



## **Horsforth Town Council**

The Stables,  
2 Church Road,  
Horsforth  
LS18 5LG

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### **Full Council Meeting**

**Thursday 27<sup>th</sup> March 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 30<sup>TH</sup> January 2025 at 7.00pm

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
Simon Dowling	Emmie Bromley	Richard Hardcastle	Dave Brosnan	Francesca Gains
Eddie Hyndes	Andrew Wishart	Tracy Stones	Mark Fletcher	Aiden Goulden
Raymond Jones			Cathy Gillinder	
			Emily Richards	

**In attendance:** Becky Crabtree – Clerk, PCSO Julie Richardson and 14 members of public.

#### HTC/24.66 Introduction from Chairman

Cllr Dowling welcomed all to the meeting. He made all aware that the meeting was being recorded and the Policy for Management of Recording at Council meetings was noted and available at the meeting.

#### HTC/24.67 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr Gomersall, Cllr Cousins, Cllr Heaviside, Cllr G Garvani, Cllr J Garvani, Cllr Martin, Cllr Smith and reasons for the absence were approved.

#### HTC/24.68 Declaration of Disclosable Pecuniary and other Interests

None declared.

#### HTC/24.69 To present awards to the Heart of Horsforth Award winners

Cllr Dowling presented the awards to the following:

- Victoria Martinho Veira Da Cunha was awarded the Volunteering Award - Under 21s for her achievement of making the final 12 of the Children's Young Mayor election process. She also presented in front of the Town Council and Leeds City Council outer north committee which takes huge courage. These presentations have been an overview of manifesto all about children becoming more active.
- Janet Little and the Horsforth Community Garden team was awarded the Volunteering Award - Over 21s for their achievement in launching the Horsforth Community Garden, a wonderful garden that the whole community can benefit from. Whether they want to get involved in the growing fruit and vegetables in the garden, talking and educating people about growing, harvesting the produce or enjoying sitting peacefully in the space.
- Right at Home Leeds North, Otley and Horsforth was awarded the Business Award in recognition of the amazing work they do helping so many people and providing services within the community.
- Horsforth Churches Together was awarded the Community Award for their hard work in bringing our great community of Horsforth together by running events and activities that are free and accessible for people of all ages.
- Horsforth Climate Action was awarded the Environmental Award for their amazing work in helping to make Horsforth greener, more sustainable and equitable.

Cllr Dowling congratulated all the winners and asked everyone to send nominations for the 2025 awards.

## **HTC/24.70 Public Participation**

The Horsforth correspondent for Leeds West Despatch was in attendance.

## **HTC/24.71 Police report**

### **24.71.1 To note and consider the latest crime statistics for Horsforth**

PCSO Julie Richardson was in attendance and provided councillors with a copy of the latest crime statistics. She reported a reduction in crime over the past six weeks, with the main concern being vehicle crime, particularly insecure vehicles. She has been checking vehicles during her patrols and informing owners if their cars are unlocked. All agreed that more publicity is needed to remind everyone to check that their vehicles are secure.

The Policing Team continues to do its best with limited staffing, as there is currently only one PCSO for Horsforth, though this will increase to two next week.

### **24.71.2. To consider any other policing matters.**

Cllr Gillinder inquired about keyless thefts, and it was confirmed that thieves use devices to trick cars into thinking the key is nearby, which unlocks the car and starts the ignition. Owners are advised to ensure that their keys are stored out of range of such devices.

Cllr Gains asked if the Police were aware of anti-social behaviour at the Wood Lane and Church Lane car parks. It was confirmed that they are aware and conduct regular patrols in the area.

Cllr Goulden suggested that the Town Council share crime prevention advice available on the TC website.

Cllr Jones inquired about the "Lock It or Lose It" campaign and asked if posters could be displayed to raise awareness.

Cllr Dowling asked about recent incidents involving under-18s in the area and the sharing of their images on social media. It was encouraged that such incidents be reported to the Police, along with any available CCTV footage, so the Police can collaborate with local schools. It was also confirmed that the anti-social behaviour team gets involved, and if the individuals continue to cause trouble in their area, their LCC tenancy could be at risk.

Councillors thanked Julie for her continued hard work.

## **HTC/24.72 To approve the minutes of the Full Council meeting held on 28<sup>th</sup> November 2024**

**Resolved** to approve the minutes of the Full Council Meeting of the Town Council held on 28<sup>th</sup> November 2024 as a true and accurate record.

## **HTC/24.73 To receive an update and note previous minutes for the following committees**

### **24.73.1 Finance and General Purposes**

The minutes were noted.

### **24.73.2 Planning, Licensing and Traffic**

The minutes were noted.

### **24.73.3 Community and Environment**

It minutes were noted.

### **24.73.4 Staffing and Employment**

It was noted that the next meeting is being held on 6<sup>th</sup> February 2025.

## **HTC/24.74 Financial Matters. See Agenda Pack**

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

The financial reports were considered, and it was noted that the F&GP Committee had resolved to make a virement of £1000 from the Annual Event budget to Horsforth Matters. It was **resolved** to approve the financial report to 31<sup>st</sup> December 2024 as recommended by the Finance and General Purposes Committee.

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

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

### **24.74.3 To consider and approve the budget proposal for 2025-2026 as recommended by the F&GP Committee**

The draft budget was considered for 2025-2026 and it was noted that the budget for the Floral displays and Horsforth Matters will be reviewed again as councillors would like to lower the costs.

**Resolved** to approve a general budget of £207,036.00, designated reserves of £133,940.00 and restricted funds of £146,189.00. This is subject to change as some reserves may be spent in the current financial year. See Appendix 2.

**24.74.4 To consider and agree the Precept request for 2025-2026 and agree the statement for the community as recommended by the F&GP Committee**

**Resolved** to request a precept of £152,367.00 which means an increase of 4.5%. This equates to an annual charge of £20.20 per Band D household and an increase of 7p per month per Band D household.

**HTC/24.75 Organisational Matters**

**24.75.1 To review the Action Plan**

The updated Action Plan was noted and the Clerk asked councillors to send any updates that they would like included. It was noted that the community actions listed on the Neighbourhood Plan have now been included.

**24.75.2 To agree a new LBA representative**

Cllr Jones agreed to continue being the LBA representative until May 2025.

**HTC/24.76 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:**

**24.76.1 To note the Covid-19 Day of Reflection is on Sunday 9<sup>th</sup> March 2025 and consider any arrangements**

Cllr Dowling reported that a small event is being organised for the Covid-19 Day of Reflection, led by K. Roberts. She has asked if the Town Council would like to contribute. It was **resolved** to contribute up to £100 towards refreshments, and the Town Council agreed to be involved in the event.

**24.76.2 To consider a quote for neighbourhood planning online training at a cost of £250**

**Resolved** to agree the quote of £250 for full council online training about the neighbourhood plan.

**24.76.3 To receive an update from the Premises Development Working Group**

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

Cllr Dowling reported that they are almost ready to submit all the required documents for the license of alterations and are currently investigating whether the Phase 2 works should be included. A meeting is being scheduled with the architect, contractor, and working group leads to receive an update and ensure everything is prepared for the commencement of the works. The working group is set to meet ahead of the Full Council meeting, where the documents will be formally approved.

The Clerk is also waiting for the updated schedule of costs from the architect.

It was noted that the quote for the new boiler has been approved by the F&GP Committee, but a license of alterations is needed before the works can start so the Clerk is including it in the one for No.3 to avoid additional costs.

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

The Museum has now responded to the latest TC letter with minor queries and the Clerk will be responding shortly.

**HTC/24.77 Reports from external organisations**

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

**24.77.1 Dementia Friendly**

Cllr Fletcher provided the following report in advance of the meeting:

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 their 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 their previous meeting they had a visit from Christabel at Drama North who raised the possibility of

co-operating with them 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.

#### **24.77.2 Horsforth Fairtrade**

No update.

#### **24.77.3 Young People's Champion**

No update.

#### **24.77.4 Horsforth Climate Action**

Cllr Bromley reported that HCA have been given permission from Leeds City Council to host a Green Fair in Hall Park on Sunday September 21<sup>st</sup>, 11.30 until 3.30pm. At the moment they are keeping planning to HCA, but hope to widen it out when they have a few things in place.

#### **24.77.5 MHA Communities**

No update.

#### **24.77.6 Peace Champion**

Cllr Hyndes provided the following report in advance of the meeting:

On 11th December, Ed had a Zoom meeting with Megumi Tokunaga and Richard Outram, both of the Mayors for Peace Secretariat. They were supposed to be joined by another new Mayor/Champion for Peace from an area in Albania (which itself has 22 member cities), but they unfortunately couldn't make it. It was essentially an introductory meeting that included a screen-shared slideshow presentation about the origins of Mayors for Peace, and the activities that member cities can take part in, which include planting seeds from trees that survived the bombings, children's art competitions, to name just a couple. It also included details about the next Mayors for Peace General Conference which will be held in Nagasaki sometime this year. The meeting also served to break ice between them all, and now Megumi and Richard are aware that Horsforth has a Japanese Garden in Hall Park.

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

#### **HTC/24.78 Council Surgery**

Cllr Gains and Cllr Hyndes agreed to attend the next council surgery.

#### **HTC/24.79 Items for future agenda**

No items were requested.

#### **HTC/24.80 Date of next meeting**

**Resolved** that the next Full Council meeting is to be held on 27<sup>th</sup> March 2025 and the deadline for agenda items is 17<sup>th</sup> March 2025.

The meeting closed at 8.07pm

*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  
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
Asda	Frames for awards	£7.50	Clerk approved using delegated powers
YLCA	Local Council Award fee	£100.00	

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

	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>



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### **Finance and General Purposes Committee Minutes Meeting held on Thursday 13<sup>th</sup> March 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB**

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

G. Garvani, J. Garvani, A. Goulden (Substitute for Cllr Bromley), R. Hardcastle, R. Jones, T. Stones,

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

#### **FGP/24.50 Introduction from the Chair**

Cllr Dowling welcomed all to the meeting.

#### **FGP/24.51 To consider apologies and the reason for absence**

Apologies were received from Cllr Bromley and reasons were approved.

#### **FGRP/24.52 Declaration of Disclosable Pecuniary and other Interests**

None declared.

#### **FGP/24.53 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/24.54 To confirm and accept the minutes of the Finance and General Purposes meeting held on 16<sup>th</sup> January 2025**

**Resolved** to approve the minutes of the Finance and General Purposes Committee meeting held on 16<sup>th</sup> January 2025 as a true and accurate record.

#### **FGP/24.55 Financial Matters**

##### **24.55.1 To review and consider recommending that the Council approves the financial report to 28<sup>th</sup> February 2025 and agree any necessary action**

The financial report was reviewed, and the budget was discussed. The Clerk reported that a £6 VAT amendment had been made to the cashbook since it was previously sent to councillors. It was **resolved** to recommend that the Full Council approves the amended financial report as of 28<sup>th</sup> February 2025.

Cllr Dowling inquired whether the Town Council now has access to the Virgin Money funds. The Clerk responded that the mandate had been lost in the post twice. A new form has been prepared, and the Clerk will now be able to email it once it has been signed.

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

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

## **FGP/24.56 Community Infrastructure Levy (CIL)**

### **24.56.1 To receive an update on CIL.**

The report was noted.

### **24.56.2 To receive any reports from Community Infrastructure Levy Group and agree any actions**

Cllr Hardcastle reported that he attended a site meeting where alternative edging materials for the pin kerbs along the path around the bandstand were discussed, including a cobble set treatment. This treatment could be supplied and installed at no additional cost. LCC is expected to send further details to the Clerk. Additionally, LCC has agreed to investigate options for improving the planting. The Clerk confirmed that LCC will be sending pictures and samples of the proposed tarmac treatment for review and has begun discussions about the potential reinstatement of the flower bed.

Cllr Gains is currently investigating project ideas in the Woodside and Cragg Hill area.

## **FGP/24.57 3&5 The Green**

### **To receive an update and agree any necessary action including:**

#### **24.57.1 To receive an update about No.3 The Green**

Cllr J Garvani reported that the contractor has submitted an amended schedule of costs, which has increased to approximately £294,000.00. This revised figure will be considered at the next Full Council meeting.

The contractors are available to begin work on 7th April, and this date has been provisionally booked. However, the start of work is contingent upon receiving the License of Alterations and the Works in Progress insurance.

LCC is currently exploring whether all of the works (Phases 1 & 2) can be incorporated into a single license with a longstop date, or if a separate license will be required for Phase 2 when the Town Council is ready to proceed. If a separate license is needed, this could result in additional costs for the Town Council.

The insurance provider has requested a copy of the contract between the Town Council and the contractor, which can be provided once the schedule of costs is approved by the Council.

It was noted that councillors will be invited to assist in moving items from the ground floor of No. 3 in preparation for the works. It was **resolved** to approve the cost of a skip, up to a limit of £300. It is hoped that the work will begin in April 2025.

#### **24.57.2 To receive an update about the Museum**

Cllr J Garvani reported that the final amendments for the Museum lease have now been sent to the solicitors. Once the Clerk receives the final draft, it will be ready for consideration and approval by Full Council and Museum.

Additionally, it was noted that the Chair of the Museum has resigned from his position and the Clerk will enquire who the TC shall liaise with after their AGM.

## **FGP/24.58 To consider matters requested by Councillors/the Clerk/Committee and agree any necessary action:**

### **24.58.1 To receive an update about the Horsforth Banking Hub and welcome a representative**

It was noted that the representative had sent his apologies for the meeting.

Cllr J Garvani reported that the LCC City Councillors had met with Cash Access the previous week. It was noted that Barclays is unable to close until a banking hub is established in Horsforth. Cash Access now aims to provide the Horsforth community with a temporary banking hub, offering essential banking services and cash facilities while a permanent location is secured. They are currently seeking venues to open a temporary hub within the next month.

It has been confirmed that Cash Access is willing to pay for the use of the venue. The temporary hub would consist of a banking pod and counter, and would be open Monday to Friday, from 9 am to 5 pm. They have suggested venues, including the Museum, which was discussed. The Clerk and Cllr J Garvani are scheduled to meet with the project manager next week to discuss possible venues. It was resolved to speak with the Museum to seek their views on hosting the hub.

All councillors agreed that the temporary banking hub would be a great asset for Horsforth

## **FGP/24.59 Matters for information**

No further matters.

**FGP/24.60 Items for future agenda**

It was noted that finances will need to be reviewed in finer detail now the works at No.3 The Green are due to commence.

