0		£500
Defibrillator Maintenance		£2,000	£720		£2,000	£0	£420		£2,000
Roll Of Honour		£0	£0		£0	£0	£0		£0
Combined Insurance		£1,834	£1,999		£2,500	£2,073	£2,073		£2,500
Total		£17,431	£12,564		£18,575	£8,462	£11,553		£17,975
Training									
Staff Training		£1,500	£320		£1,000	£166	£250		£500
Councillor Training		£2,000	£439		£1,000	£738	£988		£1,000
Total		£3,500	£759		£2,000	£904	£1,238		£1,500
Election (TRANSFER FROM DF)		£12,500	£13,609		£12,500	£0	£0		£12,500
Total		£12,500	£13,609		£12,500	£0	£0		£12,500
Premises									
Utilities and Services		£16,784	£11,909		£13,500	£7,728	£10,000		£15,100
Cleaning and Caretaking		£1,000			£2,500	£41	£100		£2,500

Maintenance and Statutory Checks	£1,500	£96	£13,150	£1,113	£1,500	£13,150
Sundry expenditure	£13,811	£9,786	£19,561	£9,810	£9,810	£19,561
<b>Total</b>	<b>£33,095</b>	<b>£21,790</b>	<b>£48,711</b>	<b>£18,692</b>	<b>£21,410</b>	<b>£50,311</b>
Horsforth Museum - Grant re No5 The Green Rent	£4,000	£0	£0	£0		£0
<b>Total</b>	<b>£4,000</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
	<b>£175,674</b>	<b>£152,806</b>	<b>£201,639</b>	<b>£100,778</b>	<b>£74,721</b>	<b>£207,036</b>
<b>SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE</b>	<b>-40,612</b>	<b>-13,723</b>	<b>-52,669</b>	<b>61,154</b>	<b>88,087</b>	<b>-184,286</b>

DRAFT



**Horsforth Town Council**  
The Stables, 2 Church Road  
Horsforth  
Leeds  
LS18 5LG

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**Planning, Licensing & Traffic Committee Minutes**  
**Thursday 21<sup>st</sup> November 2024 at 7pm**  
**The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG**

**Present: In Chair** – Cllrs R Hardcastle, D Brosnan, M Fletcher, A Goulden, G Garvani, and E Hydes

**In attendance:** S White Administration Assistant.

**PLT/24.86 To receive apologies for absence and to consider the reason for the absence**  
No apologies were received.

**PLT/24.87 Declaration of Disclosable Pecuniary and other Interests**  
Councillor D. Brosnan declared an interest in relation to planning application 24/06319/FU and Councillor G. Garvani for planning application 24/06299/FU.

**PLT/24.88 To consider questions and comments from members of the public at the Chairman's discretion.**  
No members of the public were in attendance.

**PLT/24.89 Minutes of the previous meetings**  
**Resolved** to approve the minutes of the meeting held on Thursday 24<sup>th</sup> October 2024.

**PLT/24.90 Leeds City Council Planning Decisions**  
The planning decisions were noted.

**PLT/24.91 New Planning Applications**

**91.1 To note the planning applications received since the meeting held on 24<sup>th</sup> October and the comments made by the Proper Officer whilst she had delegated powers to comment. See agenda pack.**

The comments submitted by the Proper Officer for recent applications were noted.

**91.2 To consider and comment on planning applications received from Leeds City Council since the last meeting of the Committee.**

**Resolved** to comment on the planning applications as per Appendix 1.

**PLT/24.92 Planning Appeals & Planning Appeal Decisions**  
Appeals were noted.

**PLT/24.93 Planning Enforcement**  
No planning enforcements to note.

**PLT/24.94 Licensing Applications**  
No licensing applications to note.

#### PLT/24.95 Traffic

To consider and approve any action in relation to traffic issues, including the following:

**95.1 Complaints**

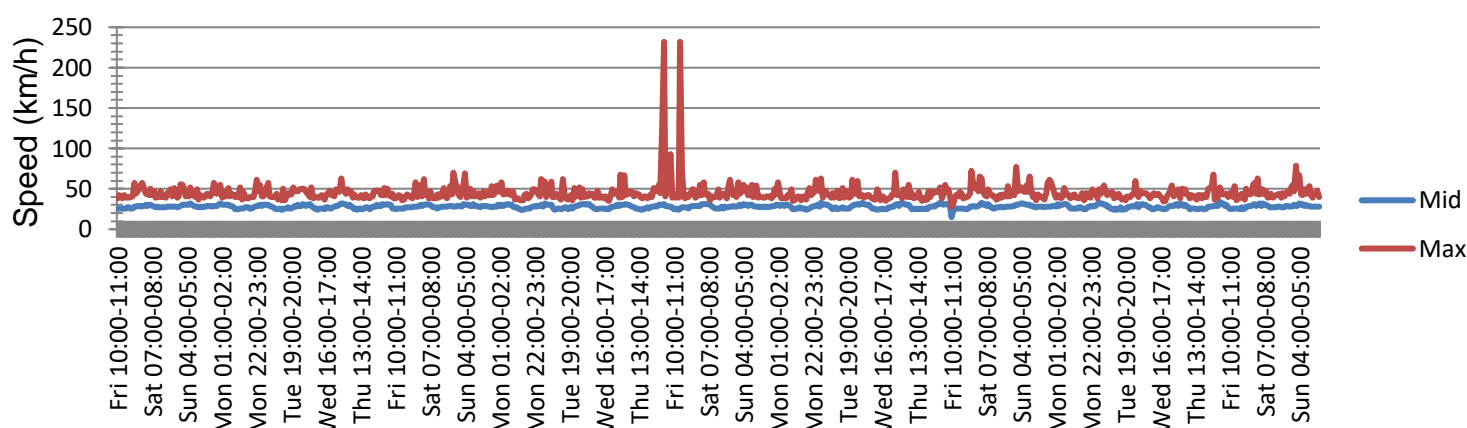
None to report.

**95.2 Traffic schemes**

None to report.

**95.3 Speed indicator device (SID) updates and any data**

### Sequence Average and Maximum speed



Evaluation time	18 October 2024,10:00 - 17 November 2024,17:00							
Speed limit	50	km/h	Values	Vehicles	Vd[km/h]	Vmax[km/h]	V85 [km/h]	
Speed violations	0.06	%	423510	48156	27	232	31	
ADT	1590							
AYT	580350							
Evaluation direction	Arriving							

#### PLT/24.96 Leeds Bradford Airport (LBA)

To consider the following:

**96.1 Leeds Bradford Airport Consultative Committee**

No updates to note.

**96.2 Leeds Bradford Airspace Change – to receive and note updates (if any)**

No updates to note.

**96.3 Any other matters relating to Leeds Bradford Airport (LBA).**

No updates to note.

#### PLT/24.97 Neighbourhood Plan.

Councillor A Goulden gave an update on the progress of the neighbourhood plan. The residents' survey is live and links to complete it have been shared on HTC's website and Facebook page. The survey is also available in the latest edition of the newsletter, Horsforth Matters. An online version has gone to the mailing list and paper copies will be delivered to each household in the next week or two. So far, we have had 45 responses. It was agreed to review the surveys by mid-January 2025. Steph White to keep the working group up to date with responses.

#### PLT/24.98 Leeds City Council Core Strategy and Site Allocation Plan

No update.

#### PLT/24.99 To consider correspondence received and agree any necessary action

No correspondence received.

**PLT/24.100 Matters for information.**

The budget for next year was agreed to be kept at £500.

**PLT/24.101 Items for future agenda**

No agenda items were requested.

**PLT/24.102 Date of the next meeting**

**Next meeting of the Committee: 23<sup>rd</sup> January 2025**

**Deadline for agenda items: 13<sup>th</sup> January 2025**

It was agreed that no meeting would take place in December and the meeting dates were noted.

The meeting concluded at 8:30pm

*Distribution: Cllrs R Hardcastle, D Brosnan, M Fletcher, G Garvani, A Goulden, E Hydes*

**Appendix 1 - Minute No. PLT/24.91.2 – comments on new planning applications**

Reference	Application Validated	Deadline for comments	Address	Proposal	HTC Response
<a href="#">24/06233/FU</a>	Mon 28 Oct 2024	Fri 13 Dec 2024	7A Woodside Hill Close Horsforth Leeds LS18 4HW	Demolition of existing dormers and erection of new dormers with windows to front and rear, and roof light to front	Horsforth Town Council neither supports nor objects to this application.
<a href="#">24/06040/FU</a>	Mon 21 Oct 2024	Fri 22 Nov 2024	2 Oliver Hill Horsforth Leeds LS18 4JF	Demolition of existing single storey extensions and a chimney; conversion of bungalow to two storey dwelling with rooms in roof space above, including balcony terrace to rear and roof lights to front; amendments to fenestration; new render and material finishes	Horsforth Town Council objects to this application on the grounds of the height and mass of the proposed building. Horsforth Town Council would like to comment to note that the style of property is not in-keeping with the style of the surrounding buildings.
<a href="#">24/06319/FU</a>	Tue 05 Nov 2024	Thu 28 Nov 2024	70 Stanhope Drive Horsforth Leeds LS18 4ES	Two storey side/rear extension	Horsforth Town Council neither supports nor objects to this application.
<a href="#">24/06217/FU</a>	Wed 13 Nov 2024	Wed 04 Dec 2024	The Meadows North Road Horsforth Leeds LS18 5HG	Demolition of existing rear extension; construction of single story side and rear extension with addition of rooms to first floor; roof alterations including gable roof to front; dormer windows to side and rear; new rooflights; change of use of adopted highway to private highway (shared)	Horsforth Town Council neither supports nor objects to this application.

<a href="#">24/06494/FU</a>	Fri 08 Nov 2024	Thu 05 Dec 2024	49 Hall Park Avenue Horsforth Leeds LS18 5LR	Demolition of detached garage, erection of two storey part single storey front, side and rear extension; widening of access and enlargement driveway; replacement of first floor rear window with obscured window; replacement of ground floor rear sliding doors with bi folding doors; new first floor side window	Horsforth Town Council neither supports nor objects to this application.
<a href="#">24/06289/FU</a>	Thu 07 Nov 2024	Sat 30 Nov 2024	64 Rawdon Road Horsforth Leeds LS18 5EW	Variation of Condition 2 (plans to be approved) to previously approved Planning Application 22/07818/FU (Alterations including demolition of side conservatory; construction of new conservatory to rear; extension and alterations to basement; part two storey, part single storey front extension, with gables extended and new rooflights; remodelling of roof; remodelling of annex with single storey extensions; removal of existing outbuilding, new timber bin store; external alterations including new access steps to front terrace with stone balustrade; new steel gates; replacement of rear tarmac yard with terraced area with steps to lawn, drive and parking area, stone retaining wall) as the development has deviated from the approved plans; previous NMA application (24/9/00109/MOD) was rejected as the works exceeded what was considered to be non-material. This application seeks to regularise the development delivered "on the ground"	Horsforth Town Council neither supports nor objects to this application.
<a href="#">24/06299/FU</a>	Tue 05 Nov 2024	Sat 30 Nov 2024	41 Newlay Grove Horsforth Leeds LS18 4LQ	Single storey extensions to side and rear	Horsforth Town Council neither supports nor objects to this application.



<a href="#">24/06423/FU</a>	Tue 05 Nov 2024	Sat 30 Nov 2024	4 Greenbanks Close Horsforth Leeds LS18 5SA	Single storey extension to side and rear, incorporating new garage; new window to side elevation at ground floor; demolition of existing conservatory; solar panels to rear	Horsforth Town Council neither supports nor objects to this application.
<a href="#">24/06370/LI</a>	Mon 04 Nov 2024	Fri 13 Dec 2024	55 Long Row Horsforth Leeds LS18 5AP	Replacement of timber doors to front and rear to existing openings	Horsforth Town Council neither supports nor objects to this application.
<a href="#">24/06334/FU</a>	Wed 06 Nov 2024	Fri 13 Dec 2024	Ibethan Wood Newlay Wood Road Horsforth Leeds LS18 4LF	Raising of ridge height to form additional floor in roof space, incorporating dormer to front, roof lights to front and rear, solar panels to rear and extension to chimney; Part two and single storey front, side and rear extension; Conversion of existing garage to habitable rooms; new pitched roof to existing side extension; alterations to existing fenestration; new raised terrace with steps to rear and associated landscaping; new material and render finish	Horsforth Town Council neither supports nor objects to this application. Horsforth Town Council notes that the development may impact views and out of keeping of the neighbourhood. We reference policy BE1: Horsforth Character areas - development and design, area 5 Newlay and New Road Side, (including Newlay, Horsforth (Town Street) (part) and Cragg Hill and Woodside (part) Conservation Areas)
<a href="#">24/06193/FU</a>	Mon 04 Nov 2024	Thu 28 Nov 2024	128 Hall Lane Horsforth Leeds LS18 5JG	Single storey front extension with roof light, dormer window to rear and small roof lights replacing big roof lights to front	Horsforth Town Council neither supports nor objects to this application.
<a href="#">24/05989/FU</a>	Mon 04 Nov 2024	Thu 28 Nov 2024	6 Fairfax View Horsforth Leeds LS18 5SZ	First floor side extension joining to existing link between house and garage to create habitable room to the rear. Porch to the front	Horsforth Town Council neither supports nor objects to this application.
<a href="#">24/06240/FU</a>	Mon 04 Nov 2024	Wed 27 Nov 2024	29 Alexandra Road Horsforth Leeds LS18 4HE	Single story side and rear extension	Horsforth Town Council neither supports nor objects to this application.



## **Horsforth Town Council**

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### **Planning, Licensing & Traffic Committee Minutes Thursday 23<sup>rd</sup> January 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB**

**Present: In Chair** – Cllrs R Hardcastle, D Brosnan, M Fletcher, A Goulden, and E Hydes

**In attendance:** B Crabtree – Clerk, Leeds West Despatch correspondent

**PLT/24.103 To receive apologies for absence and to consider the reason for the absence**  
Apologies were received from Cllr G Garvani, and reasons were approved.

**PLT/24.104 Declaration of Disclosable Pecuniary and other Interests**  
Cllr Hardcastle declared an interest in item PLT/24.108.2, application 25/00111/FU/NE.

**PLT/24.105 To consider questions and comments from members of the public at the Chairman's discretion**  
The Horsforth correspondent for Leeds West Despatch was in attendance.

**PLT/24.106 Minutes of the previous meetings**  
**Resolved** to approve the minutes of the meeting held on Thursday 21<sup>st</sup> November 2024 as an accurate record.

**PLT/24.107 Leeds City Council Planning Decisions**  
The planning decisions were noted.

#### **PLT/24.108 New Planning Applications**

**108.1 To note the planning applications received since the meeting held on 24<sup>th</sup> October and the comments made by the Proper Officer whilst she had delegated powers to comment.**  
The comments submitted by the Proper Officer for recent applications were noted.

**108.2 To consider and comment on planning applications received from Leeds City Council since the last meeting of the Committee.**  
**Resolved** to comment on the planning applications as per Appendix 1.

**PLT/24.109 Planning Appeals & Planning Appeal Decisions**  
The appeals were noted.

**PLT/24.110 Planning Enforcement**  
No planning enforcements to note.

**PLT/24.111 Licensing Applications**  
The Clerk provided details about licensing applications received since the agenda was published and there were no comments.

#### PLT/24.112 Traffic

To consider and approve any action in relation to traffic issues, including the following:

##### 112.1 Complaints (if any)

None to report.

##### 112.2 Traffic schemes (if any)

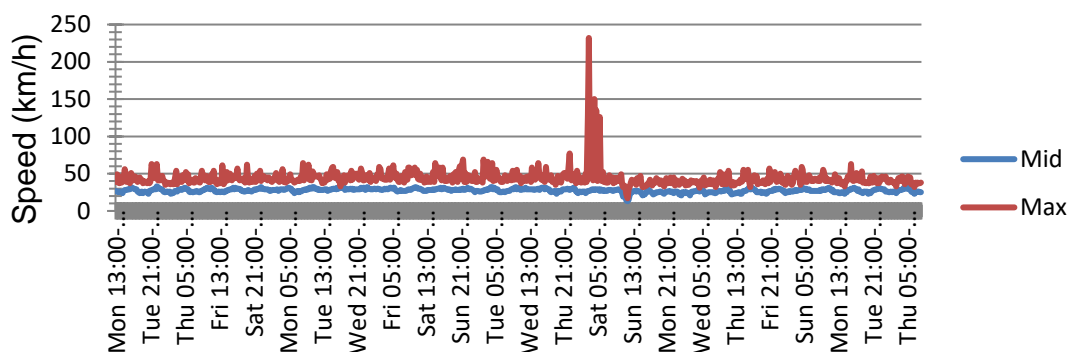
None to report.

##### 112.3 Speed indicator device (SID) updates and any data

Cllr Fletcher had provided the following data to councillors in advance of the meeting.

**Resolved** to move the SID to a different location and the Clerk will investigate locations and confirm the cost. Councillors also asked the Clerk to contact the Clerk to enquire about borrowing a SID and prepare the necessary arrangements.

### Sequence Average and Maximum speed



Evaluation time 16 December 2024,13:00 - 16 January 2025,19:00						
Speed limit	50km/h	Values	Vehicles	Vd[km/h]	Vmax[km/h]	V85 [km/h]
Speed violations	0.0005	382684	42822	27	232	31
ADT	1370					
AYT	500050					
Evaluation direction	Arriving					

#### PLT/24.113 Leeds Bradford Airport (LBA)

To consider the following:

##### 113.1. Leeds Bradford Airport Consultative Committee

No updates to note.

##### 113.2. Leeds Bradford Airspace Change – to receive and note updates (if any)

No updates to note.

##### 113.3. Any other matters relating to Leeds Bradford Airport (LBA).

It was noted that LBA has invited councillors to visit the new terminal, and the Clerk will contact them about this.

The Clerk made councillors aware that she has received correspondence raising concerns about the night flights and that LCC is holding a public enquiry in March about LBA's appeal for a change in night flight rules. A representative from GALBA is due to attend the Full Council meeting in March to discuss this further.

#### PLT/24.114 Neighbourhood Plan.

To consider any updates and agree any necessary action including:

##### 114.1. To receive an update from the Neighbourhood Plan working group and consider a quote for neighbourhood planning online training at a cost of £250.

Cllr Goulden reported that the first consultation is due to end on 30<sup>th</sup> January, and he is going to collate all the data and analyse it so that it can be discussed at the next WG meeting being held in February.

Horsforth Climate Action has provided some comments on the Neighbourhood Plan and the recently adopted Biodiversity Policy. This will be considered by the working group. Cllr Goulden said the WG would like to work with HCA and other relevant community groups when reviewing the plan. It was noted that Cllr Goulden has invited I. Mackay from LCC to attend the next PL&T Committee meeting to get his insight and provide an update about the site allocation plan.  
**Resolved** to defer considering the training quote to the next Full Council meeting.

**PLT/24.115 Leeds City Council Core Strategy and Site Allocation Plan**

No update.