**FGP/24.61 Date of the next meeting**

**Resolved** that the next meeting will be held on 15<sup>th</sup> May 2025 and the deadline for agenda items is 9<sup>th</sup> May 2025.

The meeting closed at 7.32pm.

*Distribution: Cllrs E Bromley, S. Dowling, G. Garvani, J. Garvani,  
R. Hardcastle, R. Jones, T. Stones*

**Appendix 1**  
**Schedule of Payments for the Finance and General Purposes Committee**  
**Meeting being held on 13<sup>th</sup> March 2025**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
Salaries	Staff salary costs – Feb 2025	£3309.62	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – Feb 2025	£937.09	To note as previously approved by virtue of the employment contract.
Smith of Derby	Clock service	£312.00	Clerk approved using delegated powers
Ace Leaflets	HM distribution	£359.69	Clerk approved using delegated powers as this was approved previously but the Clerk requested a refund due to issues
Vision ICT	Website and Email	£740.00	To note as previously approved by virtue of contract.
YLCA	Training	£35.10	
YLCA	Training	£10.00	
Costco	Refreshments for Covid 19 event	£86.86	The TC approved £100 at the Full Council meeting held on 30 <sup>th</sup> January 2025
Amazon	Stationary	£8.99	Clerk approved using delegated powers
Horsforth Churches Together	Grant	£500	Approved by the C&E Committee at the meeting held on 6 <sup>th</sup> March 2025
St Margarets Parish Centre	Room hire	£72.50	



## **Horsforth Town Council**

The Stables, 2 Church Road  
Horsforth  
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### **Planning, Licensing & Traffic Committee Minutes**

**Thursday 13<sup>th</sup> February 2025 at 7pm**

**Horsforth Museum, 5 The Green, Horsforth, LS18 5JB**

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

**In attendance:** B Crabtree – Clerk, Leeds West Despatch correspondent, LBA Town Council Representative – R Jones, and two members of public

#### **PLT/24.120 Introduction from the Chairman**

Cllr Hardcastle welcomed all to the meeting.

#### **PLT/24.121 To receive apologies for absence and to consider the reason for the absence**

All councillors were present.

#### **PLT/24.122 Declaration of Disclosable Pecuniary and other Interests**

Cllr Brosnan declared an interest in Item PLT/24.129, premises Licence or Club Premises Certificate applications.

#### **PLT/24.123 To consider questions and comments from members of the public at the Chairman's discretion**

Ian Mackey from Leeds City Council (LCC) was in attendance and provided the following information regarding the Neighbourhood Plan and Site Allocation Plan:

- He has reviewed the TC's Neighbourhood Plan and commended its professionalism, advising that the TC ensure it is being properly monitored.
- He confirmed that planning officers find the Neighbourhood Plan useful when considering planning applications.
- He recommended that the TC review the Neighbourhood Plan based on factual evidence, suggesting that a scoring exercise could be an effective method. LCC would be available to assist with this.
- He made councillors aware of the review process, noting that while it is not a statutory requirement, it is up to the TC to decide whether to carry out the review. He confirmed that LCC would cover the cost of a referendum if one were required.
- He highlighted that the upcoming Local Plan consultation provides an opportune moment to review the Neighbourhood Plan.
- It was noted that site allocations are currently under consideration, and specific preferred sites will be put forward. One option includes focusing on brownfield sites in and around the City Centre and the LBA Corridor, as these are deemed sustainable locations. Another option is to ensure that every area in Leeds shares, though the challenge with this approach is that not all areas would be sustainable.
- The Green and Grey Belt will be discussed as part of the Local Plan.

- Landowners have been proposing sites for development, and LCC has been assessing these proposals for the past year. LCC will brief councillors about the consultation in March, and there will be an executive board meeting on 9th June 2025 to approve the Leeds Local Plan. Information regarding this will be published shortly after.
- Ian also provided advice on key considerations when reviewing the Neighbourhood Development Plan (NDP), including community actions, housing design, site allocations, potential for better use of buildings, monitoring, and the NDP's use in considering applications and appeals. He mentioned that the Horsforth Village Design Guide could be useful in the review process.

#### **PLT/24.124 Minutes of the previous meetings**

**Resolved** to approve the minutes of the meeting held on 23<sup>rd</sup> January 2025 as an accurate record.

#### **PLT/24.125 Leeds City Council Planning Decisions**

The planning decisions were noted.

#### **PLT/24.126 New Planning Applications**

**126.1 To note the planning applications received since the meeting held on 23<sup>rd</sup> January 2025 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.

**126.2 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/24.127 Planning Appeals & Planning Appeal Decisions**

The appeal with reference APP/N4720/W/25/3359261 was considered and it was **resolved** to write to LCC stating the following keys points:

- The TC is against the appeal proposals put forward by the applicant and supports the planning refusal put forward by Leeds City Council.
- The appeal should be framed in the context of the application to construct nine dwellings only, and not the previously approved sports hall.
- There are concerns about the suitability of Wood Lane to handle the additional traffic generated by the development and the proposed access road is unfit for purpose. Not only is the lane of insufficient width, but it is also not suitable for this volume of traffic. The TC believes the additional risk to the houses on Craggwood Road (due to the sheer drop below the wall) is unacceptable.
- There are concerns that the development is contrary to the Horsforth Neighbourhood Plan. The proposed development lies within the Cragg Hill and Woodside Conservation Area (Horsforth Character Area 4). Policy BE1 of the adopted neighbourhood plan states that future proposals respect the importance of green space in the character area. The plan also requires that mid distance views (including along Wood Lane) be respected. Given this development would occupy a key green space, and would be visible in these key views, the TC objects to this development on this principle as there would be significant harm to the character and conservation area which would be outweighed by the benefit of any additional housing.
- The proposal also runs counter to policy H6 of the plan - the housing as currently described is unlikely to be suitable for the elderly or for assisted living, nor are they likely to be starter homes for young people.
- The policy also does not compliment policy TT3 of the plan - the development would obstruct several non-definitive footpaths that run across the land, without securing a commitment to creating protected public rights of way. Wood Lane is also a public bridleway and the increase in traffic along this public right of way would bring users into conflict.

#### **PLT/24.128 Planning Enforcement**

No planning enforcements to note.

#### **PLT/24.129 Licensing Applications**

The licensing applications were noted and there were no comments.

#### PLT/24.130 Traffic

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

##### 130.1 Complaints (if any)

None to report.

##### 130.2 Traffic schemes (if any)

None to report.

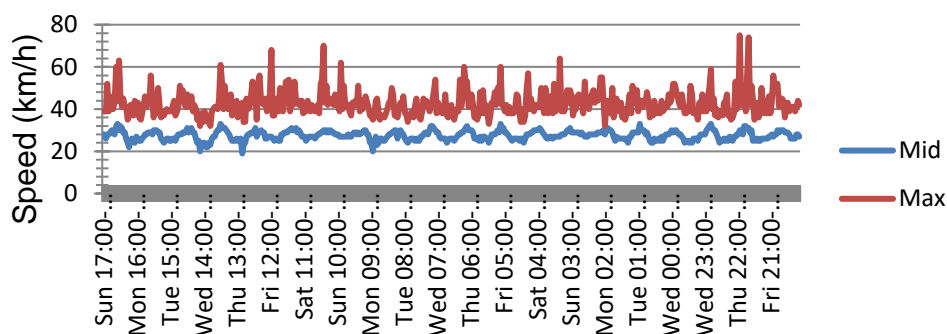
##### 130.3 Speed indicator device (SID) updates and any data

###### i. To consider and agree a new location for the SID

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

**Resolved** that the Clerk will contact LCC to inquire about which columns on Low Lane have been programmed for Speed Indicator Devices (SIDs), and that the exact location for the SID to be moved to will be determined at the next meeting.

#### Sequence Average and Maximum speed



<b>Evaluation time</b>	19 January 2025,17:00 - 08 February 2025,18:00						
<b>Speed limit</b>	50	km/h	<b>Values</b>	<b>Vehicles</b>	<b>Vd[km/h]</b>	<b>Vmax[km/h]</b>	<b>V85 [km/h]</b>
<b>Speed violations</b>	0.04	%	276689	30794	27	75	31
<b>ADT</b>	1536						
<b>AYT</b>	560640						

###### ii. To receive an update about borrowing a SID from LCC including approving the Risk Assessment

The Clerk reported that TC will be unable to borrow a Speed Indicator Device (SID) capable of capturing and downloading traffic speed data, as it has been damaged. However, they are able to offer an alternative SID, which displays a smiley face symbol when a vehicle is traveling within the set speed limit, and a frowning face symbol when the vehicle exceeds the limit. This SID will also serve as an educational tool to raise awareness among drivers about the speed limit, encouraging them to adjust their speed accordingly. Councillors will need to manually record the results on a tally sheet.

**Resolved** to borrow the alternative SID, and the Clerk will email all members of the council to seek volunteers for this task.

#### PLT/24.131 Leeds Bradford Airport (LBA)

To consider the following and agree any necessary action:

##### 131.1 Leeds Bradford Airport Consultative Committee.

No updates to note.

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

No updates to note.

### **131.3 Any other matters relating to LBA.**

Cllr Jones noted once again that LCC will be holding a public inquiry in March regarding LBA's appeal for a change in night flight rules. He confirmed that the City Councillors have objected to the appeal. This matter will be considered at the next Full Council meeting.

Cllr Jones also reported that the Chancellor has made an announcement that may pave the way for the airport expansion

### **PLT/24.132 Neighbourhood Plan.**

**To consider any updates and agree any necessary action including:**

#### **132.1 To receive an update from the Neighbourhood Plan working group**

Cllr Goulden reported that the data analysis has been completed and the results will be shared shortly. See item PLT/24.123.

### **PLT/24.133 Leeds City Council Core Strategy and Site Allocation Plan**

**To consider any updates and agree any necessary action including:**

#### **133.1 To welcome I. Mackay from LCC and receive an update about the progress of the site allocation plan**

See item PLT/24.123.

### **PLT/24.134 Matters for information**

Cllr Hardcastle reported that a resident had inquired whether there were any plans to resurface West End Rise and why it had been overlooked when West End Lane to Hall Lane was resurfaced. He responded to the resident, explaining that LCC may prioritise main routes. The Clerk confirmed that LCC has West End Rise scheduled for resurfacing in 2025/2026.

The Clerk also reported that LCC has advertised the proposed parking charges at Fink Hill car park. Comments can be submitted until 14th March 2025. She will include this item on the agenda for the Community and Environment Committee meeting on 6th March 2025.

### **PLT/24.135 Items for future agenda**

- Fink Hill Carpark
- Expansion of external space at a restaurant on Town Street

### **PLT/24.136 Date of the next meeting**

**Next meeting of the Committee: 20<sup>th</sup> March 2025**

**Deadline for agenda items: 10<sup>th</sup> March 2025**

The meeting date was noted.

The meeting concluded at 8.35pm

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



**Appendix 1 - Minute No. PLT/24.126.2 – comments on new planning applications**

Reference	Address	Proposal	HTC Response
<a href="#">25/00255/FU/NW</a>	249 New Road Side Horsforth Leeds	Change of use from residential (use class C3) to dental premises (use class E(e))	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/00355/FU/NW</a>	3 Brownberrie Crescent Horsforth Leeds	Conservatory to be removed to rear and replaced with single storey rear extension	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/00287/FU/NW</a>	1 Hall Park Rise Horsforth Leeds	First floor and single storey extension to front/side; new pitched roof over existing garage; replacement of door with french doors and replacement of french door with one window to rear	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/00401/LI/NW</a>	57 Long Row Horsforth Leeds	Listed Building application for conversion of detached garage to habitable rooms, incorporating increased ridge height	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/00365/FU/NW</a>	2 Oliver Hill Horsforth Leeds	Retrospective application for demolition of existing raised terrace area, retaining wall, steps conservatory, attached garage, chimney and removal of roof to existing bungalow to create new first floor extension with rooms in roof space and roof lights to front to form a dwelling house including addition of new raised terrace area with balustrade above including addition of new raised terrace area with balustrade above to side; amendments to fenestration and new render to all elevations	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="#">25/00578/FU/NW</a>	Vergers Cottage Town Street Court Horsforth	Detached garage to side	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/00632/FU/NW</a>	3 Oliver Hill Horsforth Leeds	Single storey side/rear extension and garage conversion to habitable room space	Horsforth Town Council neither supports nor objects to this application.



## **Horsforth Town Council**

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## **Neighbourhood Plan Preliminary Survey Results**

### **Background**

The concept of a [Neighbourhood Plan](#) was introduced as part of the 2011 Localism Act and they are intended to enable local communities to better shape their area.

The Neighbourhood Plan also directly influences planning decisions made by Leeds City Council. Decisions on new developments (both granting and refusing planning permission) often refer to elements of the Horsforth Neighbourhood Plan. So, the Plan allows the community to indirectly shape the future of Horsforth through the planning decisions made by Leeds City Council. It also provides Horsforth Town Council with guidance on which to support or object to planning applications in their monthly Planning, Licencing and Traffic committee meeting.

Our Neighbourhood Plan was approved by the City Council following public consultation in 2019 and is due to be renewed in 2028. The Town Council have set up a working group to carry out this exercise, and the survey within Horsforth Matters is the first step in the process. In this round of consultation, the Town Council sought to understand whether the public felt the Neighbourhood Plan is meeting the objectives set out in 2019. The survey also sought to understand the priorities of the public for future development in Horsforth.

### **Summary of Findings**

Of the 130 respondents, just half (65) had heard of the Neighbourhood Plan. Generally, where members of the public had heard of the Plan, their opinion of its impact was larger.

The top three issues covered by the Plan were as follows:

1. Protecting Horsforth's natural heritage, including landscape and green space (71 respondents)
2. Development and growth of local businesses (50 respondents)
3. Preserving Horsforth's character and appearance and conserving Horsforth's built heritage assets (49 respondents)

Residents had a slightly better than average opinion of the impact of the Plan on these priorities (scoring 3.1, 3.1 and 3.2 respectively for these three issues).

As free-form comments, traffic, crime and the availability of services and facilities for local people were consistently highlighted.

## Methodology

The online survey went live via a Mailchimp link on the 16<sup>th</sup> of October 2024. The survey ran until the 31<sup>st</sup> of January 2025. Links to the Survey were advertised via the Town Council social media platforms and were amplified by Town Councillors on social media throughout the survey period. The online survey was also featured via the West Leeds Dispatch website on the 12<sup>th</sup> of January 2025.