**PLT/24.116 To consider correspondence received and agree any necessary action:**

**116.1. To consider the Biodiversity Policy and the feedback from Horsforth Climate Action**

The feedback from HCA was discussed. It was noted that the TC would not be able to prepare a biodiversity report due to a limited budget. The Neighbourhood Plan Working Group will consider this further at the next meeting.

**PLT/24.117 Matters for information**

Cllr Goulden reported that a restaurant on Town Street is occupying more space on the street than allowed and it was agreed to monitor this.

**PLT/24.118 Items for future agenda**

No items requested.

**PLT/24.119 Date of the next meeting**

**Next meeting of the Committee: 13<sup>th</sup> February 2025**

**Deadline for agenda items: 3<sup>rd</sup> February 2025**

The meeting date was noted.

The meeting concluded at 7.57pm

*Distribution: Cllrs R Hardcastle, D Brosnan, M Fletcher, G Garvani, A Goulden, E Hydes*

**Appendix 1 - Minute No. PLT/24.108.2 – comments on new planning applications**

Reference	Application Validated	Deadline for comments	Address	Proposal	HTC Response
<a href="#">25/00091/FU/NW</a>	Tue 07 Jan 2025	Sat 01 Feb 2025	16 Stanhope Drive Horsforth Leeds	Single storey front extension with new door/raised steps and railings to side	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/00039/FU/NW</a>	Fri 03 Jan 2025	Thu 30 Jan 2025	1A Park Grove Horsforth Leeds	Two storey rear extension; dormer window to rear; roof lights to front; new first floor windows to both sides; new canopy to front; replacement windows; new front door and removal of chimneys	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/00043/FU/NW</a>	Fri 03 Jan 2025	Thu 30 Jan 2025	92 West End Drive Horsforth Leeds	Part single storey part first floor side extension and large patio doors replacing small window to rear	Horsforth Town Council neither supports nor objects to this application.

<a href="#">24/07207/FU/NW</a>	Fri 10 Jan 2025	Fri 21 Feb 2025	60 Outwood Lane Horsforth Leeds	Demolition of garden room to side/rear replaced with single storey side/rear extension; dormer window to rear; bay window replacing garage door to front making it a garage conversion to habitable room space; replacement windows to first floor rear and extension to existing detached garage forming part garage conversion to habitable room space	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/00079/FU/NW</a>	Tue 07 Jan 2025	Sat 01 Feb 2025	27 St Margarets Road Horsforth Leeds	Gable end first floor side extension; single storey rear extension; single storey front extension; garage conversion to habitable room space; replacing garage door/front door and windows	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/00087/FU/NW</a>	Tue 07 Jan 2025	Sat 01 Feb 2025	23 Victoria Close Horsforth Leeds	Demolition of existing garden shed and store; new summer house to rear, attached to existing garage	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/00111/FU/NW</a>	Wed 08 Jan 2025	Fri 07 Feb 2025	43 Hunger Hills Avenue Horsforth Leeds	Conversion of existing garage to habitable accommodation with extension over existing garage; single storey front extension; alterations to window and door openings; removal of rear chimney and alterations to existing front driveway.	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/00093/FU/NW</a>	Tue 14 Jan 2025	Sat 08 Feb 2025	37 Victoria Crescent Horsforth Leeds	Gable wall side extension with dormer window to rear and roof light to front	Horsforth Town Council neither supports nor objects to this application.



## Horsforth Town Council

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### Community and Environment Committee Meeting Minutes Thursday 5<sup>th</sup> December 2024 at 7pm Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG

**Present: In Chair** – Cllr Gains (Vice Chair)

E. Bromley, M. Fletcher, C. Gillinder, E. Hyndes, E. Richards, A. Wishart

**In attendance:** B. Crabtree, Clerk

#### **CE/24.37 Introduction from Chair**

Cllr Gains welcomed all to the meeting in Cllr Cousins absence.

#### **CE/24.38 To accept apologies and the reason for absence**

Apologies were received from Cllr Cousins, Cllr Stones and reasons were approved.

#### **CE/24.39 Declaration of Disclosable Pecuniary and other Interests**

None declared.

#### **CE/24.40 To consider questions and comments from members of the public at the Chairman's discretion**

A representative from Horsforth Climate Action (HCA) was in attendance to provide information about a proposed event in 2025. They are still in the early stages and enquired if the TC have any events planned on a specific date. See item CE/24.51.2.

#### **CE/24.41 To approve the minutes of the Community and Environment Committee meeting held on 5<sup>th</sup> September 2024 and Extraordinary meeting held on 3<sup>rd</sup> October 2024.**

**Resolved** to approve the minutes of the meeting held on 5<sup>th</sup> September 2024 and extraordinary meeting held on 3<sup>rd</sup> October 2024.

#### **CE/24.42 Grant/Sponsorship**

##### **24.42.1 To receive feedback from previous applications/sponsorship**

The Clerk provided feedback received from Horsforth Cricket Club for the all-weather practice facility that the TC contributed towards.

##### **24.42.2 To consider grant and sponsorship applications received.**

There were no applications to consider.

##### **24.42.3 To review the Grant and Sponsorship Policy and agree any action.**

The current policy was discussed and it was **resolved** to include a question on the application that asks how the applicant would measure the impact of the project the TC would be contributing towards. The Clerk will send the policy to the committee members for feedback and this item will be included on the next agenda for further discussion.

##### **24.42.4 To consider ways to evaluate the impact of grants given to local community organisations**

See item CE/24.42.3.

#### **CE/24.43 The Heart of Horsforth Awards Scheme**

##### **To receive an update and agree any action**

The Clerk gave an update about the awards including who the F&GP Committee awarded the Over 21s volunteering award to. The awards will be presented at the Christmas Lights Switch On.

#### **CE/24.44 Events**

##### **To receive updates/feedback from the Events Working Groups and agree any necessary action:**

##### **24.44.1 Annual Event**

###### **a) To consider holding an event for the 80<sup>th</sup> anniversary of VE Day**

The Committee considered ideas for the annual event in 2025 including the proposed event by Horsforth Climate Action, the VE Day event and an idea for Mayors for Peace. The Clerk will arrange an Annual Event Working Group meeting in January and make the members aware of the suggestions.

##### **24.44.2 Remembrance Service**

It was noted that the Remembrance Service went well, and councillors thanked all that were involved in arranging it.

##### **24.44.3 Christmas Event**

The Clerk updated Cllrs about the upcoming event and made them aware that discussions are taking place about the event as high winds are forecast for the day. The Town Team and working group will be holding an emergency meeting the day before.

#### **CE/24.45 Editorial Working Group**

##### **To receive any updates and agree any action required**

The Clerk reported that delivery of Horsforth Matters was delayed due to several reasons. It will be delivered to every household the week commencing 9<sup>th</sup> December 2024.

#### **CE/24.46 Council of Sanctuary Working Group**

##### **To receive any updates and agree any action required including:**

##### **24.46.1 To consider and agree for S. White to design a poster to seek volunteers to take part in English language conversation sessions at the hotel.**

**Resolved** to agree for S. White to prepare a poster. Cllr Fletcher agreed to enquire about what procedure is in place including DBS checks.

#### **CE/24.47 Floral displays and Jubilee Garden**

##### **To receive an update and agree any action required**

The Clerk reported that LCC are still unable to water the displays, and she is currently obtaining quotes for next year's floral displays.

It was noted a planter near Outwood Lane needs repairing and the Clerk and Cllr Gains will investigate this.

#### **CE/24.48 Band Concerts**

##### **To receive any updates and agree any action required including:**

##### **24.48.1 To consider and agree to sponsor three band concerts in Hall Park in 2024 at a cost of £1080.00**

**Resolved** to agree to sponsor three band concerts in Hall Park in 2024 at a cost of £1080.00

##### **24.48.2 To consider and propose the dates of the band concerts**

**Resolved** to ask LCC to arrange the date of the band concerts.

#### **CE/24.49 Hall Park**

##### **To receive any updates and agree any action required**

Cllr Richards reported that she volunteered at Hall Park, and she was impressed with the work that's been carried out.

It was **resolved** that the Clerk will contact Friends of Horsforth Hall Park and enquire if they would be interested in having a TC representative. This will be included on the next Full Council agenda.

The Clerk will add a new page on the TC website to provide information about Friends of Horsforth Hall Park and Horsforth Community Garden.

#### **CE/24.50 Litter**

##### **To receive any updates and agree any action required including:**

**24.50.1 To receive an update about the litter picks**

It was noted that the litter picks were carried out in October in each ward.

**24.50.2 To consider arrangements for working with Horsforth School to raise awareness about litter issues in Horsforth**

**Resolved** to defer to the next meeting.

**CE/24.51 To consider matters requested by Councillors/Clerk and agree any necessary action:**

**24.51.1 To consider the Draft Committee Budget for 2024-2025**

The draft budget was considered, and the cost of the floral displays was discussed. Cllrs asked the Clerk to investigate options that would lower the cost. It was **resolved** to recommend the current draft budget to the F&GP Committee.

**24.51.2 To consider correspondence received from Horsforth Climate Action about a proposed event in 2025**

The proposed event was discussed. The Committee supported the idea and suggested that the TC could have a stall at the event. The Annual Event Working Group will discuss this further.

**24.51.3 To consider a request from the Neighbourhood Plan Working Group to consider areas in the Neighbourhood Plan that the C&E Committee is responsible for and what actions can be taken**

It was noted that the Neighbourhood Plan (NDP) includes several community actions and these need to be reviewed as well as including the actions in the councils Action Plan. It was **resolved** to send the NDP to the committee members and this will be discussed at the next meeting.

**CE/24.52 Items for future agenda**

- Floral displays
- Neighbourhood Plan Community Actions

**CE/24.53 Matters for information**

No further matters.

**CE/24.54 Date of the next Meeting**

**Next meeting of the Committee: 6<sup>th</sup> March 2025**

**Deadline for agenda items: 24<sup>th</sup> February 2025**

The meeting dates were noted.

Meeting closed at 8.40pm.

*Distribution: B Cousins, E Bromley, M Fletcher, F Gains, C Gillinder,  
E Hyndes, E Richards, N Smith, T Stones, A Wishart*



Horsforth Town Council  
Cash Book  
Year ended 31 March 2025

Period 01.11.2024 to 30.11.2024

Bank Payments																	
Date	Supplier	Details	Current Account	Deposit Account	Vat	Creditors	Comm & Environ'mt	Planning Lic & Traffic	Salaries	Office	Training	Election	Premises	Designated Funds	Restricted Funds	S137 EXPENDITURE	Powers
01.11.2024	Brought Forward		80,267.25		2,631.02	3,995.10	11,419.26		37,383.88	7,085.79	101.00		10,760.20	6,891.00			
04.11.2024	Ceremonial Events	Bugler for Remembrance Service	230				230	Remembrance Service									
04.11.2024	Horsforth Heating	Call out fee - Boiler service	39		6.5								32.5	Maintenance and Statutory Checks			
04.11.2024	Horsforth in Bloom	Garden maintenance	60				60	Garden maintenance									
04.11.2024	St Margarets	Room hire	118.5							118.5	Room hire						
04.11.2024	Leeds City Council	Business rates	661										661	Utilities and services			
04.11.2024	Royal Mail	License for freepost	119.88		19.98									99.9	Neighbourhood Plan		
04.11.2024	SLCC	Staff training	36		6						30	Staff training					
04.11.2024	Royal British Legion	Wreaths	61				61	Remembrance Service									
08.11.2024	Positive Energy	The Stables - Gas	71.02		3.38								67.64	Utilities and service			
15.11.2024	British Gas	Electric - Stables	62.44		2.97								59.47	Utilities and service			
18.11.2024	Zen	Broadband	48		8						40	telephone and broadband					
18.11.2024	Smartest Energy	Electric - No.3	39.67		1.87									37.8	Utilities and service		
18.11.2024	Smartest Energy	Gas - No.3	19.03		0.91									18.12	Utilities and service		
18.11.2024	Credit card fee																
	Giff Gaff	Office/Telephones	6		1						5	Broadband and telephone					
	Giff Gaff	Office/Telephones	6		1						5	Broadband and telephone					
	Amazon	Mouse for computer	8.99		1.50						7.49	Stationary & printing					
	Engie	Electric owed	88.55		4.22								84.33	Utilities and service			
	Amazon	cleaning supplies	33.59		5.60								27.99	Cleaning supplies			
	Credit card fee		3								3	Bank charges					
	Credit card fee		3								3	Bank charges					
20.11.2024	Commerce Business Solutions	Printing charges	66		11						55	Printing and Stationary					
21.11.2024	Complete Computers	IT Support	126.12		21.02						105.1	IT Support					
21.11.2024	3D Productions	Stage for R. Service	436.68		72.78		363.9	Remembrance Service									
21.11.2024	Leeds City Council	Community projects - CIL	24793												24793	CIL funds	
21.11.2024	St Margarets Parish Centre	Room hire	177.75							177.75	Room hire						
21.11.2024	Account - Ant	Interim internal audit	306		51						255	Audit, Accounts and Data protections					
21.11.2024	Horsforth Cricket Club	Grant	500				500	Grant									
21.11.2024	Leeds City Council	Business rates	661										661	Utilities and service			
21.11.2024	Directions Planning Consultancy	NDP training	853.92		142.32							711.6	Cllr training				
22.11.2024	Salary costs	Salary	2450.53						2450.53	Salaries							
22.11.2024	Salary costs	Pension	991.47						991.47	Salaries							
22.11.2024	Salary costs	Salary	1071.4						1071.4	Salaries							
25.11.2024	Zen	telephone	24.65		4.11					20.54	telephone and broadband						
27.11.2024	Storm in a Teacup	Christmas entertainment	252		42		210	Christmas Event									
28.11.2024	PWLB	Loan	4905.18										4905.18	Sundry Expenditure			
30.11.2024	Unity	Service Charge	8.55							8.55	Bank charges						
	Carried Forward		119,606.17		3,038.18	3,995.10	12,844.16		41,897.28	7,889.72	842.60	0.00	17,315.23	6,990.90	24793		

Total Expenditure 2024-2025(for budget page)

112,572.89

Cash book payments (for rec)

119,606.17

Period 01.11.2024 to 30.11.2024

Bank Receipts																
Date		Details	Current Account	Deposit Account	Vat	Debtors	Other	Precept	Comm & Environ'mt	Grant Income	Designated Funds	Office	Buildings	Staff Training	Events	Restricted Funds
01.11.2024	Balances brought forward		382,263.56	88,770.98	10,503.05	500.00	6,793.08	144,900.00								5054.4
11.11.2024	Leeds Bradford Airport	Christmas Event sponsorship	1,000.00						1,000.00							
29.11.2024	Virgin	Bank interest		204.90			204.90									
	Carried Forward		383,263.56	88,975.88	10,503.05	500.00	6,997.98	144,900.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,054.40

Check total

472,239.44

472,239.44

Total Income 2024-2025 (for budget page)

157,952.38

Cash book receipts (for rec)

472,239.44

168,955.43

Cash book balances (agrees to bank rec)

352,633.27

263,657.39

88,975.88

Total Income 2024-2025 (for budget page)

157,952.38

Total Expenditure 2024-2025(for budget page)

112,572.89

Agreed to Budget

45,379.49

Period 01.12.2024 to 31.12.2024

**Period 01.12.2024 to 31.12.2024**

[illegible]

Horsforth Town Council  
Bank Reconciliation as at 31.12.2024  
Prepared by Becky Crabtree 02.01.2025

At next y/end  
S / L term

Balance per bank statements as at 31.12.2024  
Current Account

Virgin Money (per stmt 31.12.2024)	89,183.69	Short term
Unity Trust Bank (per Stmt 31.12.2024)	158,568.72	Short term
Nationwide Building Society (Per stmt 31.03.2024)	87,494.89	Short term
Lloyds (per stmt 31.12.2024)	0.00	Short term

Term deposit accounts

335,247.30

Add uncredited receipts

0.00

Less unpresented cheques

0.00

0.00

Net Balances as at 31.12.2024

335,247.30

Cash book

Opening balances as at 01.04.2024

303,284.01

Add cash book receipts

173,142.53

Less cash book payments

141,179.24

Closing cash book balance as at 31.12.2024

335,247.30

Difference 0.00

Horsforth Town Council  
Annual Budget and Expenditure 2024-2025  
Updated 07.01.2025

Updated 07.01.2025			Annual Budget			Income & Expenditure		Budget Remaining	
			2024-2025			As At 31.12.2024		As At 31.12.2024	
			£	£		£	£	£	£
INCOME									
	Precept		144,900			144,900		0	
	Council Tax Support Grant		5,174			5,174		0	
	Bank Interest Received		2,760			2,032			
	Donations					1,000			
	CIL								
	Other					900			
	Premises								
		Museum rent	1			0		0	
		Grants	5,000			0		0	
		Donations	10,000			0		0	
TOTAL INCOME				167,835			154,006		0
EXPENDITURE									
	Community & Environment								
		Grants & Sponsorship	4,000			1,000		3,000	
		Award Scheme	200			175		25	
		Civic Service	100			100		0	
		Horsforth Gala	100			0		100	
		Remembrance Service	1,000			1,070		-70	
		Annual Town Meeting	0			0		0	
		Horsforth Matters	2,000			795		1,205	
		Band Concerts	990			990		0	
		Special Events and Projects (Annual Event)	1,500			1,163		337	
		Christmas Motifs, Lights & Trees	17,000			950		16,050	
		Christmas Switch On Event	4,500			4,452		48	
		HTC Floral Displays - Installation & Water	5,800			5,179		621	
		Community Watering - HIB & Fairtrade	4,200			4,200		0	
		Garden Maintenance	1,000			360		640	
				42,390			20,434		21,956
	Planning, Licensing & Traffic			500			0		500
	Salaries								
		Office Staff	69,363			52,287		17,076	
		Premises Staff	7,500					7,500	
		Recruitment	100					100	
				76,963			52,287		24,676
	Office								
		Office Equipment & Photocopier Lease	400			267		133	
		IT Support	1,400			899		501	
		Stationery & Printing	900			478		422	
		Postage	25			0		25	
		Telephone and Broadband	1,500			644		856	
		Subscriptions	2,450			2,070		380	
		Audit, Accounts & Data Protection	2,000			1,439		561	
		Miscellaneous, Quality Council & Recruitment	750			70		680	
		Bank Charges	150			117		33	
		Chairman's Allowance	100			0		100	
		Meeting Expenses & Refreshments	100			26		74	
		Room Hire	500			296		204	
		Legal & Professional Fees	2,500			0		2,500	
		Email and website	800			83		717	
		Clock Maintenance	500			0		500	
		Defibrillator Maintenance	2,000			0		2,000	
		Combined Insurance	2,500			2,073		427	
				18,575			8,462		10,113
	Training								
		Staff Training	1,000			166		834	
		Councillor Training	1,000			738		262	
				2,000			904		1,096
	Election			12,500			0		12,500
	Premises								