Finally, a paper copy of the survey was distributed via Horsforth Matters (the Town Council newsletter), which was delivered to addresses across Horsforth in December 2024. This paper copy featured instructions to post the physical survey response to the Town Council office.

As part of the survey, members of the public were asked to answer the following questions. All questions were optional:

1. Are you a resident of Horsforth
  - Yes/No
2. Have you heard of the Horsforth Neighbourhood Plan?
  - Yes/No
3. To what extent has the Horsforth Neighbourhood Plan benefitted the following areas in guiding the development in Horsforth:
  - Note that the priorities were taken from the list of “Objectives” identified within the made Neighbourhood Plan.
  - Each of the following questions asked the public to rank their answer from 1 to 5, with 1 being “strongly disagree”, and 5 being “strongly agree”
    - “Sustainability and environment”
    - “Development of facilities and services”
    - “Transport system infrastructure (including encouraging less car use)”
    - “Growth in housing”
    - “Protecting and supporting new community assets”
    - “Support improved walking, equestrian, cycling, public right of way and car parking”
    - “Preserving Horsforth’s character and appearance and conserving Horsforth’s built heritage assets”
    - “Protecting Horsforth’s natural heritage, including landscape and green space”
    - “Ensuring new build developments complements the local character”
    - “To encourage and support the growth and development of local businesses”
4. Reviewing the same statements as above, please tick *three* statements above that you feel are the most important issues for the Horsforth Neighbourhood Plan to cover.
  - Tick-box options for three of the top issues.
5. Are there any other areas you think that the Horsforth Neighbourhood Plan would benefit in covering?

- Free-form suggestion box

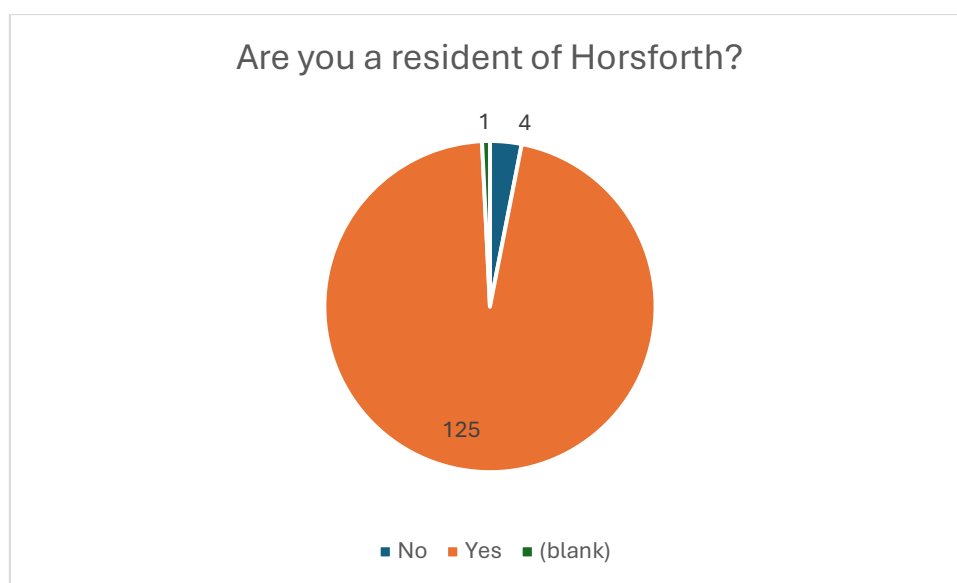
## Results

130 survey responses were received from via online and paper sources. The responses are summarised below.

### Question 1

Are you a resident of Horsforth?

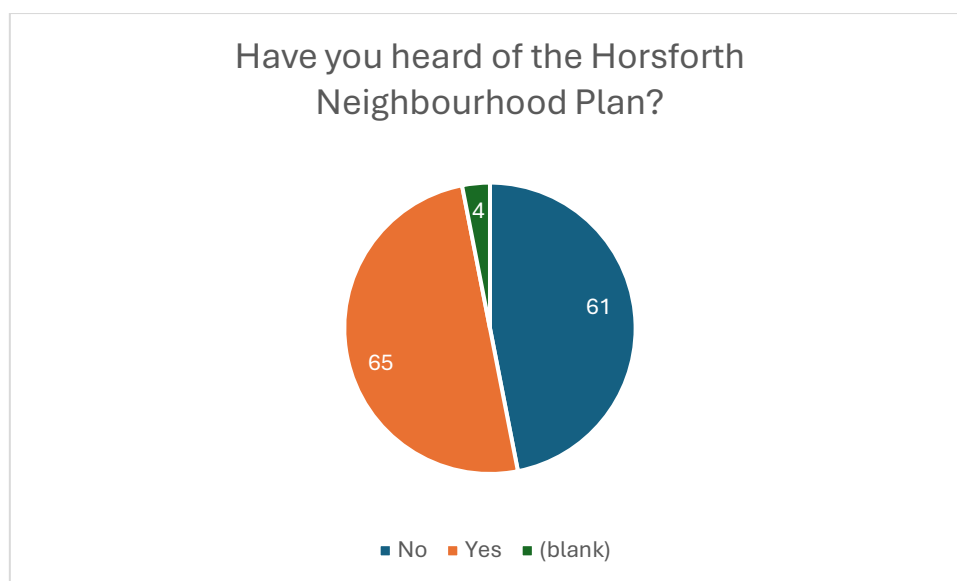
Yes	No	Did not answer
125	4	1



### Question 2

Have you heard of the Horsforth Neighbourhood Plan?

Yes	No	Did not answer
65	61	4

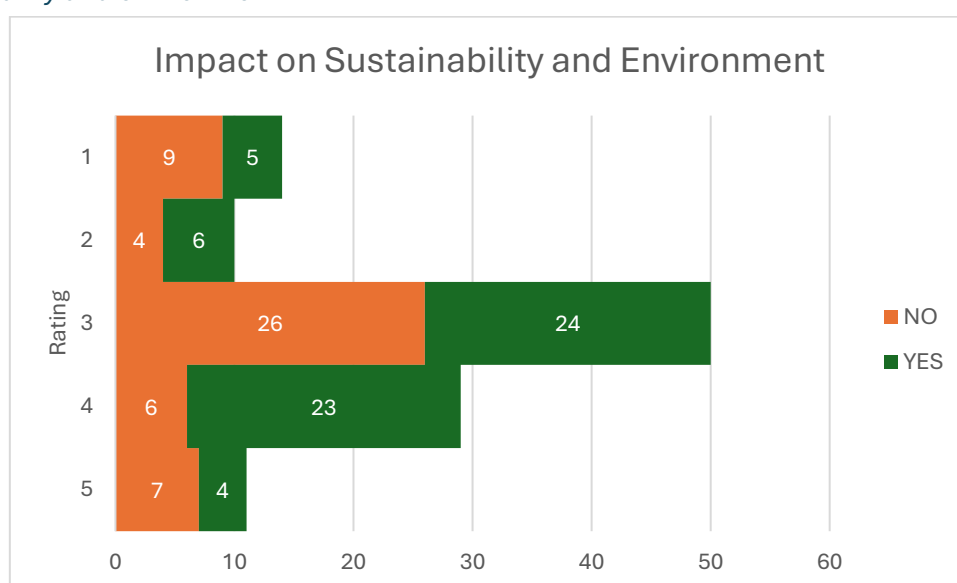


### Question 3

To what extent has the Horsforth Neighbourhood Plan benefitted the following areas in guiding the development in Horsforth.

Note for each bar chart, No/Yes relates to whether the respondent answered Yes or No to Question 2 (e.g. whether they were aware of the Neighbourhood Plan)

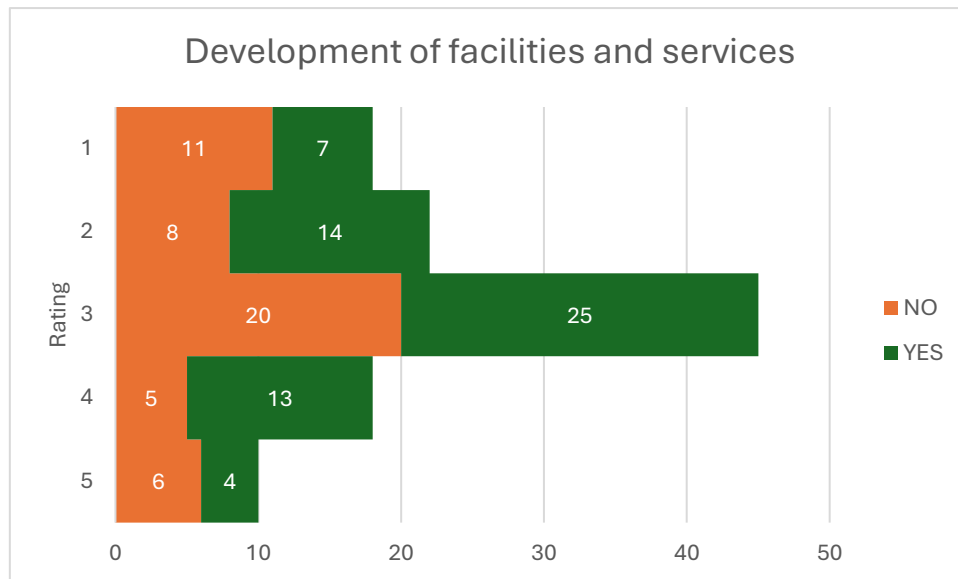
#### *Sustainability and environment*



Average score filtered by response to Question 2 (e.g. whether they were aware of the Neighbourhood Plan) as well as the overall average:

No	Yes	Total
3.0	3.2	3.1

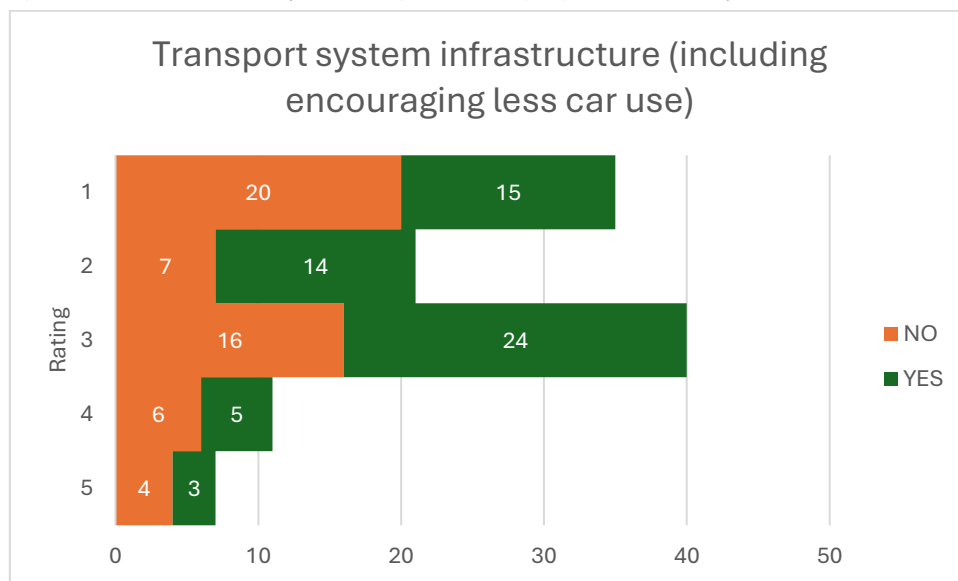
### Development of facilities and services



Average score filtered by response to Question 2 (e.g. whether they were aware of the Neighbourhood Plan) as well as the overall average:

No	Yes	Total
2.7	2.9	2.8

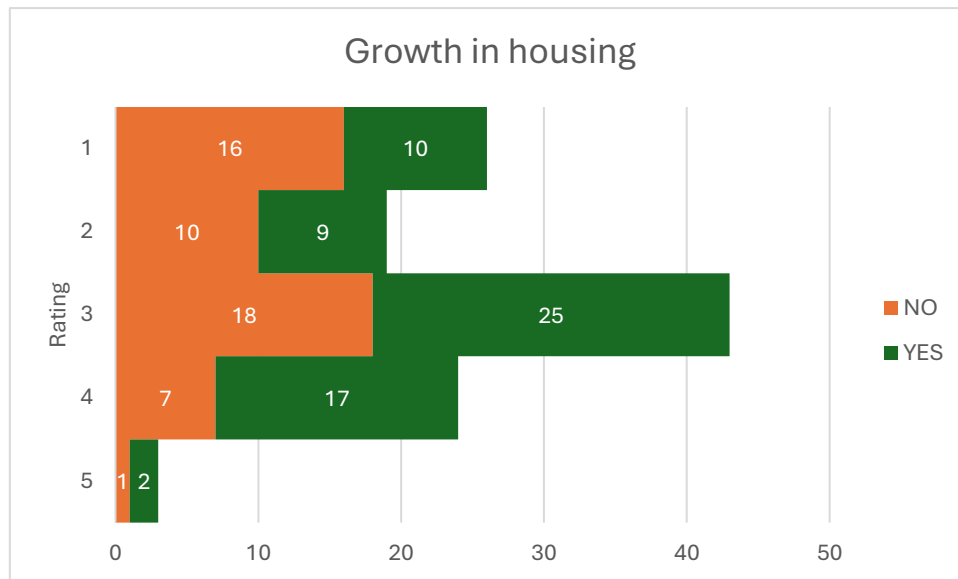
### Transport system infrastructure (including encouraging less car use)



Average score filtered by response to Question 2 (e.g. whether they were aware of the Neighbourhood Plan) as well as the overall average:

No	Yes	Total
2.4	2.5	2.4

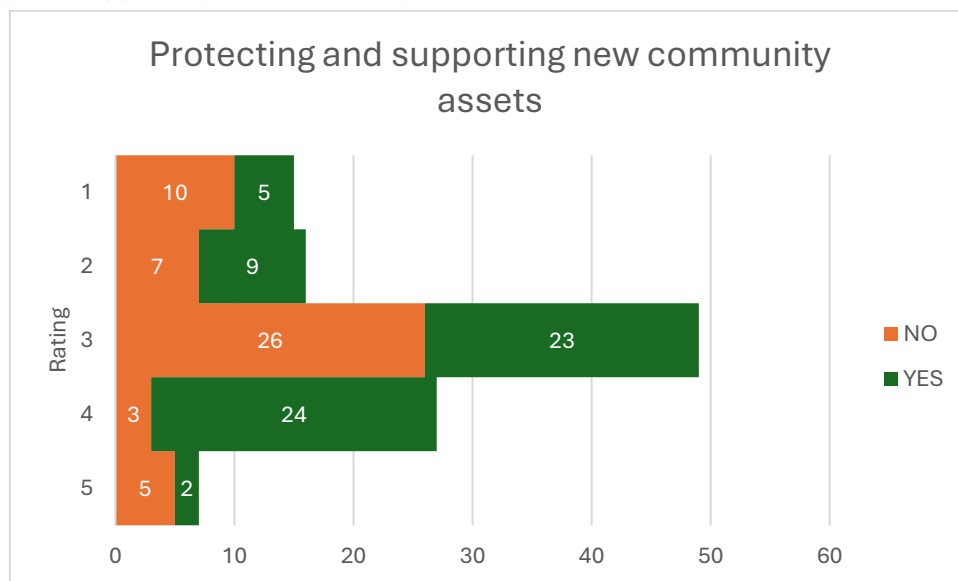
### Growth in housing



Average score filtered by response to Question 2 (e.g. whether they were aware of the Neighbourhood Plan) as well as the overall average:

No	Yes	Total
2.4	2.9	2.6

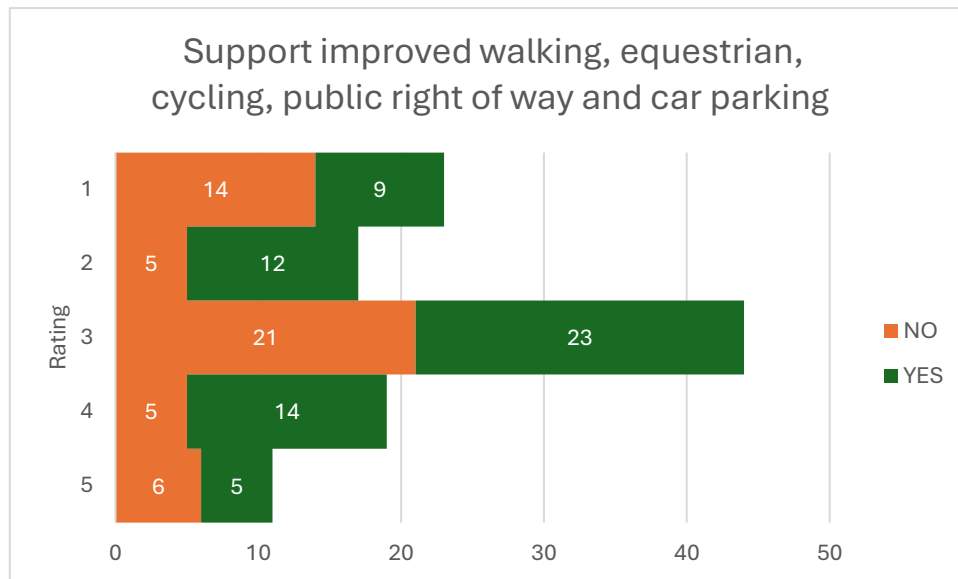
### Protecting and supporting new community assets



Average score filtered by response to Question 2 (e.g. whether they were aware of the Neighbourhood Plan) as well as the overall average:

No	Yes	Total
2.7	3.1	2.9

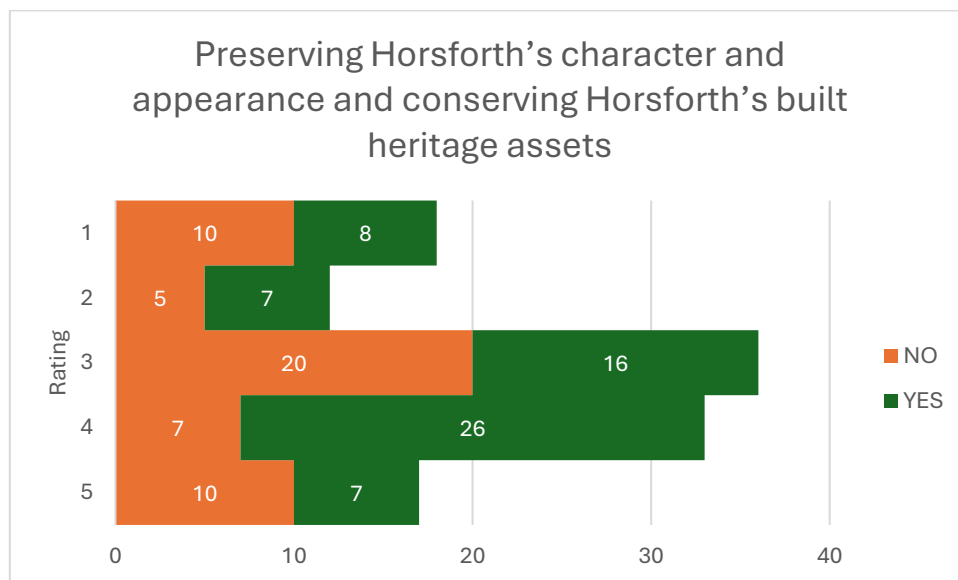
*Support improved walking, equestrian, cycling, public right of way and car parking*



Average score filtered by response to Question 2 (e.g. whether they were aware of the Neighbourhood Plan) as well as the overall average:

No	Yes	Total
2.7	2.9	2.8

*Preserving Horsforth's character and appearance and conserving Horsforth's built heritage assets*

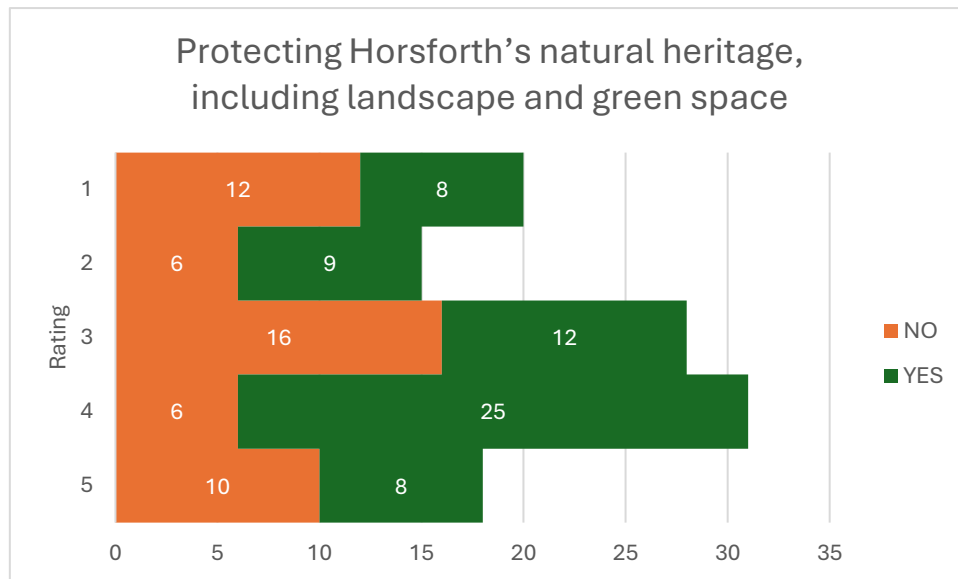


Average score filtered by response to Question 2 (e.g. whether they were aware of the Neighbourhood Plan) as well as the overall average:

No	Yes	Total
3.0	3.3	3.2



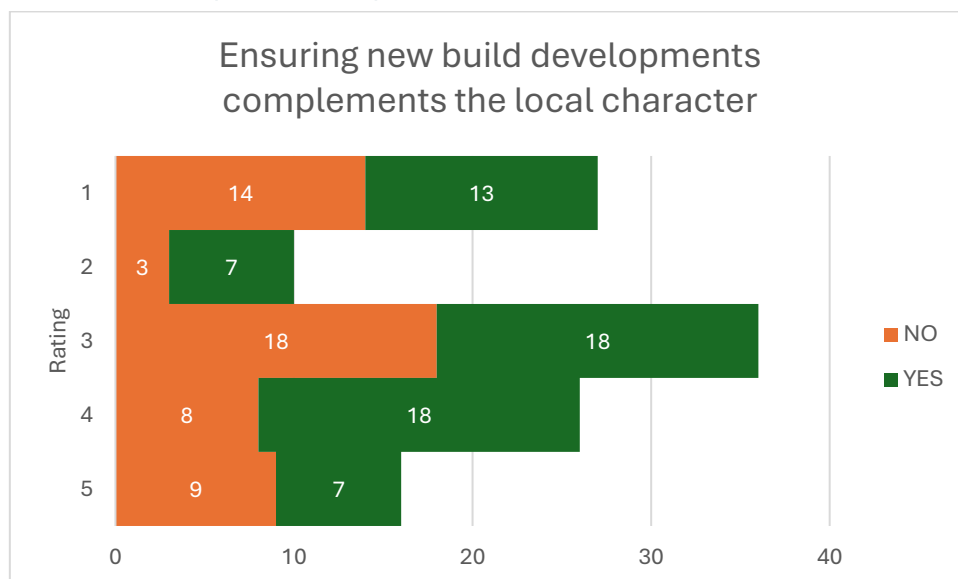
*Protecting Horsforth's natural heritage, including landscape and green space*



Average score filtered by response to Question 2 (e.g. whether they were aware of the Neighbourhood Plan) as well as the overall average:

No	Yes	Total
2.9	3.3	3.1

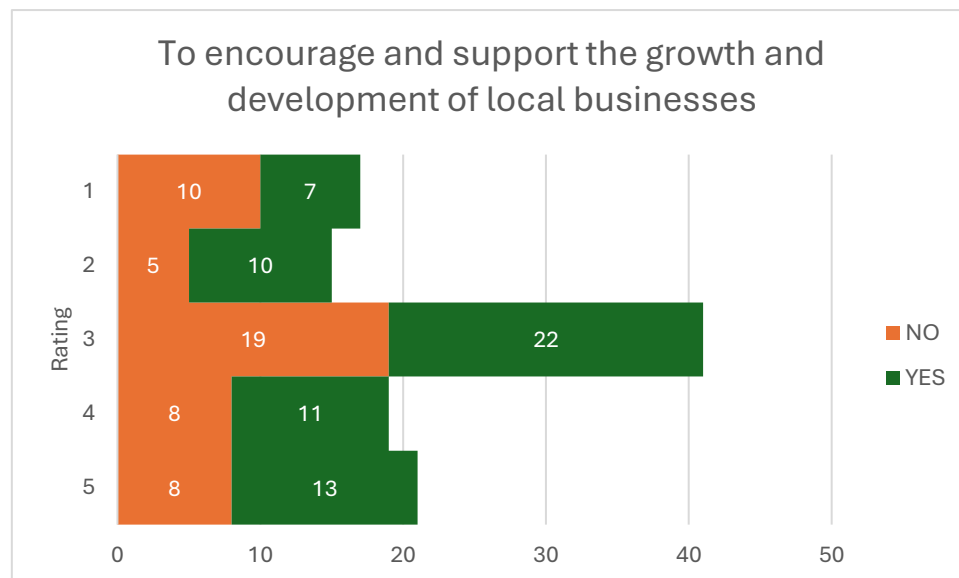
*Ensuring new build developments complements the local character*



Average score filtered by response to Question 2 (e.g. whether they were aware of the Neighbourhood Plan) as well as the overall average:

No	Yes	Total
2.9	3.0	3.0

*To encourage and support the growth and development of local businesses*

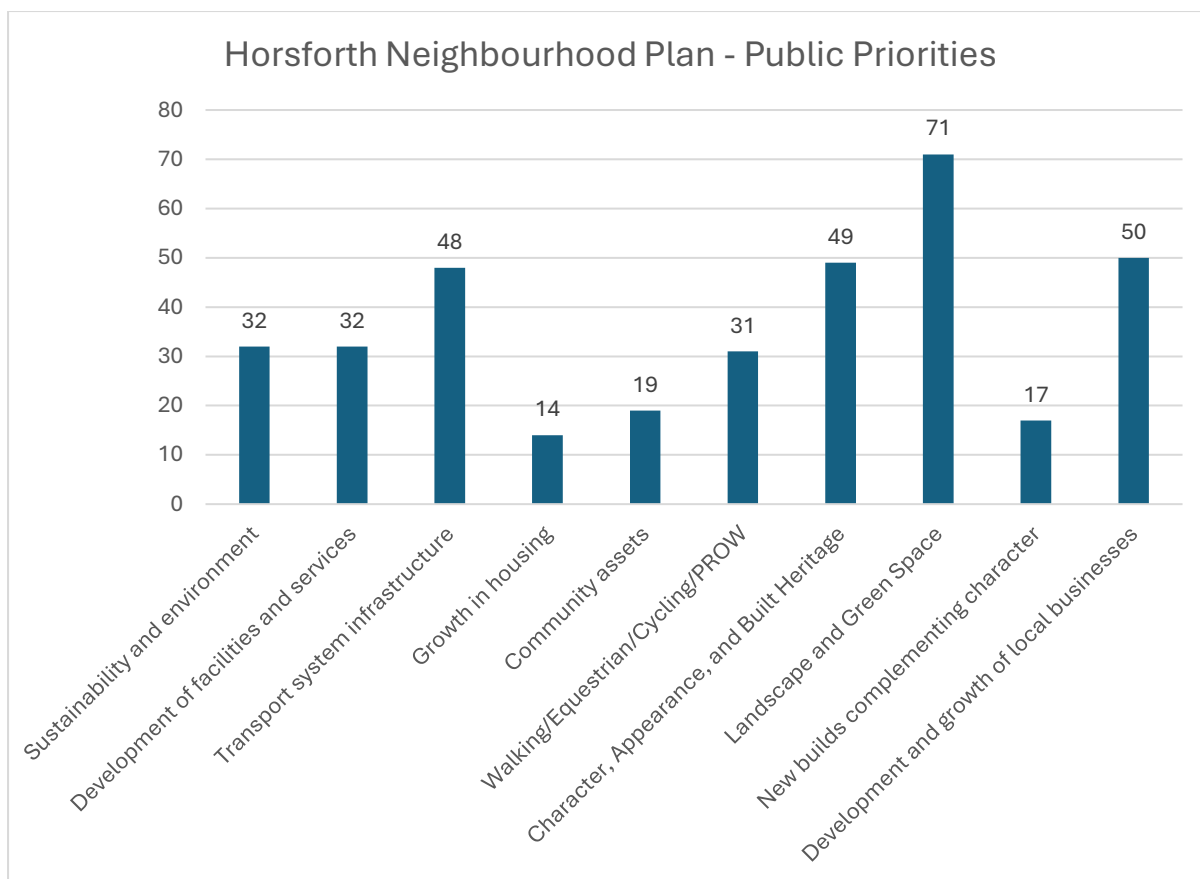


Average score filtered by response to Question 2 (e.g. whether they were aware of the Neighbourhood Plan) as well as the overall average:

No	Yes	Total
3.0	3.2	3.1

## Question 4

Top Priorities for Horsforth Residents:



Priority	Times listed as top three	Average rating of the benefit of the plan in this area		
		No	Yes	Total
Sustainability and environment	32	3.0	3.2	3.1
Development of facilities and services	32	2.7	2.9	2.8
Transport system infrastructure	48	2.4	2.5	2.4
Growth in housing	14	2.4	2.9	2.6
Community Assets	19	2.7	3.1	2.9
Walking/Equestrian/Cycling/PROW	31	2.7	2.9	2.8
Character, Appearance and Built Heritage	49	3.0	3.3	3.2
Landscape and Green Space	71	2.9	3.3	3.1
New builds complementing character	17	2.9	3.0	3.0
Development and growth of local businesses	50	3.0	3.2	3.1

## Question 5

Comments made by members of the public:

- “Stop all the road works. There is too much traffic going no where”
- “Would like to see Machell land specifically included as protected green space. Footpaths across hunger hills also need protecting.”