	Utilities and Services	13,500		7,728		5,772	
	Cleaning and caretaking	2,500		41		2,459	
	Maintenance and Statutory Checks	13,150		1,113		12,037	
	Sundry Expenditure	19,561		9,810		9,751	
		<b>48,711</b>		<b>18,692</b>		<b>30,019</b>	
	<b>TOTAL EXPENDITURE</b>		<b>201,639</b>		<b>100,779</b>		<b>100,860</b>
	<b>SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE</b>		<b>-33,804</b>		<b>53,227</b>		

Horsforth Town Council  
Annual Budget and Expenditure 2024-2025  
Designated Funds

		As At 31.12.2024	
		£	£
<b>DESIGNATED FUNDS</b>			
<b>NEIGHBOURHOOD PLAN</b>			
	Balance B/F 01.04.2024	3,243	
	Income	0	
	Expenditure	100	
	Transfer of funds	0	
	Balance C/F 31.12.2024		3,143
<b>3 &amp; 5 THE GREEN - REFURBISHMENT</b>			
	Balance B/F 01.04.2024	53,068	
	Income	0	
	Expenditure	6,046	
	Transfer of funds Decrease DF for 2024-2025 to General reserve	4,106	
	Balance C/F 31.12.2024		42,916
<b>THE MUSUEM</b>			
	Balance B/F 01.04.2024	5,000	
	Income	0	
	Expenditure	845	
	Transfer of funds	0	
	Balance C/F 31.12.2024		4,155
<b>No.3 PHASE 2 RENOVATION</b>			
	Balance B/F 01.04.2024	80,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.12.2024		80,000
<b>CONTINGENCY FOR PREMISES REPAIRS</b>			
	Balance B/F 01.04.2024	5,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.12.2024		5,000
<b>3 &amp; 5 THE GREEN - PRE-ACQUISITION COSTS</b>			
	Balance B/F 01.04.2024	1,166	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.12.2024		1,166
<b>MECHANICS INSTITUTE</b>			
	Balance B/F 01.04.2024	4,500	
	Income	0	
	Expenditure		
	Transfer of funds Decrease DF for 2024-2025 to General reserve	4,500	
	Balance C/F 31.12.2024		0
	<b>TOTAL DESIGNATED FUNDS C/F</b>		<b>136,380</b>
<b>RESTRICTED FUNDS</b>			
<b>COMMUNITY INFRASTRUCTURE LEVY</b>			

	<b>Balance B/F 01.04.2024</b>	<b>72,949</b>		Note: CIL allocations
	Income	8,134		£40,000 No.3
	Expenditure	24,793		£600 Plaques
	Transfer of funds	0		£6750 Pinning kerb at bandstand
	<b>Balance C/F 31.12.2024</b>		<b>56,290</b>	<b>£8940.08 remainig to spend</b>
<b>3 &amp; 5 THE GREEN - PWLB</b>				
	<b>Balance B/F 01.04.2024</b>	<b>89,899</b>		
	Income (Loan)	0		
	Expenditure (repayment)	0		
	Transfer of funds	0		
	<b>Balance C/F 31.12.2024</b>		<b>89,899</b>	
<b>TOTAL RESTRICTED FUNDS C/F</b>			<b>146,189</b>	

#### RECONCILIATION TO CASH BOOK

##### CHECK TOTAL

General income less expenditure	53,227
Designated Income	0
Designated expenditure	-6,991
Restricted fund income	8,134
Restricted fund expenditure	-24,793
<b>CASH BOOK TOTAL</b>	<b>29,576</b>

<b>CASH BOOK TOTAL 2024-2025</b>	<b>29,576.32</b>
<b>(CB Receipts less payments - per cash book)</b>	

<b>Difference</b>	<b>0</b>
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**Horsforth Town Council**  
**Remaining General Funds at 31.12.2024**

	£	£	£
<b>Bank Balances per reconciliation as at 31.12.2024</b>			
Virgin Money		89,183.69	
Unity Trust Bank		158,568.72	
Nationwide Building Society (Per stmt 31.03.2024)		87,494.89	
Lloyds		0.00	
			335,247
 <b>Unspent General Budgets</b>			
Community & Environment	21,956		
Planning, Licensing & Traffic	500		
Salaries	24,676		
Office	10,113		
Training	1,096		
Election	12,500		
Premises	30,019		
		100,860	
 <b>Unspent Designated Fund Balances</b>			
Neighbourhood Plan	3,143		
3&5 The Green Renovation	42,916		
The Museum	4,155		
No.3 Phase 2 Renovation	80,000		
Contingency for repairs	5,000		
3&5 The Green - Pre-acquisition costs	1,166		
		136,380	
 <b>Unspent Restricted Fund</b>			
CIL	56,290		
3&5 The Green - PWLB	89,899		
		146,189	
 <b>Unspent Funds</b>			383,429
 <b>Remaining General Funds</b>			-48,182



**Horsforth Town Council**

The Stables  
2 Church Road  
Horsforth  
LS18 5LG

[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – **0113 258 0988**

**Schedule of Payments for the Full Council meeting**  
**Meeting being held on 30<sup>th</sup> January 2025**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
YLCA	Staff training	£10.00	
SLCC	Clerk membership	£180.00	Note: The Clerk has split cost with another Parish Council





## Budget and Precept Report – January 2025

### Background

Town/Parish Councils have a statutory duty to prepare an annual budget.

The budget process:

- Results in the council setting the precept for the following financial year
- Enables progress monitoring during the year by comparing actual spending against planned spending.

The precept requirement must be advised to Leeds City Council Council no later than 31<sup>st</sup> January 2025.

A draft budget was considered by the Finance and General Purposes Committee on 16<sup>th</sup> January 2025 and the Committee's recommendation is provided on the separate worksheet.

The draft budget has the following:

1. Budget heading
2. Budget set for 2023/2024
3. Actual expenditure for 2023/2024
4. Budget set for 2024/2025
5. Current expenditure for 2024/2025
6. Expected year end expenditure for 2024/2025
7. Proposed budget to consider for 2025/2026
8. Notes for proposed budget

### Reserves

The council must review its level of reserves (Designated Funds) as, whilst there are no statutory levels only guidance, significant levels may give rise to comment by the auditor.

The purpose of the reserve funds:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary borrowing
- A contingency to cushion the impact of unexpected events and emergencies

The guidelines are as follows:

**General Reserves** – These are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies

**Designated Funds** – Money is allocated for a specific purpose but may not be spent in that financial year.

**Restricted Funds** – Monies or grants allocated for a specific project only that must not be used for any other purpose.

## What the council needs to do

- Consider what services it wishes to provide and how these will be funded through the budget.
- Review/resolve to approve the councils reserves and how these are allocated.
- Approve the final budget for the next financial year 2025/2026 at the full council meeting.
- Set the precept at the January meeting. Please find precept information from previous years below to give you an idea ahead of discussing the draft budget.

## Precept information for previous years and calculations for 2025/2026

1. The precept is calculated by multiplying the Indicative Tax Base (which varies from year to year) by the proposed Band D household charge.
2. Leeds City Council also passes on a lump sum of money from Central Government (the Local Council Tax Support scheme).
3. These 2 sums are added together and the precept element is collected from local households by LCC on the Town Council's behalf.
4. Please see the details below for previous years:

### Budget & Precept/CTSG History

Year	Budget	Precept	Taxbase	Band D charge	Increase in Band D from previous year		CTSG	Total Precept & CTSG	Difference between budget & total precept & CTSG
					Amount £	% increase			
2011-12	138,850	102,000						102,000	36,850
2012-13	129,210	104,000						104,000	25,210
2013-14	134,410	114,000					8,698	122,698	11,712
2014-15	131,270	104,000					7,748	111,748	19,522
2015-16	122,340	104,000	6,658.0	15.62			6,524	110,524	11,816
2016-17	139,230	109,550	7,015.5	15.62	0.00	0.0%	5,937	115,487	23,743
2017-18	129,872	109,950	7,077.6	15.53	-0.09	-0.6%	5,308	115,258	14,614
2018-19	116,550	114,710	7,239.2	15.85	0.32	2.1%	4,958	119,668	-3,118
2019-20	134,661	119,800	7,203.3	16.63	0.78	4.9%	4,576	124,376	10,285
2020-21	163,021	125,300	7,388.6	16.96	0.33	2.0%	4,649	129,949	33,072
2021-22	152,652	124,201	7,323.8	16.96	0.00	0.0%	4,882	129,083	23,569
2022-23	178,272	126,019	7,431.0	16.96	0.00	0.0%	4,676	130,695	47,577
2023-24	175,674	126,035	7,431.3	16.96	0.00	0.0%	4,927	130,962	44,712
2024-25	201,639	144,900	7,494.9	19.33	2.37	14.0%	5,174	150,074	51,565

5. In 2025/2026 the Indicative Tax Base is 7543.0 and the LCTS grant is £5249.

# Horsforth Town Council - Draft Budget 2025-2026

Approved by Council:

		2023-2024	2023-2024 ACTUAL		2024-2025	2024-2025 ACTUAL AS AT 31/12/2024	2024-2025 EXPECTED AT YEAR END		2025-2026
<b>INCOME</b>									
Precept		£126,035	£126,035		£126,035	£144,900	£144,900		
Council Tax Support Grant		£4,927	£4,927		£5,174	£5,174	£5,174		£5,249.00
Bank Interest		£100	£4,257		£2,760	£1,824	£2,700		£2,500.00
Donations			£699			£1,000	£1,000		
CIL			£176			£8,134	£8,134		
Other			£2,990			£900	£900		
<b>Premises income</b>									
Museum Rent		£4,000			£1				£1.00
Grants					£5,000				£5,000.00
Donations					£10,000				£10,000.00
Lettings									
		<b>£135,062</b>	<b>£139,083</b>		<b>£148,970</b>	<b>£161,932</b>	<b>£162,808</b>		<b>£22,750.00</b>

		2023-2024	2023-2024		2024-2025	2024-2025	2024-2025		2025-2026
		AGREED BUDGET	ACTUAL AS AT 31/12/2023		AGREED BUDGET	ACTUAL AS AT 31/12/2024	EXPECTED AT YEAR END		Proposed Budget
<b>EXPENDITURE</b>									
<b>Community and Environment</b>									
Grants & sponsorship		£4,500	£4,000		£4,000	£1,000	£4,000		£4,000
Award scheme		£200	£274		£200	£175	£200		£250
Civic Service		£100	£100		£100	£100	£100		£100
Horsforth Gala		£100	£44		£100	£0	£0		£100
Remembrance Service		£1,000	£859		£1,000	£1,070	£1,070		£1,100
Annual Town Meeting		£50	£0		£0	£0	£0		£0
Horsforth Matters		£1,750	£1,561		£2,000	£795	£2,100		£2,000
Band concerts		£1,200	£990		£990	£990	£990		£1,100
Annual Event		£2,543	£2,550		£1,500	£1,163	£1,163		£1,500
Christmas motifs, lights and trees		£16,000	£15,881		£17,000	£950	£16,066		£17,000
Christmas Switch-On event		£5,000	£4,241		£4,500	£4,452	£4,452		£4,500
HTC baskets and planters - inc watering		£9,600	£9,564		£10,000	£9,379	£9,379		£10,000
Jubilee Garden - maintenance		£1,000	£720		£1,000	£360	£1,000		£1,000
<b>Total</b>		<b>£43,043</b>	<b>£40,784</b>		<b>£42,390</b>	<b>£20,434</b>	<b>£40,520</b>		<b>£42,650</b>
<b>Planning, Licensing and Traffic</b>		£500	£0		£500	£0	£0		£500
<b>Total</b>		<b>£500</b>	<b>£0</b>		<b>£500</b>	<b>£0</b>	<b>£0</b>		<b>£500</b>
<b>Staffing costs</b>									
Office Staff		£61,605	£63,301		£69,363	£52,286	£68,000		£74,000
Premises Staff					£7,500	£0	£0		£7,500
Recruitment					£100	£0	£0		£100
<b>Total</b>		<b>£61,605</b>	<b>£63,301</b>		<b>£76,963</b>	<b>£52,286</b>	<b>£0</b>		<b>£81,600</b>
<b>Office</b>									
Office Equipment & Photocopier Lease		£1,000	£317		£400	£267	£321		£400
IT Support		£1,175	£1,243		£1,400	£899	£1,214		£1,400
Stationery & Printing		£900	£884		£900	£478	£670		£900
Postage		£100	£0		£25	£0	£0		£25
Telephone and Broadband		£900	£977		£1,500	£644	£900		£1,000
Subscriptions		£2,325	£2,242		£2,450	£2,070	£2,595		£2,800
Audit, Accounts & Data Protection		£3,000	£1,555		£2,000	£1,439	£1,800		£2,000
Miscellaneous		£200	£421		£750	£70	£150		£500
Bank Charges		£145	£144		£150	£117	£170		£200
Chairman's Allowance		£100	£23		£100	£0	£0		£100

Meeting Expenses & Refreshments		£185	£73		£100	£26	£26		£50
Room Hire		£1,300	£362		£500	£296	£414		£250
Legal & Professional Fees		£1,030	£355		£2,500	£0	£0		£2,500
Email and Website		£737	£815		£800	£83	£800		£850
Clock Maintenance		£500	£434		£500	£0	£0		£500
Defibrillator Maintenance		£2,000	£720		£2,000	£0	£420		£2,000
Roll Of Honour		£0	£0		£0	£0	£0		£0
Combined Insurance		£1,834	£1,999		£2,500	£2,073	£2,073		£2,500
<b>Total</b>		<b>£17,431</b>	<b>£12,564</b>		<b>£18,575</b>	<b>£8,462</b>	<b>£11,553</b>		<b>£17,975</b>
<b>Training</b>									
Staff Training		£1,500	£320		£1,000	£166	£250		£500
Councillor Training		£2,000	£439		£1,000	£738	£988		£1,000
<b>Total</b>		<b>£3,500</b>	<b>£759</b>		<b>£2,000</b>	<b>£904</b>	<b>£1,238</b>		<b>£1,500</b>
<b>Election (TRANSFER FROM DF)</b>		£12,500	£13,609		£12,500	£0	£0		£12,500
<b>Total</b>		<b>£12,500</b>	<b>£13,609</b>		<b>£12,500</b>	<b>£0</b>	<b>£0</b>		<b>£12,500</b>
<b>Premises</b>									
Utilities and Services		£16,784	£11,909		£13,500	£7,728	£10,000		£15,100
Cleaning and Caretaking		£1,000			£2,500	£41	£100		£2,500
Maintenance and Statutory Checks		£1,500	£96		£13,150	£1,113	£1,500		£13,150
Sundry expenditure		£13,811	£9,786		£19,561	£9,810	£9,810		£19,561
<b>Total</b>		<b>£33,095</b>	<b>£21,790</b>		<b>£48,711</b>	<b>£18,692</b>	<b>£21,410</b>		<b>£50,311</b>
<b>Horsforth Museum - Grant re No5 The Green Rent</b>		£4,000	£0		£0	£0			£0
<b>Total</b>		<b>£4,000</b>	<b>£0</b>		<b>£0</b>	<b>£0</b>	<b>£0</b>		<b>£0</b>
		<b>£175,674</b>	<b>£152,806</b>		<b>£201,639</b>	<b>£100,778</b>	<b>£74,721</b>		<b>£207,036</b>
<b>SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE</b>		<b>-40,612</b>	<b>-13,723</b>		<b>-52,669</b>	<b>61,154</b>	<b>88,087</b>		<b>-184,286</b>

#### Designated Funds

##### Approved by Council:

		2023-2024	2023-2024 ACTUAL		2024-2025	2024-2025 ACTUAL AS AT 31/12/2024	2024-2025 EXPECTED C/F AT YEAR END		2025-2026 PROPOSED
<b>DESIGNATED FUNDS</b>									
NEIGHBOURHOOD PLAN		£3,243	£3,243		£3,243	£3,143	£3,143		£3,143
ELECTION		£3,750	£0		£0	£0	£0		£0
3 & 5 THE GREEN - REFURBISHMENT		£70,000	£53,068		£48,962	£42,916	£40,476		£40,476
THE MUSEUM					£5,000	£4,155	£4,155		£4,155
NO.3 PHASE 2 RENOVATION					£80,000	£80,000	£80,000		£80,000
CONTINGENCY FOR PREMISES REPAIRS					£5,000	£5,000	£5,000		£5,000
3 & 5 THE GREEN - PRE-ACQUISITION COSTS		£2,418	£1,166		£1,166	£1,166	£1,166		£1,166
MECHANICS INSTITUTE		£4,500	£4,500		£0	£0	£0		£0
<b>TOTAL DESIGNATED FUNDS C/F</b>		<b>£83,911</b>	<b>£61,977</b>		<b>£143,371</b>	<b>£136,380</b>	<b>£133,940</b>		<b>£133,940</b>
<b>RESTRICTED FUNDS</b>									
COMMUNITY INFRASTRUCTURE LEVY		£71,349	£72,949		£72,949	£56,290	£56,290		£56,290
3 & 5 THE GREEN - PWLB		£89,899	£89,899		£89,899	£89,899	£89,899		£89,899
<b>TOTAL RESTRICTED FUNDS C/F</b>		<b>£161,248</b>	<b>£162,848</b>		<b>£162,848</b>	<b>£146,189</b>	<b>£146,189</b>		<b>£146,189</b>

**£280,129**



## Action Plan

This Action Plan is a statement of our vision and sets out the Council's purpose, objectives and key priorities. This is a key tool for communicating the Council's plans to residents and provides a clear understanding of how the Council works and the aims the Council wishes to achieve.

The plan is reviewed regularly to ensure that the plan is carefully monitored and that it aligns with the aspirations of the Council.

Objective	Action	Outcome	Cost	Completion by	Update
<b>Finance and General Purposes</b>					
Training and development	<p>Book training where needed and prepare a training and skills audit spreadsheet.</p> <p>Update Councillor and staff Handbook.</p>	<p>To have councillors and clerk who are up to date on all relevant legislation.</p> <p>To continue good governance by making it mandatory for new councillors to attend New Councillor training and other training as required.</p> <p>To support staff in attending training courses and conferences.</p>	<p>Budget:</p> <p>Staff: £1000</p> <p>Councillors: £1000</p>	Ongoing	<p>The Town Council elections were held in May 2023 and all elected Councillors will be provided whole council training. The members that were unable to attend, have been offered alternate training.</p> <p>The Administration Assistant completed the ILCA course in December 2023.</p> <p>Staff members continue to attend training relevant to roles.</p>

Local Council Award Scheme	<p>Work towards the Quality award. Aspire to high standards and best practice and continue to work for higher levels of award.</p> <p><b>Amendment for 2024:</b> Work towards the Quality award.</p>	Demonstrates that the council meets the minimum requirements for operating lawfully and according to standard practice.	£200	2023 and work towards higher levels to be completed by 2025/2026.	<p>The Town Council was awarded the Foundation (now named Bronze) level in February 2024 and agreed to apply for the next award (Silver) and the Clerk has started work on the application.</p> <p><b>January 2025 Update:</b> The application has now been submitted.</p>
Communication with local groups and organisations	Liaise with and engage, as appropriate, in partnership or support arrangements with Leeds City Council, other local councils, government departments, statutory and public bodies, churches, local schools and voluntary bodies or agencies.	<p>Provide community services and improve the environment to benefit the people of Horsforth.</p> <p>Engage with community groups, organisations and individuals to help shape the Town Council's plans for the parish</p>	No cost	Ongoing	The Town Council held a resident drop-in session on 14 <sup>th</sup> December 2023 for to give an update about the No.3 The Green project and receive feedback from residents. A meeting was held in February 2024 to hear from local community groups.
Internal Committees and working groups	Committees and Working Groups to be elected each year and meet regularly to carry out specific work.	To operate an effective and efficient Committee and Working Party system to deal with specific areas of interest such as Finance, HR, Transport, Flooding and Public Rights of Way.	No cost	Ongoing	All Committees and Working groups have worked effectively and followed the procedures to carry out specific work.