- “Improved road infrastructure for cars. The current system is gridlock at commuting, school pick up and lunch times through Horsforth. Support in reducing crime in the area, looking at social media horsforth groups this seems to be in the increase.”
- “The over building of houses in the area has badly impacted on facilities and roads. Education is important.”
- “Speed restrictions especially around the Victoria's. On street parking. Upkeep of the park, ie new bins and safe footpaths.”
- “Please find some other way of encouraging motorists of their cars than constantly gumming up the roads with unnecessary roadworks.”
- “Support, promotion and facilitation of community food growing and nature recovery on public land, eg parks, housing, highways land. Energy efficient new homes - well insulated, with solar panels. Improvements to Town Street, New Road Side and Station Road to make them a more welcoming space, using Healthy Streets <https://www.healthystreets.com/what-is-healthy-streets>. Horsforth Climate Action has made a start on this. Tree planting on New Road Side and on verges in residential areas. Litter reduction. Improvements to paths in Hall Park. Re-opening of the Ballroom above the library. Use of 3 The Green as a true community space. Secure cycle parking. Reduction in car use, including around schools.”
- “Firstly, this is a terrible survey. Just because I’ve heard of the NP doesn’t mean I know what is in it, what it is for, or what impact it has had.”
- “I thought the plan was very vague in terms of what it planned to do. It mostly read as a very thorough and informative summary of Horsforth as a place, but with very few actual things it planned to achieve. It seemed like more of a tick box activity so that we could say we had a plan as i know there are financial benefits for having one in place. It would be good if we could be clearer on what specific things a future plan aims to deliver. Specifically I’d like to see improvements in park pathways (noted the council has done good stuff here already, more would be great), promotion of the many great cycls lanes we have now and will have in the future, continued collaboration with Horsforth Town Team who do great work, public toilets in Hall Park, parking facilities at both train stations so people can use them in peak times, bus services and timetables joined up with train services and their timetables. We should also remember that not every penny needs to be spent on 3-5 The Green as often seems the case.”
- “Provision for young people”
- “More facilities and support for young people”
- “I’m proud of Horsforth’s FairTrade status (which we don’t hear about any more) and the Town Of Refuge (or whatever the correct name is). I would like to these more celebrated and supported. But above all - anything relating to climate change and car-free spaces / times.”
- “Kirkstall Forge station when is there going to be lighting on the footpath and when are trees and shrubs to be trimmed as it gets darker it does not feel safe to walk this path”
- “The council should start to have more of a focus on community energy and the development of low-scale community energy networks or heat networks in order to become a net zero town. We should look at models like net zero neighbourhoods. Areas like Otley benefit from more investment due to their focus on these things and Horsforth will be left behind. Horsforths current approach is a very old-style view of environmentalism based on inaction and not doing things, rather than actively tackling issues and developing projects.”

- “Get local businesses to make their employees & customers to use public car parks rather than residential streets, no one pays to park - sort this out. Let residents be able to use their street instead of them being car parks for people who don't live there. Sort out the dangerous mess that is pick up & drop off around Broadgate school. Why not school streets like other schools in Leeds have set up? Too many nail bars & hairdressers, not enough shops. No more flats without proper parking. Get Lamberts open as something (dear god, not flats) as it's a beautiful building. No plastic windows on listed properties. If Leeds is a child friendly city, then no parking fee for the park – it's ridiculous. Ping pong table in the park. Make town St traffic free on certain days, cars, cars cars. Actually have a plan, justify what the Town Council do. Tickets won't work.”
- “Ban front garden hot tubs”
- “As a new parent that walks my child to school. Stanhope Drive is extremely dangerous. It's narrow and used as a cut through by everyone. Cars travel so fast down the street. Even though it would be annoying I believe it should be turned into a one way street for the safety of everyone that lives in the area”
- “We are gridlocked in Horsforth we can't travel in any direction for 6 hours in any given day. Any planning should take this into account.”
- “Anti social behaviour ruins Horsforth. Some parts of the town are now “no-go” areas. The young people congregating at the top of Broadgate lane at Alfie's bench dealing and smoking weed make it a scary place to be. No point in creating a greener environment or looking at the style of new housing when crime is not being addressed”
- “The awful mess of the ring road and the roads leading up to it and the horsforth horse round about. The huge size of the cycle lanes is circa to demand. Unfortunately we do not live in a country where cycling to work is practically all year round, nor do the vast majority of people want to cycle. All this has done is create more congestion thus having an advice effect on the environment. A box to tick should also be crime in the local area. Petty theft by opportunists are on the rise. Rarely do I go a day without seeing a post on a neighbourhood group about someone having something stolen or someone entering someone else's property to attempt to steal something. This is making a lovely area becoming an unpleasant place to live. I have lived in horsforth 3 years and had 5 people attempt (once successful) to steal something from my property.”
- “Assisting with charging in Fink Hill car park as it will cause chaos to surrounding streets”
- “Horsforth will continue to grow as a place to live but the support for businesses and the complementary services and facilities will continue to lag behind. Ultimately, Horsforth will become a large residential area with no facilities to support it. The current transport situation, specifically around Horsforth roundabout & the A65 route is an abomination. This 'vision' to reduce car usage will not work in the current climate as alternatives are not good enough & are not an efficient replacement. Cycle lanes, (I'm a cyclist), are a great idea but they will not replace the car nor will cycle use significantly increase due to this - the disruption to build is phenomenally frustrating. The addition of Kirkstall Forge station is a massive improvement yet getting to the station is challenging at best & parking is limited owing to a massively reduced capacity. Plus, the back-up from Kirkstall Bridge is now impacting any routes from Horsforth towards the city centre. Currently, the far west corner of the ringroad is utterly impossible to navigate without huge delays and standing traffic - for much of the day. Please do continue to preserve the character of Horsforth but the transport routes through, the major artery of the A65

for example, need significant management and control - and how Horsforth can facilitate the links to the airport are again a constant headache. A direct train/tram route to the airport is needed, linking direct to the city - in haste - yet will not likely be completed in my lifetime. Sadly, a ridiculously long 'plan' that details a great deal, says all the right things yet delivering it will be its achilles heel. Focus on one thing - transport to, through and out of the town - people may then opt to support other initiatives.”

- “Given LCC does not automatically refer to our Neighbourhood Plan it's important residents should be made aware that when responding to a planning application, they have to refer LCC Planners to the Dev Plan otherwise it will be ignored. This survey is a bit simplistic and the paper version even more so.”
- “School places, surgery and doctor provision, civic amenities eg library provision, police support, citizen advice facilities, traffic planning commensurate with a town with over 24,000 residents.”
- “Warm spaces for elderly”
- “Anti-social behaviour of young people”

## Analysis

With just half (65) of the respondents (130) aware of the Neighbourhood Plan, it is clear more work is needed to publicise the existence of the Plan.

On average, those aware of the Plan's existence had a slightly better opinion of its ability to achieve the stated objectives (3.0 vs 2.8 for those unaware of the existence of the plan).

The top three identified priorities of the plan, per the public response, are as follows:

1. Protecting Horsforth's natural heritage, including landscape and green space (71 respondents)
2. Development and growth of local businesses (50 respondents)
3. Preserving Horsforth's character and appearance and conserving Horsforth's built heritage assets (49 respondents)

The rating of the plan's success in achieving these priorities was slightly above average (3.1, 3.1 and 3.2 respectively).

The bottom three identified priorities of the plan, per the public response, are as follows:

1. Protecting and supporting new community assets (19 respondents)
2. Ensuring new build developments complements the local character (17 respondents)
3. Growth in housing (14 respondents)

However, one area of concern is that the public believe that the plan is not achieving its aims with regards to Transport system infrastructure (including encouraging less car use), which was the 4<sup>th</sup> highest priority as identified by 48 respondents. A score of just 2.4 was achieved in this area. The Town Council should explore what more work can be done to bring this element of the Plan back on track.

In terms of the free-form comments, the following were common themes:

- Traffic issues, including speeding and congestion.
  - This is unsurprising considering the low rating mentioned above
- Crime, including anti-social behaviour

- Provision for young people (including youth services and school places)
- Services and facilities
- Energy use, the environment and sustainability

A couple of comments were made about the survey itself, highlighting that perhaps the intention of the survey needed to be made clearer, within the context of the review being in an early stage.



## Horsforth Town Council

Mechanics Institute  
Town Street  
Horsforth  
Leeds  
LS18 5BL

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

Staffing and Employment Minutes  
Thursday 6<sup>th</sup> February 2025 at 7pm  
Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

**Present: In Chair** – Cllr J Garvani (Chair)

Cllr Dowling, F. Gains, Cllr Hardcastle,

**In attendance:** B. Crabtree – Clerk, one member of public

### **SE/24.16 Introduction from the Chair**

Cllr J Garvani welcomed all to the meeting.

### **SE/24.17 To receive apologies and consider reasons for absence**

No apologies received.

### **SE/24.18 Declaration of Disclosable Pecuniary and other Interests**

None declared.

### **SE/24.19 To consider questions and comments from members of the public at the Chairman's discretion.**

None to consider.

### **SE/24.20 Minutes of the previous meeting**

**Resolved** to approve the minutes of the Staffing and Employment Committee meeting held on 3<sup>rd</sup> October 2024 as a true and accurate record.

### **SE/24.21 To consider and agree to recommend that the Full Council approves the following policies:**

**Resolved** to approve the following policies en bloc:

- Grievance Policy
- Disciplinary Policy
- Sexual & General Harassment Policy

### **SE/24.22 Exclusion of press and public**

**Resolved** to exclude members of the public under the Local Government (Admissions to Meetings) Act 1960 due to the business to be transacted being considered at item SE/24.23.1 as prejudicial to the public interest.

### **SE/24.23 To receive an update about staffing matters and agree any necessary action including:**

#### **24.23.1 To receive an update about the Admin Assistant**

The Clerk gave an update about the Admin Assistants sick leave and relevant arrangements were agreed upon.

#### **24.23.2 To consider arrangements for upcoming staff appraisals**

**Resolved** that Cllr Dowling and Cllr Gains will carry out the Clerks appraisal on 6<sup>th</sup> March 2025 and the Admin Assistants appraisal will be scheduled at a later date.



**24.23.3 To note staff members current annual leave and TOIL**

The staff members current annual leave and TOIL were noted. It was noted that the Clerk's hours had increased to accommodate additional work coverage.

The Clerk left the room.

It was **resolved** to pay the Clerk 25 hours overtime incurred. Moving forward, the Clerk will remain within her contracted hours, but if the workload becomes too much to manage within that time, she will inform the committee.

The Clerk entered the room.

**24.23.4 To consider any other staffing matters**

The Clerk reported that a student had inquired about work experience at the Town Council. It was **resolved** to offer the opportunity, and the Clerk will prepare the necessary policies and risk assessment for approval at the Full Council meeting

**SE/24.24 To confirm the date of the next meeting**

To be confirmed.

The meeting concluded at 7.26pm.

*Distribution: E. Bromley, D. Collins, S. Dowling, F. Gains, J. Garvani, S. Gomersall, R. Hardcastle,*



## 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**

Staffing and Employment Minutes  
Wednesday 19<sup>th</sup> March 2025 at 5.45pm  
The Stables, 2 Church Road, Horsforth, LS18 5LG

**Present: In Chair** – Cllr J Garvani (Chair)  
Cllr Dowling, F. Gains, Cllr G Garvani (Substitute)  
**In attendance:** B. Crabtree – Clerk

### **SE/24.25 Introduction from the Chair**

Cllr J Garvani welcomed all to the meeting.

### **SE/24.26 To receive apologies and consider reasons for absence**

Apologies were received from Cllr Hardcastle, Cllr Gomersall and reasons were approved.

### **SE/24.27 Declaration of Disclosable Pecuniary and other Interests**

None declared.

### **SE/24.28 To consider questions and comments from members of the public at the Chairman's discretion**

No members of public were present.

### **SE/24.29 Minutes of the previous meeting**

**Resolved** to approve the minutes of the Staffing and Employment Committee meeting held on 6<sup>th</sup> February 2025 as a true and accurate record.

### **SE/24.30 Exclusion of press and public**

**Resolved** to exclude members of the public under the Local Government (Admissions to Meetings) Act 1960 due to the business to be transacted being considered at item SE/24.31.1 as prejudicial to the public interest.

### **SE/24.31 To receive an update about staffing matters and agree any necessary action including:**

#### **24.31.1 To receive an update about the Clerks appraisal**

Cllr Gains gave positive feedback about the Clerks appraisal. This was discussed and it was noted there were no issues and the objectives for the next 6 months were noted.

The Clerk requested a change to her core working hours, which would result in a shift in the time that the office is staffed. This proposal was discussed, and it was agreed to recommend it to Full Council for approval

#### **24.31.2 To receive an update about the Admin Assistant**

Councillors received an update regarding the Admin Assistant's sick leave and discussed the agreed arrangements for her return to work. These recommendations will be presented to the Full Council for approval.

#### **24.31.3 To consider any other staffing matters**

No further matters were discussed.