Statutory duties:	<p>Continue to undertake statutory duties to:</p> <ul style="list-style-type: none"> <li>• Manage finances in compliance with the Financial Regulations.</li> <li>• Manage meetings and administer Council's business in compliance with the Standing Orders.</li> <li>• Undertake external and internal audits.</li> <li>• Maintain internal controls.</li> <li>• Carry out, update and review Risk Assessments for all activities.</li> <li>• Adopt, update and review Policies and Procedures.</li> <li>• Employ and manage staff in compliance with Employment Legislation.</li> <li>• To comply with the law and ensure safety</li> </ul>	<p>To continue to be open and transparent about the way it manages its finances and its procedures.</p> <p>To be accountable to the public.</p> <p>The policies and procedures govern how the Town Council works.</p> <p>To ensure the councillors and the clerk work to current legislation and best practice</p> <p>To ensure that the Council meets the Health and Safety requirements for its staff. Councillors, and public at events and activities</p>	No cost.	Ongoing	<p>The AGAR was completed by the statutory dates and approved by the external auditor in 2024.</p> <p>All policies are reviewed annually.</p>
Community Infrastructure Levy (CIL)	Funds to be used towards 3&5 The Green and additional projects	Improved community facilities and assets	£75573	May 2025	<p><b>November 2024 Update:</b></p> <p>The TC agreed to use the funds towards the No.3 refurbishment and projects in Hall Park and the works have now been completed and paid for.</p> <p>A small amount is still available to spend, and the CIL WG has</p>

					<p>met to consider options proposed by the community.</p> <p><b>January 2025 Update:</b> The F&amp;GP Committee has approved a quote to pin the tarmac near the bandstand.</p>
3&5 The Green	<p>Renovate 3 &amp;5 The Green and The Stables. Work with the Museum. Work with local community groups.</p>	<p>Improve community facilities and town council office. Provide ongoing income for the Town Council. Improve communication with public and groups/organisations.</p>	£230,000	March 2025	<p><b>November 2024 Update:</b> LCC has granted planning permission and the draft license of alterations has been prepared.</p>
	<p>Begin preparing the required policies and procedures including maintenance, services, building checks, obtain quotes for the above. Investigate procedures such as letting agreements, book procedures, hire costs and relevant third-party policies. Investigate contracts such as cleaning, Wi-Fi, etc.</p>	<p>Ensures the Town Council is carrying out the required procedures.</p> <p>To ensure the councillors and the clerk work to current legislation and best practice</p> <p>To ensure the Town council is meeting its obligations as an employer and owner of public building in relation to health and safety.</p>	No cost	Ongoing	<p>Relevant policies have been adopted by the Town Council and more will be reviewed once No.3 opens.</p> <p>Clerk still investigating additional funding options for Phase 1 and 2 but they are very limited.</p> <p><b>January 2025 Update:</b> The Clerk is working with relevant parties to obtain a license of</p>



					alterations to start the works.
<b>Community and Environment</b>					
<b>Amendment for 2024</b>  Council of Sanctuary	Start the process of being recognised as a Council of Sanctuary. Adopt a separate Action Plan with detailed actions for this. Work closely with the local Town of Sanctuary support group to achieve this. Consider budget for 2025/2026	To create a culture of inclusivity and welcome in Horsforth for refugees and people seeking asylum in the town and surrounding area.	N/A – A budget will be agreed for 2025/2026	2025/2026	The Action Plan has been drafted and considered by the WG.  January 2025 Update: The WG continue to meet and are working with Horsforth Town of Sanctuary
<b>Amendment for 2024</b>  Litter issues	Organise a litter pick in each ward in October Work with Horsforth Litter Pickers Work with Horsforth School	Raise awareness about the issues surrounding litter and provide support with taking practical action to tackle the problem.	No cost	October 2024	<b>November 2024 Update:</b> Litter picks were carried out in October 2024. The C&E Committee is arranging a meeting with Horsforth School & Horsforth Litter Pickers to discuss ways they can work together to raise awareness.

Awards	To award a Heart of Horsforth Award.	Recognises the contribution that individuals and group do for Horsforth.	£200	December 2024	<p>The Clerk proposed a new scheme that was adopted called The Heart of Horsforth Awards Scheme.</p> <p><b>November 2024 Update:</b> The C&amp;E Committee have now agreed the winners and they will be announced at the Christmas light switch on event.</p> <p><b>January 2025 Update:</b> The awards were presented at the January Full Council meeting due to the Christmas Event being cancelled.</p>
Floral displays	<p>To provide and Maintain Hanging Baskets, Jubilee Garden and other floral contributions in the town.</p> <p>Ongoing local volunteer support from residents and businesses</p> <p>Identify new community areas requiring rejuvenation</p> <p>Ongoing financial support from HTC and investigate funding options via</p>	Enhance the area and ensure that the TC maintains the upkeep	£5600 plus watering costs	Ongoing	LCC are no longer able to water the floral displays, and the TC agreed a quote with a new contractor. This is to be reviewed in a year.

	grants and local businesses/organisations. Ongoing support from Horsforth in Bloom				<p>The cost for floral displays is within budget this year.</p> <p><b>January 2025 Update:</b> The C&amp;E Committee are considering ways to lower the cost of floral displays for 2025.</p>
Annual Report	Provide information about the Councils activities in the last year. Prepare a poster and report to be published on the website and on noticeboards. Publish in Village magazine.	An annual report will give residents a brief outline of actions in it has taken, future plans and allows the council to be transparent	No cost	June 2024	The Clerk published the Annual Report in June 2024.
Emergency Plan	Prepare an emergency plan Work with Leeds City Council and other relevant organisations. Attend training	Help residents in event of an emergency. Provide useful contact details for residents. Ensures the Town Council is prepared for unprecedented circumstances.	No cost required. This can be provided via the website and paper copies in key locations	2025/2026	The Clerk has started this but due to workload it is not ready for review.
Promote communication and dialogue between HTC and the wider village community	Continue to improve the new website and Facebook page. Investigate making a monthly E-newsletter available and prepare a mailing list Provide a copy of Horsforth Matters annually and print a number of copies for key local amenities	Improves communication and is compliant with the Accessibility Regulations  Ensures that vulnerable residents have support available and know who to contact	No cost – Clerk prepared with free website provider	Ongoing	All communication has improved and the Editorial WG has met regularly to prepare Horsforth Matters newsletter with the Admin Assistant.

	<p>Consider utilising social networking and digital media to widen participation and improve access for all.</p> <p>Improve Annual Town Meeting with the aim of increasing participation</p> <p>Inform residents of, and support, local groups that are able to help lonely and isolated people of all ages.</p> <p>Attend external events</p> <p>Attend the Farmers Market bi-monthly</p> <p>Open Town Council office regularly</p> <p>Drop-in sessions are held before every Full Council meeting at 6.30pm</p> <p>Attend Horsforth Gala</p>	<p>Improves communication face to face.</p> <p>Allows the public an opportunity to meet the Clerk and Councillors to discuss concerns.</p> <p>To encourage and facilitate community engagement ensuring those members of the community with the smallest voice are heard and to value the community's contributions and give them consideration.</p> <p>Continue to improve the facilities for both young and elderly residents</p> <p>Engage with community groups, organisations and individuals to help shape the Parish Council's plans for the parish</p>			<p>The Annual Town Meeting was advertised in advance of the meeting.</p> <p>CLRs continue to attend the Farmers Market and also, attended the Breeze event and Climate action event.</p>
Christmas	To provide Christmas Lights and Christmas Trees.	<p>Help local businesses</p> <p>Enhance the appearance and encourage events in the area at Christmas.</p>	£17000	December 2024	<p>Provided and chose the lights in April 2024.</p> <p>The cost is within budget.</p> <p>Clerk applied for a LCC grant but this was not approved in August 2024 as LCC said there was no funding available.</p>
Events	Continue to work with other organisations for annual events, Christmas and Remembrance Service.	Benefit to local residents and organisations	£7000	Ongoing	The Annual Event WG organised two events this year. A D-Day 80 <sup>th</sup>

	Work towards improving the Christmas event for 2024 To provide three Summer Band Concerts in Horsforth Hall Park.				<p>anniversary event and had a stall at the Walk of Art.</p> <p><b>January 2025 Update:</b></p> <p>The full Christmas Event had to be cancelled due to the weather but the TC still ensured some aspects continued on the day.</p> <p>The TC agreed to sponsor the band concerts for 2025 at a cost of £1080.</p>
Grants scheme	To provide Grants and Sponsorship to local organisations.	Supports local groups financially. Provides funding for local groups to enhance their facilities and activities which will benefit local residents.	£4000	Ongoing	The C&E Committee awarded £1500 in September 2024. Details can be found on the website.
Footpaths and PROW	Keeping 27 Public Rights of Way clear in the Town.	Enhance the area and protects the local footpaths. Enhance welfare of residents.	N/A	Ongoing	The C&E Committee agreed to carry out inspections of the footpaths and these will be carried when litter picks are done in October 2024.
<b>Planning, Traffic and Licensing Committee</b>					
Planning and new developments	To meet each month to consider planning and licensing applications.	Ensure appropriate and sensitive development.	No cost	Ongoing	The PL&T Committee continue to consider