**SE/24.32 To confirm the date of the next meeting**

**Resolved** that the Clerk will arrange a meeting at the end of April.

Meeting closed at 6.22pm.

*Distribution: E. Bromley, S. Dowling, F. Gains, J. Garvani, S. Gomersall, R. Hardcastle,*

DRAFT



## Horsforth Town Council

The Stables  
2 Church Road  
Horsforth  
LS18 5LG

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### Community and Environment Committee Meeting Minutes Thursday 6<sup>th</sup> March 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

#### **Present: In Chair** – Cllr Cousins (Chair)

M. Fletcher, F. Gains, C. Gillinder, E. Hyndes, E. Richards

**In attendance:** B. Crabtree, Clerk, two representatives from HCA

#### **CE/24.55 Introduction from Chair**

Cllr Cousins welcomed all to the meeting.

#### **CE/24.56 To accept apologies and the reason for absence**

Apologies were received from Cllr Wishart, Cllr Smith and reasons were approved.

#### **CE/24.57 Declaration of Disclosable Pecuniary and other Interests**

None declared.

#### **CE/24.58 To consider questions and comments from members of the public at the Chairman's discretion**

Two representatives from Horsforth Climate Action attended the meeting and raised concerns regarding the TC's need to prepare a Biodiversity Report. They also inquired about the implementation plan for the Biodiversity Policy.

The Councillors thanked them for their support, valuable feedback and the need for HTC to be able to work with HCA and other community groups to develop proposals going forwards. They assured them that an update would be provided in writing once Items CE 24.65.1, CE/24.69.1 and CE/24.69.2 have been reviewed and considered.

#### **CE/24.59 To approve the minutes of the Community and Environment Committee meeting held on 5<sup>th</sup> December 2025**

**Resolved** to approve the minutes of the meeting held on 5<sup>th</sup> December 2024 as a true and accurate record.

#### **CE/24.60 Grant/Sponsorship**

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

The Clerk reported that the 7<sup>th</sup> Airedale Scout Group have not yet finished their project, and she is waiting for feedback once it has been completed.

##### **24.60.2 To consider grant and sponsorship applications received**

**Resolved** to approve a grant of £500 to Horsforth Churches Together towards the community Walk of Witness on Good Friday.

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

**Resolved** to recommend that Full Council approves the amended policy.

#### **CE/24.61 The Heart of Horsforth Awards Scheme**

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

**Resolved** that the deadline for nominations will be 1st September 2025. The Clerk will publicise the awards scheme at all events, on noticeboards, and will prepare handouts to distribute.

## **CE/24.62 Events**

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

### **24.62.1 Annual Event**

Cllr Fletcher reported that the working group has agreed to hold a VE-Day 80th anniversary commemoration as part of the national events, which will include the nationwide lighting of beacons on Thursday, 8th May 2025. Additionally, the working group plans to attend and have a stall at the Horsforth Climate Action event, the Green Fair, on 21st September 2025. The Clerk is currently inquiring whether the TC could plant seeds or saplings that survived Hiroshima at the HCA event.

### **24.62.2 Remembrance Service**

No update.

### **24.62.3 Christmas Event**

It was noted that the working group will convene a meeting in June to start planning this year's event.

## **CE/24.63 Editorial Working Group**

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

### **24.63.1 To consider a recommendation about the delivery of future editions**

**Resolved** not to deliver the winter edition to every household due to last year's delivery issues and to reduce costs. It was agreed that several copies will be printed for distribution at key locations. The Clerk will ask the Editorial Working Group to provide a list of key locations, confirm the number of copies to print, and seek volunteers to distribute them.

Cllr Gains offered to arrange for the upcoming edition to be printed locally, and a QR code will be provided at events and on noticeboards for easier access.

## **CE/24.64 Council of Sanctuary Working Group**

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

### **24.64.1 To agree to provide a press release to Leeds West Despatch**

**Resolved** to issue a press release providing details about the Town Council becoming a Council of Sanctuary and an upcoming event where the TC has worked with the volunteers from Horsforth Town of Sanctuary.

### **24.64.2 To consider working with Friends of Hall Park and organise volunteers to help with the community garden**

**Resolved** to work with Friends of Hall Park and organise volunteers from Horsforth Town of Sanctuary to assist with the community garden. Cllr Gillinder agreed to liaise with both groups and will cc the Clerk in all communications.

## **CE/24.65 Floral displays and Jubilee Garden**

**To receive an update and agree any action required including:**

### **24.65.1 To consider the floral display quotes for 2025**

**Resolved** to approve the quotes for the floral displays and watering at a total cost of £9,507.86. Cllrs noted that the floral displays will need to be reviewed for next year to ensure they align with the Biodiversity Policy and help lower expenses to maintain them.

**Resolved** to invite Horsforth in Bloom, Horsforth Climate Action, Horsforth Town Team, and LCC to a meeting to gather their suggestions for the floral displays linked to a wider discussion about biodiversity (see 24.69.1).

It was also proposed that the TC engage with the community during the Green Fair event. The Clerk will add this item to the next Annual Event Working Group agenda.

The Clerk will enquire with LCC to find out how and why they select the plants for the displays.

## **CE/24.66 Band Concerts**

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

No update.

## **CE/24.67 Hall Park**

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

Cllr Gains reported that it has been agreed to install pin kerbs on the edges of the path around the bandstand. Cllr Gains and Cllr Hardcastle met with LCC to discuss the scope of the work and the materials with the contractor. During the meeting, alternative edging materials were considered, including a cobble set

treatment, which would not only look effective but also better fit the curve of the path. This treatment could be supplied and installed at no additional cost. LCC is due to send the Clerk pictures and samples of the tarmac treatment for review. LCC have also agreed to investigate improving the planting. It was noted that the bandstand needs repairing. The Clerk will contact **LCC**, the owner of the asset, to enquire if any work is planned or if the TC can organise volunteers to carry out the repairs.

#### **CE/24.68 Litter**

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

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

Cllr Cousins offered to contact Friends of Hall Park and Horsforth School to enquire if the TC could collaborate with them and invite students to volunteer in the park. The Clerk will be cc'd in all communications.

##### **24.68.2 To consider correspondence regarding litter issues in Church Lane carpark**

It was noted that the issue has been raised with the Police and they are monitoring the area.

#### **CE/24.69 To consider matters requested by Councillors/Clerk and agree any necessary action:**

##### **24.69.1 To consider the Biodiversity Policy and feedback from Horsforth Climate Action**

Cllr Gains offered to investigate this further and will ask Cllr Bromley if she would also be willing to assist. She will arrange a meeting with the key stakeholders to discuss the Biodiversity Policy and explore what the TC can implement to propose at the next meeting.

##### **24.69.2 To consider the survey provided by Horsforth Climate Action**

The survey was noted. Cllr Gains will take it into consideration when reviewing the Biodiversity Policy. The Clerk reported that LCC has also received a copy and has been asked to consider it as well.

##### **24.69.3 To consider the community actions stated on the Neighbourhood Plan**

Cllr Gains agreed to work with the Clerk to review the actions and confirm what the TC has completed so far and what is still pending. The Clerk will then update the Neighbourhood Plan Working Group accordingly.

##### **24.69.4 To consider and agree the quote for the festive lights**

**Resolved** to defer to Full Council as the Clerk has not yet received a quote from LCC.

#### **CE/24.70 To consider correspondence received and agree any necessary action:**

##### **24.70.1 To consider correspondence received about a safety of lithium-ion batteries campaign**

**Resolved** that the Clerk will investigate this further and include it on the next agenda.

##### **24.70.2 To consider recent correspondence received regarding concerns with increased graffiti**

The Clerk reported that she has responded to the member of public, stating that the Police are investigating the matter and have CCTV footage of the individual responsible. Additionally, the LCC Environmental Team is in the process of cleaning up the graffiti.

##### **24.70.3 To consider the proposed introduction of parking charges at Fink Hill carpark.**

**Resolved** to that the TC asks LCC to monitor and assess any potential impact arising from displaced parking in the surrounding streets.

#### **CE/24.71 Items for future agenda**

- Biodiversity Policy actions
- Floral displays

#### **CE/24.72 Matters for information**

No further matters.

#### **CE/24.73 Date of the next Meeting**

**Next meeting of the Committee: 5<sup>th</sup> June 2025**

**Deadline for agenda items: 26<sup>th</sup> May 2025**

The meeting dates were noted.

Meeting closed at 9pm.

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

DRAFT

Horsforth Town Council  
Bank Reconciliation as at 28.02.2025  
Prepared by Becky Crabtree 05.03.2025

At next y/end  
S / L term

Balance per bank statements as at 28.02.2025

Current Account	Virgin Money (per stmt 28.02.2025)	89,567.10	Short term
	Unity Trust Bank (per Stmt 28.02.2025)	127,387.78	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

**304,449.77**

Add uncredited receipts

**0.00**

Less unpresented cheques

0.00

**0.00**

Net Balances as at 28.02.2025

**304,449.77**

Cash book

Opening balances as at 01.04.2024

**303,284.01**

Add cash book receipts

173,525.94

Less cash book payments

172,360.18

Closing cash book balance as at 28.02.2025

**304,449.77**

Difference

0.00



**Period 01.02.2025 to 28.02.2025**

[illegible]

**Horsforth Town Council**  
**Cash Book**  
**Year ended 31 March 2025**

## Period 01.01.2025 to 31.01.2025

Bank Payments																	
Date	Supplier	Details	Current Account	Deposit Account	Vat	Creditors	Comm & Environ'mt	Planning Lic & Traffic	Salaries	Office	Training	Election	Premises	Designated Funds	Restrcted Funds	S137 EXPENDITURE	Powers
01.01.2025	Brought Forward		141,179.24		4,614.63	3,995.10	20,433.65		52,287.36	8,462.10	903.90		18,698.60	6,990.90	24793		
06.01.2025	Grenke Leasing	Photocopier lease	64.8		10.8					54	Photocopier						
08.01.2025	Positive Energy	Gas - The Stables	37.26		1.77								35.49	Utilities and services			
16.01.2025	Lloyds																
	Giff Gaff	Office/Telephones	6		1					5	Broadband and telephone						
	Giff Gaff	Office/Telephones	6		1					5	Broadband and telephone						
	Credit card fee		3							3	Bank charges						
	Credit card fee		3							3	Bank charges						
	Asda	Frames for awards	12.5				12.5	Awards									
20.01.2025	British Gas	Electric - Stables	68.23		3.25								64.98	Utilities and services			
20.01.2025	Commerce Business Solutions	Printing charges	69.76		11.63					58.13	Printing charges						
20.01.2025	Zen	Broadband	48		8					40	telephone and broadband						
21.01.2025	Complete Computers	IT Support	126.12		21.02					105.1	IT Support						
21.01.2025	Leeds City Council	Christmas lights	18139.2		3023.20		15116	Christmas lights									
21.01.2025	Horsforth in Bloom	Garden maintenance	180				180	Garden maintenance									
21.01.2025	Public Access Defibs	Defib pads	420							420	Defib						
21.01.2025	YLCA	Cllr Training	70.2								70.2	Cllr training					
22.01.2025	Salary costs	Salary	2629.57						2629.57								
22.01.2025	Salary costs	Salary	1239.29						1239.29								
22.01.2025	Salary costs	Pension	1107.18						1107.18								
24.01.2025	Zen	Telephone	24.41		4.07					20.34	Broadband and telephone						
28.01.2025	Positive Energy	No.3 Gas	786.45		130.96								655.49	Utilities and services			
31.01.2025	Unity	Service Charge	10.2							10.2	Bank charges						
	Carried Forward		166,230.41		7,831.33	3,995.10	35,742.15		57,263.40	9,185.87	974.10	0.00	19,454.56	6,990.90	24,793.00		
	Check total		166,230.41		166,230.41												
	Total Expenditure 2024-2025 (for budget page)						154,403.98										
	Cash book payments (for rec)		166,230.41														

**Period 01.01.2025 to 31.01.2025**

[illegible]

Horsforth Town Council  
Annual Budget and Expenditure 2024-2025  
Updated 05.03.2025

		Annual Budget		Income & Expenditure		Budget Remaining	
		2024-2025		As At 28.02.2025		As At 28.02.2025	
		£	£	£	£	£	£
<b>INCOME</b>							
	Precept	144,900		144,900		0	
	Council Tax Support Grant	5,174		5,174		0	
	Bank Interest Received	2,760		2,415			
	Donations			1,000			
	CIL						
	Other			900			
	<b>Premises</b>						
	Museum rent	1		0		0	
	Grants	5,000		0		0	
	Donations	10,000		0		0	
<b>TOTAL INCOME</b>			<b>167,835</b>		<b>154,389</b>		<b>0</b>
<b>EXPENDITURE</b>							
	<b>Community &amp; Environment</b>						
	Grants & Sponsorship	4,000		1,000		3,000	
	Award Scheme	200		195		5	
	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		1,155		845	
	Band Concerts	990		990		0	
	Special Events and Projects (Annual Even	1,500		1,163		337	
	Christmas Motifs, Lights & Trees	17,000		16,066		934	
	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		660		340	
			<b>42,390</b>		<b>36,230</b>		<b>6,160</b>
	<b>Planning, Licensing &amp; Traffic</b>		<b>500</b>		<b>0</b>		<b>500</b>
	<b>Salaries</b>						
	Office Staff	69,363		61,510		7,853	
	Premises Staff	7,500				7,500	
	Recruitment	100				100	
			<b>76,963</b>		<b>61,510</b>		<b>15,453</b>
	<b>Office</b>						
	Office Equipment & Photocopier Lease	400		321		79	
	IT Support	1,400		1,109		291	
	Stationery & Printing	900		662		238	
	Postage	25		0		25	
	Telephone and Broadband	1,500		784		716	
	Subscriptions	2,450		2,475		-25	
	Audit, Accounts & Data Protection	2,000		1,439		561	
	Miscellaneous, Quality Council & Recruit	750		170		580	
	Bank Charges	150		147		3	
	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		312		188	
	Defibrillator Maintenance	2,000		420		1,580	
	Combined Insurance	2,500		2,073		427	
			<b>18,575</b>		<b>10,318</b>		<b>8,257</b>

		<b>Training</b>							
		Staff Training	1,000		176		824		
		Councillor Training	1,000		808		192		
				<b>2,000</b>		<b>984</b>		<b>1,016</b>	
		<b>Election</b>		<b>12,500</b>		<b>0</b>		<b>12,500</b>	
		<b>Premises</b>							
		Utilities and Services	13,500		8,504		4,996		
		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>19,468</b>		<b>29,243</b>	
		<b>TOTAL EXPENDITURE</b>		<b>201,639</b>		<b>128,510</b>		<b>73,129</b>	
		<b>SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE</b>		<b>-33,804</b>		<b>25,880</b>			

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

		As At 28.02.2025	
		£	£
<b>DESIGNATED FUNDS</b>			
<b>NEIGHBOURHOOD PLAN</b>			
	<b>Balance B/F 01.04.2024</b>	<b>3,243</b>	
	Income	0	
	Expenditure	100	
	Transfer of funds	0	
	<b>Balance C/F 28.02.2025</b>		<b>3,143</b>
<b>3 &amp; 5 THE GREEN - REFURBISHMENT</b>			
	<b>Balance B/F 01.04.2024</b>	<b>53,068</b>	
	Income	0	
	Expenditure	6,046	
	Transfer/Decrease DF for 2024-2025 to General re	4,106	
	<b>Balance C/F 28.02.2025</b>		<b>42,916</b>
<b>THE MUSUEM</b>			
	<b>Balance B/F 01.04.2024</b>	<b>5,000</b>	
	Income	0	
	Expenditure	845	
	Transfer of funds	0	
	<b>Balance C/F 28.02.2025</b>		<b>4,155</b>
<b>No.3 PHASE 2 RENOVATION</b>			
	<b>Balance B/F 01.04.2024</b>	<b>80,000</b>	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	<b>Balance C/F 28.02.2025</b>		<b>80,000</b>
<b>CONTINGENCY FOR PREMISES REPAIRS</b>			
	<b>Balance B/F 01.04.2024</b>	<b>5,000</b>	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	<b>Balance C/F 28.02.2025</b>		<b>5,000</b>

<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 28.02.2025		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 re		4,500	
	Balance C/F 28.02.2025		0	
<b>TOTAL DESIGNATED FUNDS C/F</b>				
			136,380	
<b>RESTRICTED FUNDS</b>				
<b>COMMUNITY INFRASTRUCTURE LEVY</b>				
	Balance B/F 01.04.2024		72,949	
	Income		8,134	
	Expenditure		24,793	
	Transfer of funds		0	
	Balance C/F 28.02.2025		56,290	
<b>3 &amp; 5 THE GREEN - PWLB</b>				
	Balance B/F 01.04.2024		89,899	
	Income (Loan)		0	
	Expenditure (repayment)		0	
	Transfer of funds		0	
	Balance C/F 28.02.2025		89,899	
<b>TOTAL RESTRICTED FUNDS C/F</b>				
			146,189	

Note: CIL allocations  
£40,000 No.3  
£600 Plaques  
£6750 Pinning kerb at bandstand  
£8940.08 remaing to spend

#### RECONCILIATION TO CASH BOOK

##### CHECK TOTAL

General income less expenditure	25,880
Designated Income	0
Designated expenditure	-6,991
Restricted fund income	8,134
Restricted fund expenditure	-24,793
<b>CASH BOOK TOTAL</b>	<b>2,229</b>

**CASH BOOK TOTAL 2024-2025** **2,229.29**  
**(CB Receipts less payments - per cash book)**

**Difference** **0**

**Horsforth Town Council**  
**Remaining General Funds at 28.02.2025**

	£	£	£
<b>Bank Balances per reconciliation as at 28.02.2025</b>			
Virgin Money (as at 28.02.2025)		89,567.10	
Unity Trust Bank		127,387.78	
Nationwide Building Society (Per stmt 31.03.2024)		87,494.89	
Lloyds		0.00	
			<b>304,450</b>
 <b>Unspent General Budgets</b>			
Community & Environment	6,160		
Planning, Licensing & Traffic	500		
Salaries	15,453		
Office	8,257		
Training	1,016		
Election	12,500		
Premises	29,243		
		<b>73,129</b>	
 <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		
		<b>136,380</b>	
 <b>Unspent Restricted Fund</b>			
CIL	56,290		
3&5 The Green - PWLB	89,899		
		<b>146,189</b>	
 <b>Unspent Funds</b>			<b>355,698</b>
 <b>Remaining General Funds</b>			<b>-51,249</b>



**Horsforth Town Council**

The Stables  
2 Church Road  
Horsforth  
LS18 5LG

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**Schedule of Payments for the Full Council meeting**  
**Meeting being held on 27<sup>th</sup> March 2025**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
Salaries	Staff salary costs – March 2025	£3309.42	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – March 2025	£974.16	To note as previously approved by virtue of the employment contract.
HMRC	PAYE & NI	£3041.61	Clerk approved using delegated powers
Everwell Occupational Health	Staffing report	£180.00	Approved by the Staffing & Employment Committee meeting held on 19 <sup>th</sup> March 2025



## 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>



					<b>March 2025 Update:</b> Cllrs attended online training about the Neighbourhood Plan.
Local Council Award Scheme	Work towards the Quality award. Aspire to high standards and best practice and continue to work for higher levels of award.  <b>Amendment for 2024:</b> Work towards the Quality award.	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.	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.  <b>January 2025 Update:</b> The application has now been submitted.
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.	Provide community services and improve the environment to benefit the people of Horsforth.  Engage with community groups, organisations and individuals to help shape the Town Council's plans for the parish	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</p>

					<p>completed and paid for.</p> <p>A small amount is still available to spend, and the CIL WG has 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> <p><b>March 2025 update:</b> Cllrs are discussing the options for pinning the tarmac and planting around the bandstand.</p>
3&5 The Green	<p>Renovate 3 &amp;5 The Green and The Stables.</p> <p>Work with the Museum.</p> <p>Work with local community groups.</p>	<p>Improve community facilities and town council office.</p> <p>Provide ongoing income for the Town Council.</p> <p>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.</p> <p>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 alterations to start the works.</p> <p><b>March 2025 Update:</b> The Clerk is still working towards getting all the required paperwork and further arrangements will be agreed at Full Council meeting in March.</p>
<b>Community and Environment</b>					
<b>Amendment for 2024</b>	Start the process of being recognised as a Council of Sanctuary.	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.

Council of Sanctuary	<p>Adopt a separate Action Plan with detailed actions for this.</p> <p>Work closely with the local Town of Sanctuary support group to achieve this.</p> <p>Consider budget for 2025/2026</p>				<p><b>January 2025 Update:</b> The WG continue to meet and are working with Horsforth Town of Sanctuary</p> <p><b>March 2025 update:</b> The WG are working with Horsforth Town of Sanctuary and community groups to arrange volunteers for the annual event and possibly the community garden. The WG have agreed to ask for an article to be published on Leeds West despatch soon about the work they are doing.</p>
<p><b>Amendment for 2024</b></p> <p>Litter issues</p>	<p>Organise a litter pick in each ward in October</p> <p>Work with Horsforth Litter Pickers</p> <p>Work with Horsforth School</p>	Raise awareness about the issues surrounding litter and provide support with taking practical action to tackle the problem.	No cost	October 2024	<p><b>November 2024 Update:</b> Litter picks were carried out in October 2024. The C&amp;E Committee is arranging a meeting with Horsforth School &amp; Horsforth Litter Pickers to discuss ways they can work</p>

					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> <p><b>March 2025 Update:</b> The deadline for nominations is 1 September 2025</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 grants and local businesses/organisations.</p> <p>Ongoing support from Horsforth in Bloom</p>	Enhance the area and ensure that the TC maintains the upkeep	£5600 plus watering costs	Ongoing	<p>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.</p> <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> <p><b>March 2025 Update:</b> The quote for 2025 has been agreed by C&amp;E. It was agreed to invite Horsforth in Bloom, Horsforth Climate Action, Horsforth Town Team, and LCC to a meeting to gather their suggestions for the floral displays linked to a wider discussion</p>
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					about biodiversity and to try and lower costs. There will also be community engagement later in the year.
Annual Report	Provide information about the Council's 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.  <b>March 2025 Update:</b> The Clerk has started to prepare this year's report.
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 Consider utilising social networking and digital media to widen	Improves communication and is compliant with the Accessibility Regulations  Ensures that vulnerable residents have support available and know who to contact  Improves communication face to face.	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.  The Annual Town Meeting was



	<p>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>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>advertised in advance of the meeting.</p> <p>Cllrs 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> anniversary event and

	<p>Work towards improving the Christmas event for 2024 To provide three Summer Band Concerts in Horsforth Hall Park.</p>				<p>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> <p><b>March 2025 Update:</b> The Annual Event WG has agreed to hold a VE-Day 80th anniversary commemoration on Thursday, 8th May 2025. Additionally, the working group plans to attend and have a stall at the Horsforth Climate Action event, the Green Fair, on 21st September 2025.</p>
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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	<p>The C&amp;E Committee awarded £1500 in September 2024. Details can be found on the website.</p> <p><b>March 2025 Update:</b> The committee has provided £1500 in grants and sponsorship this financial year.</p>
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	<p>To meet each month to consider planning and licensing applications. Participate and give guidance during consultation exercises for any major developments.</p> <p>Consult with the residents, developers, and Leeds City Council. Ensure communication continues throughout the process of a large development.</p> <p>Promote community engagement in planning and represent residents</p>	<p>Ensure appropriate and sensitive development.</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>	No cost	Ongoing	The PL&T Committee continue to consider planning applications and meet monthly.

	Monitoring Leeds City Council's proposed site allocations.				
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> <p><b>March update 2025:</b> The committee has agreed to move the SID to another location on Low Lane. Cllrs are also borrowing a SID where they manually record the results on a tally sheet. They will carry out the speed checks in different locations in Horsforth.</p>
Neighbourhood Plan	<p>To review the Neighborhood Plan. The Planning Committee ensures that all planning applications adhere to the policies in the Neighbourhood Plan.</p> <p><b>January 2025 Update:</b> To consider, review and monitor the complementary actions and aspirations that have been identified</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>in the Neighbourhood Plan that are to be pursued either locally or via outside agencies. (See the community actions listed below. )</p>				<p><b>November 2024 Update:</b> The working group has carried out training about the NDP.</p> <p><b>January 2025 Update:</b> The NDP includes some community actions listed below that the TC have started to review and action where possible.</p> <p><b>March update 2025:</b> The WG organised a survey to feedback from residents. Cllr Goulden has prepared a Neighbourhood Plan Preliminary Survey Results report. This will be considered by Full Council.</p> <p>The community actions are currently being reviewed.</p>
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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).	
Built environment		
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)	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.	
<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, March 2025

Review date: May 2025

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



## **DIGNITY AT WORK POLICY**

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**Horsforth Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.**

### **Purpose**

Horsforth Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying.

In support of this objective, Horsforth Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word.

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

### **Scope**

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Horsforth Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Horsforth Town Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the Vice chair / council's personnel / Staffing and Employment committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its

employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

### **The position on bullying and harassment**

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Horsforth Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

## Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

## Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

### **What Type of Treatment amounts to Bullying or Harassment?**

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others

- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

### **Victimisation**

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

## Reporting Concerns

### **What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)**

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

**What you should do if you feel you are being bullied or harassed by a councillor:** If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

**What you should do if you witness an incident you believe to harassment or bullying:** If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

**What you should do if you are being bullied or harassed by another member of staff:** If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

### Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy

- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

#### Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.



Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

#### **The use of the Disciplinary Procedure**

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

*This is a non-contractual policy and procedure which will be reviewed from time to time.*

**Reviewed: 27 July 2023**

**Reviewed: 27<sup>th</sup> March 2025**

**Next review date: May 2025**



## **Staff Appraisal Scheme**

### **1. Aims of the Appraisal Scheme**

The Council's Appraisal Scheme is designed to promote both the development needs of the Council and its employees, in the context of reviewing past priorities and achievements. In addition, it allows employees to consider obstacles to success and helps them to find ways of removing them.

All performance and development appraisal procedures must ensure that the Council's vision, values and objectives are translated into personal, and, where relevant, team objectives to ensure that employees at all levels of the Council can see and understand that the objectives they are set contribute to the Council's success as a whole.

Appraisers must ensure that all appraisal processes are fair and equitable for all appraisees and that they are applied in line with the Council's Equality and Diversity Policy. Formal disciplinary and grievance issues are not to be part of any performance and development appraisal procedure and will be dealt with separately under the relevant policies. It is important that any issue concerning poor performance is recorded in the appraisal meeting documentation in order that any separate, formal monitoring of performance is not undermined by contradictory messages being given to the employee.

The Appraisal Scheme assesses an employee's contributions to the Councils' day-to-day activities.

The Appraisal Scheme seeks to ensure that all employees:

- Have an annual face to face performance and development appraisal meeting which is reviewed a minimum of every six months
- Receive regular meetings with their line manager to discuss their performance during the year and discuss work activity, learning, development and review the set objectives
- Know what is expected of them in terms of the standard of their performance from the beginning of their employment
- Are set appropriate and SMART objectives with their appraiser to achieve over the following year
- Are made aware of any areas in their work which are not to the required standard
- Receive recognition for their achievements
- Receive feedback on a regular basis which aims to improve and develop their performance
- Identify their learning and development needs and aspirations

## **2. New Starters**

All new employees will have an appraisal after their probation period.

## **3. Temporary And Fixed Term Contracts**

All employees on temporary and fixed term contracts will be set objectives and a development plan which will be reviewed through performance and development appraisal meetings and which will be appropriate to the length of their employment.

## **4. Long Term Absences Including Maternity/Adoption Leave**

If employees are absent during an appraisal year, objectives and timescales should be reviewed to accommodate the absence where possible. Absences due to a disability, long term illness, or maternity/adoption should not affect the overall outcome of the appraisal.

Long term planned absences will be factored into the objective setting timescales and, where appropriate, a performance and development appraisal will be held before the absence starts.

## **5. Mitigating Circumstances**

There may be occasions where an employee is unable to achieve objectives due to unexpected issues or circumstances outside of their control. Where this is the case, the employee should highlight this with the appraiser as soon as possible. Managers should take this into account and make appropriate allowances, which may involve modify objectives, extending timescales, or disregarding objectives.

## **6. Arrangements**

The form at Appendix 1 will be used as the basis for all appraisals. Appraisals will take place annually on the anniversary the staffs employment. The appraisal will review the achievements of the past year and set objectives for the following year.

Appraisal and supervision meetings are a two-way communication process, the detail of which will remain confidential between line management and appraisee.

The Town Clerk's Appraisal will be carried out by two nominated members of the Staffing and Employment Committee, and will usually include the Chairman of the Staffing and Employment Committee. The outcome of the Town Clerk's appraisal will be shared with the Staffing and Employment Committee once completed, but not the final appraisal form, or any detail of the appraisal content. For other members of staff, the appraisal will be carried out by the line manager and a member of the Staffing and Employment Committee.