	<p>Participate and give guidance during consultation exercises for any major developments.</p> <p>Consult with the residents, developers, and Leeds City Council.</p> <p>Ensure communication continues throughout the process of a large development.</p> <p>Promote community engagement in planning and represent residents</p> <p>Monitoring Leeds City Council's proposed site allocations.</p>	<p>Influence the allocation and investment of any funding streams from development within and around the village.</p> <p>To ensure that responses to Planning applications are transparent and consistent.</p>			<p>planning applications and meet monthly.</p>
Road Safety	<p>To provide a SID for use in Horsforth and review the locations regularly.</p> <p>To work with the West Yorkshire Police (including the PCSOs) and LCC.</p>	To enable safer journeys for residents.	£500	Ongoing	<p>Admin Assistant obtained quotes to move the SID to a different location. (Aug 24)</p>
Neighbourhood Plan	<p>To review the Neighborhood Plan.</p> <p>The Planning Committee ensures that all planning applications adhere to the policies in the Neighbourhood Plan.</p> <p><b>January 2025 Update:</b></p> <p>To consider, review and monitor the complementary actions and aspirations that have been identified in the Neighbourhood Plan that are to be pursued either locally or via</p>	Protect green spaces and community assets	£3243	Council year 2024/2025	<p>Agreed that the TC will review the plan after the 2023 elections.</p> <p>The Working Group have started to review the plan in March/April 2024 and agreed to attend relevant training.</p> <p><b>November 2024 Update:</b></p> <p>The working group has carried out training about the NDP.</p>

	outside agencies. (See the community actions listed below. )				<b>January 2025 Update:</b> The NDP includes some community actions listed below that the TC have started to review and action where possible.
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Community Actions listed in Neighbourhood Plan		
Green Environment		
Location	Details	Comments
Local Green Infrastructure	Enhance features in co-operation with interested parties and utilising local volunteers	
Hall Park	Formal programme of tree planting and general hard (e.g. Paths) and soft landscape maintenance, including war memorial, cricket pavilion, park gates and more litter bins (e.g. Lee Lane West near tennis courts)	
Broadway (Fink Hill to Wood Lane) and other grass-verged streets in Broadgate area	Additional tree planting to create attractive 'boulevard' appearance existing elsewhere in this area	
Broadgate area	Enhance large areas of grass with appropriate tree planting, subject to consultation with local residents	
Cragg Hill/Woodside	Improve management of woodlands and green spaces	
Cragg Wood entrance	Tackle litter and fly tipping	
Stanhope Drive garage block (NB at ring road end)	Improve / screen in keeping with the stone wall fronting Broadway	
King George Playing Fields	Introduce children's play facilities	
Whetstone Plantation	Manage overgrown woodland	

All areas	Encourage more recycling, including the idea of a new local recycling facility (e.g. Bottle bank).	
<b>Built environment</b>		
Conservation Areas	Seek reviews and monitor the situation along with Horsforth Civic Society, Newlay Conservation Society, Cragg Hill and Woodside Residents Group and Rawdon Cragg Wood Conservation Group;	
Town Street	Carry out a street sign audit and develop an overall streetscape design scheme, including a coherent palette of materials for surface treatments, street furniture, planters, shop frontages and essential signage	
Low Lane car sales premises	Encourage sympathetic signage and displays, together with planting to soften the impact on the street scene;	
Low Lane	Improve boundary treatment of commercial premises, including walls, shrub and tree planting and permeable hard surfacing materials	
Railway Station Bridge	Clearly define as a 'gateway' to Horsforth	
Station Road shopping centre	Improve streetscape, including screening of service yards;	
Broadgate Lane shopping parade	Enhance forecourt with planters and hanging baskets	
Horsforth Allotment Society Building, Featherbank Lane	Upgrade poor condition building and / or improve area with new planting	
New Road Side	Carry out a street sign audit to inform de-cluttering (i.e. Street furniture, signs etc.). Introduce a coherent approach to street furniture and surface materials. Carry out tree planting of the wide pavements;	
Shop Front Design Guidance	When it is possible to do so, the production of shop front design guidance specific to	



	conservation areas would help to ensure that shop fronts will be more in keeping with the area. This will help avoid many of the inappropriate designs and signs (such as internally illuminated signs and upvc signs);	
Stanhope Drive Lime Tree Avenue	Tree maintenance, including replacement work as required.	
Museum / Former Housing Offices	Pursue listing with Historic England following proposed conversion works	
New Conservation Areas	Lobby LCC regarding potential new conservation areas at North Road / Scotland Lane and The Brownberries	
<b>Housing</b>		
Houses in Multiple Occupation (HMOs)	<p>The Town Council intends to request Leeds City Council (LCC) to review the current extent of the existing Article 4 Direction boundary, with a view to extending it across further areas of Horsforth. Hmos are a characteristic of areas around universities, but too many can cause imbalances in the local population, which can have a negative effect on communities. For this reason, LCC has already introduced an Article 4 Direction to require planning permission for the conversion of Class C3 dwelling houses into Class C4 houses in multiple occupation in certain areas, including parts of Horsforth. Core Strategy Policy H6 sets out how HMO proposals in these areas will be determined. The area covered by the Article 4 Direction does not extend as far as is desirable to prevent harm to the current profile of the community. Nps do not have the powers to extend Article 4 Directions - only local planning authorities can do this.</p>	

<b>Employment and shopping</b>		
All areas	Investigate possible non-planning actions to restrict the volume of charity shops, betting shops and hairdressers - the general support for retail sector growth was qualified by specific community concerns regarding the volume of fast food takeaways, hairdressers, charity and betting shops and calls to restrict these particular uses;	
All areas	Work to encourage new local businesses and jobs, notably in the office, retail and light industrial sectors, including supporting increased activity at Leeds Bradford International Airport (beyond the Horsforth boundary).	
<b>Community facilities and services</b>		
All areas	Lobby relevant authorities regarding meeting local children's school-place needs	
All areas	Seek provision of new assets catering particularly for young and elderly people and their recreational / leisure needs.	
<b>Traffic/transport</b>		
Town Street / New Street Car Parks	Significant enhancements, including erection of stone wall fronting Town Street;	
Broadway / Fink Hill	Improve pedestrian crossing facilities to / from Hall Park	
Station Road area	Review on-street parking and on-pavement parking problems;	
Wood Lane / Regent Avenue Car Park (adjacent to Cragg Wood Recreation Ground)	Resurface and mark out parking bays, to encourage proper use and reduce on-road car parking;	
New Road Side	Review traffic management controls to improve shopping area car parking;	

Hall Lane (adjacent Park Gate Close and Emmanuel Baptist Church) and West End Lane	Review parking controls currently used for on-street residential and visitor parking to improve traffic flow	
Green Belt areas –	Maintain paths and tracks, particularly to facilitate disabled access	
Scotland Beck / Old Mill Beck / Oil Mill Beck –	Footpath extensions to create greater route continuity;	
Public rights of way	Update route / waymark signage. Waymark a ‘horsforth circular walk’, links joining the leeds country way to kirkstall along the river aire and links with the west leeds country park and green gateways;	
All areas	Investigate possible actions to address traffic volumes throughout the Neighbourhood Area - consultation with local businesses indicated that the majority are concerned with the current adequacy of road and transport links. Monitor particular bottlenecks at Brownberrie Lane / Station Road / Old Ball at peak times;	
All areas	Investigate possible actions to address on-road resident and non-resident parking	

Adopted: 18<sup>th</sup> May 2023

Reviewed: 30<sup>th</sup> May 2024. Updated 12<sup>th</sup> September 2024, 20<sup>th</sup> November 2024, January 2025 DRAFT

Review date: May 2025

*Clerk updates the document throughout the year when necessary and uploads to the website.*

## **Dementia Report - January 2025**

The latest meeting of Dementia Friendly Horsforth (DFH) was mostly taken up with discussion ideas for Dementia Action Week (DAW). The week is meant to be from 19<sup>th</sup> to 25<sup>th</sup> May according to the Alzheimer's Society, but the group decided that our local activities would go ahead in that week regardless of whether the AS changes the date later on (based on previous experience).

Amongst the ideas that were discussed were:

- Engage with Kezia/Walk of Art with a view to having some art-related activities, even though WoA is not happening this year
- Speak to Nancy at the museum about having another memory café on one of the days, following on from the museum's previous event last September
- Possibility of doing another play following the success of *The Purple List* in 2023 – in our previous meeting we had a visit from Christabel at Drama North who raised the possibility of co-operating with us on a play. It might be either an original work or (more likely) a dementia-friendly performance of one of their existing pieces
- Some existing events around that time could be incorporated into DAW, for example MHA (Methodist Homes for the Aged) are holding an event on 21<sup>st</sup> May – they also hold dementia walks on Fridays
- Possible musical performers were also discussed, as well as the idea of a tea dance

It hasn't yet been decided whether all these events will take place during DAW or whether they will be staggered. It was noted that *The Purple List* was possibly more successful as a result of being a stand-alone event.

Other points discussed:

- Hall Park community garden reopening with sensory garden and improved access for people with restricted mobility will be officially opened in March
- A local group of self employed business people called Horsforth Independent Collective have raised £200 for DFH.