At least 14 days in advance of the appraisal meeting, the member of staff will be given the appraisal form. They will be asked to complete their sections in advance of the appraisal meeting, and to share this with the appraiser at least 7 days before the appraisal.

## **7. Preparation For The Appraisal (FOR THE MEMBER OF STAFF)**

When completing the form, you should consider following factors:

- a. Knowledge of duties
- b. Quality of work
- c. Relationships with others
- d. Communication skills
- e. Manual/numeric/operational skills
- f. Supervision/oversight of staff (if applicable)
- g. IT skills
- h. Managing resources

Make a note of any difficulties you have experienced or concerns you have, so that a constructive way to overcome them can be considered.

Consider any comments, questions or suggestions you may wish to make and be prepared to discuss these with your manager at the appraisal meeting.

## **8. The Appraisal Interview**

The appraisal interview is a review of the past year, including an overall assessment of whether the previous year's objectives, and the requirements of the job description have been met.

It is an opportunity to review the challenges of the year, to reflect on what has gone particularly well and to celebrate success.

There may be discussions around the way in which tasks carried out can be improved and training needs may be identified.

Key objectives will be set for the forthcoming year.

## **9. Objective Setting**

Members of staff should normally be set between 3 and 5 annual objectives.

Individual performance objectives should:

- a. relate to the overall objectives of the service area
- b. be in line with the responsibility level and scope of work outlined in the appraisee's current, up-to-date job description
- c. be assessed by objective evidence

All appraisers will ensure consistency of objectives set across their team.

Significant changes to objectives should be discussed with the individual employee and confirmed as and when they arise.

Objectives need to be **SMART**:

- i. **Specific**
- ii. **Measurable**
- iii. **Achievable**
- iv. **Relevant/Realistic**
- v. **Time related**

## **10. Recording**

A record of all performance and development appraisal meetings will be kept. They can be typed into the appraisal form or written on a printed copy.

The member of staff will be given one week to review, sign and return the completed appraisal form, or to raise any issues in this time.

A copy of all appraisals will be kept on personnel files and will remain confidential.

## **11. Review**

Both the appraiser and appraisee share the responsibility for monitoring progress on the agreed objectives.

In addition to regular routine meetings with your line manager, there should be a review of the appraisal after six months. Any concerns or issues should be highlighted by either party at this meeting and not saved up to the end of year appraisal.

## **12. Appeals**

If an agreement cannot be reached between the appraiser and the appraisee, the matter will be referred to the Town Clerk, who will agree the outcome of the appraisal.

Where an appraisal disagreement relates to the Town Clerk's, or a direct report of the Town Clerk, two members of the Staffing and Employment Committee will be nominated to consider the dispute and will agree the outcome of the appraisal. One of these members will be nominated by the Staffing and Employment Committee and one by the appraisee. They shall take representations from the original appraiser and appraisee in reaching their decision.

Due to the confidential nature of appraisals, only the items of disagreement will be considered in detail by the Staffing and Employment Committee.

The Committee may decide to follow the Disciplinary or Grievance Policy if necessary.

**Reviewed: 27<sup>th</sup> March 2025**

**Next review date: May 2025**



### Staff Appraisal Form

<b>Name:</b>		
<b>Post:</b>		
<b>Date appointed in current post:</b>		
<b>Period covered by appraisal:</b>	<b>From:</b>	<b>To:</b>
<b>Appraiser Names:</b>	<b>1.</b>	
	<b>2.</b>	

**1. How have you met your Objectives for the past year?**

Objective	Staff Comment	Manager's Comment	Outcome (achieved/partially achieved/not achieved)

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2. What has gone well this year?

Staff Comment	Manager's Comment

3. Are there any parts of your job that have not gone well areas and need improvement?

Staff Comment	Manager's Comment

4. Have you experienced any barriers/obstacles which have impacted on your ability to perform your role?

Staff Comment	Manager's Comment



5. What support or training do you feel would improve your performance further in the next year?

Staff Comment	Manager's Comment

6. Are there any matters you wish to bring to the Town Councils attention?

Staff Comment	Manager's Comment

7. Agreed objectives for the next year

Objective	Proposed Actions	Target Completion Date	Manager's Comment

**8. Any other comments**

<b>Staff members:</b>  
<b>Manager:</b>  

I agree and accept the comments in this Review.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appraiser 1 signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appraiser 1 signature: \_\_\_\_\_ Date: \_\_\_\_\_



## GRIEVANCE POLICY

### Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>).
2. It also takes account of the ACAS guide on discipline and grievances at work. ([https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf) ).
3. It also takes into account relevant law affecting Councils.
4. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
5. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
6. This policy confirms:
  - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for their grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
  - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
  - any changes to specified time limits must be agreed by the employee and the Council
  - an employee has the right to appeal against the decision about their grievance. The appeal decision is final
  - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)

- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can only use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Leeds City Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- the Council may engage external investigators, grievance or appeal panels for the purposes of the process.
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns their safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with their line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

### **Informal grievance procedure**

7. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with their manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with their manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is

about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

### **Formal grievance procedure**

8. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee.
9. The staffing committee will appoint a sub-committee of 3 members to hear the grievance in the event that the grievance is raised by or relates to the Clerk. Where the grievance is not raised by or relates to the Clerk, the staffing committee may appoint the Clerk to hear the Grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

### **Investigation**

10. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigator may be an appropriate employee, Councillor or external party. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
11. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

### **Notification**

12. Within 14 calendar days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
  - the names of its Chairman and other members
  - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 35 calendar days of when the Council received the grievance
  - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
  - a copy of the Council's grievance policy
  - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of their witnesses as soon as possible before the meeting
  - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
  - findings of the investigation if there has been an investigation
  - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

## **The grievance meeting**

13. At the grievance meeting:
  - the Chairman will introduce the members of the sub-committee to the employee
  - the employee (or companion) will set out the grievance and present the evidence
  - the Chairman will ask the employee questions about the information presented and will want to understand what action does they wants the Council to take
  - any member of the sub-committee and the employee (or the companion) may question any witness
  - the employee (or companion) will have the opportunity to sum up the case
  - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
14. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within 7 calendar days of the meeting though may be longer e.g. where further investigations are required. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

## **The appeal**

15. If an employee decides that their grievance has not been satisfactorily resolved by the sub-committee, they may submit a written appeal to the staffing committee. An appeal must be received by the Council within 7 calendar days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
16. Appeals may be raised on a number of grounds, e.g.:
  - a failure by the Council to follow its grievance policy
  - the decision was not supported by the evidence
  - the action proposed by the sub-committee was inadequate/inappropriate
  - new evidence has come to light since the grievance meeting.
17. The appeal will be heard by a panel of 3 members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The Council may engage external parties if there are insufficient councillors to form the panel. The appeal panel will appoint a Chairman from one of its members.
18. The employee will be notified, in writing, usually within 14 calendar days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 35 calendar days of the Council's receipt of the appeal. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.
19. At the appeal meeting, the Chairman will:

- introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
  - explain the action that the appeal panel may take.
20. The employee (or companion) will be asked to explain the grounds of appeal.
21. The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, and when they are likely to receive the letter. This may be within 14 calendar days of the appeal meeting however will be longer where further investigations are required.
22. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
23. The decision of the appeal panel is final.

**Adopted: 27 July 2023**

**Reviewed: 27<sup>th</sup> March 2025**

**Review date: May 2025**





## DISCIPLINARY POLICY

### Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>).
- 2 It also takes account of the ACAS guide on discipline and grievances at work. [https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)
- 3 The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
- 4 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 5 This policy confirms:
  - informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
  - the Council will fully investigate the facts of each case
  - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
  - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
  - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
  - employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
  - the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
  - if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within

7 calendar days of the original meeting date unless it is unreasonable not to propose a later date

- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

### **Examples of misconduct**

6 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

### **Examples of gross misconduct**

- 7 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

### **Suspension**

- 8 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 9 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
- 10 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

### **Examples of unsatisfactory work performance**

- 11 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
- inadequate application of management instructions/office procedures
  - inadequate IT skills
  - unsatisfactory management of staff
  - unsatisfactory communication skills.

## **The Procedure**

- 12 Preliminary enquiries\_ The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
- 13 If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
- 14 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

## **Disciplinary investigation**

- 15 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 16 If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
  - the allegations or events that the investigation is required to examine
  - whether a recommendation is required
  - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
  - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 17 The Investigator will be asked to submit their findings usually within 35 Calendar days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
- 18 The staffing committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient

notice of the meeting with the Investigator so that they have reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when they meet with the Investigator, they will have the opportunity to comment on the allegations of misconduct.

- 19 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 20 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 21 The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.
- 22 The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:
  - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
  - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
  - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 23 The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.
- 24 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

### **The disciplinary meeting**

- 25 If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of 3 councillors, to formally hear the allegations. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.
- 26 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
  - the names of its Chairman and other two members
  - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting

- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that they has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least 2 working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

27 The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account
- the employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up

28 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within 7 calendar days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.

29 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

### **Disciplinary action**

30 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

#### First written warning

31 If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal

- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

#### Final written warning

32 If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

#### Dismissal

33 The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

34 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

#### **The appeal**

35 An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the Council within 7 calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

36 The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy
- the sub-committee's disciplinary decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case

- new evidence has come to light since the disciplinary meeting.
- 37 Where possible, the appeal will be heard by a panel of 3 members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of 3 members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
- 38 The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 39 At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
  - explain the action that the appeal panel may take.
- 40 The employee (or companion) will be asked to explain the grounds for appeal.
- 41 The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 42 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 43 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 44 The appeal panel's decision is final.

Adopted: 27 July 2023

Reviewed: 27<sup>th</sup> March 2025

Review date: May 2025





## **Sexual and General Harassment Policy and Procedure (for employment)**

1. Horsforth Town Council recognises that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.
3. Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.
4. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
5. The Council recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
6. The Council deplores all forms of personal harassment and seek to ensure that the working environment is sympathetic to all its employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
7. This policy covers all areas of the Council.
8. The Council recognises that it has a duty to implement this policy and all employees are expected to comply with it. We will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

### **Examples of personal harassment**

9. Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one person towards another and examples of harassment include:
  - Insensitive jokes and pranks
  - Lewd or abusive comments
  - Deliberate exclusion from conversations
  - Displaying abusive or offensive writing or material
  - Abusive, threatening or insulting words or behaviour
  - Name-calling
  - Picking on someone or setting them up to fail
  - Exclusion or victimisation
  - Undermining their contribution/position
  - Demanding a greater work output from employees than is reasonably feasible

- Blocking promotion or other development/advancement of employees.

10. These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

### **Examples of sexual harassment**

11. Sexual harassment can take place in many forms and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one person towards another and examples of sexual harassment include:

- Lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
- Unwelcome touching of a sexual nature
- Displaying sexually suggestive or sexually offensive writing or material
- Asking questions of a sexual nature
- Sexual propositions or advances, whether made in writing or verbally.

12. Sexual harassment can also take place where a person is treated less favourably because they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion and refusal of training opportunities or other development opportunities.

### **Examples of victimisation**

13. Victimisation takes place when a person is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee who supports or assists another employee to raise a complaint, is also subjected to victimisation if they are treated unfavourably.

### **Third party harassment**

14. The Council operates a zero tolerance policy in relation to harassment perpetrated against one of its employees by a third party, such as a member of the public or visitor to any Council premises. Employees who feel that they are affected by this are encouraged to report any and all instances of harassment that involve a third party in line with the Council's reporting procedure, as outlined below.

15. If the Council finds that the allegation is well-founded, it will take steps we deem necessary in order to remedy this complaint. This can include, but is not limited to:

- Warning the individual about the inappropriate nature of their behaviour
- Banning the individual from Council premises
- Reporting the individual's actions to the police.

In addition to this, the Council will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

### **Responsibilities**

#### *16. Employee responsibilities*

16.1. The Council requires its employees to behave appropriately and professionally at all times during the working day or on council business, and this may extend to events outside of working hours or meetings, which are classed as work-related, such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.

16.2. Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:

- In a work situation
- During any situation related to work, such as a social event
- Against a colleague or other person connected to the employer outside of a work situation, including on social media
- Against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

16.3. A breach of this policy by an employee will be treated as a disciplinary manner

### *17. Council responsibilities*

17.1. The Council will be responsible for ensuring all employees understand the rules and policies relating to the prevention of harassing and bullying behaviour at work and during work-related social events. It will promote a professional and positive workplace whereby employees are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.

17.2. The Council will also take into account aggravating factors, such as abuse of power over a more junior colleague, when deciding what disciplinary action to take

17.3. Where an incident is witnessed, or a complaint is made under this policy, the Council will take prompt action to deal with this matter. All incidents will be deemed serious and dealt within in a sensitive and confidential manner.

### **Complaining about harassment and/or bullying**

#### **Informal method**

18.1. The Council recognises that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for employees to raise the issue through its normal grievance procedure. In these circumstances employees are encouraged to raise such issues with the Chair of the Council, Chair of the Staffing Committee or any councillor that they feel that they can trust (whether that person has a direct supervisory responsibility for the employee) as a confidential helper.

18.2. If an employee is the victim of minor harassment they should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If the employee feels unable to do this verbally then they should hand a written request to the harasser, and their confidential helper can assist the employee in this.

#### **Formal method**

19.1. Where the informal approach fails or if the harassment is more serious, the employee should bring the matter to the attention of the Council's staffing committee as a formal written grievance and again their confidential helper can assist them in this. If possible, the employee should keep notes of the harassment so that the written complaint can include:

- The name of the alleged harasser
- The nature of the alleged harassment
- The dates and times when the alleged harassment occurred
- The names of any witnesses
- Any action already taken by the employee to stop the alleged harassment.

19.2. Where it is not possible to make the formal complaint to the staffing committee, for example where the alleged harasser is the Chair of that committee, the Council encourages the employee to raise their complaint to the Chair of the Council/Vice-Chair of the Staffing Committee or another trusted councillor.

19.3. On receipt of a formal complaint the Council will take action to separate the employee from the alleged harasser to enable an uninterrupted investigation to take place.

19.4. On conclusion of the investigation, which will normally be within *[insert number]* days of the meeting with the employee, a report of the findings will be submitted to the Staffing Committee which will then follow the procedure set out in the Council's grievance policy.

19.5. The employee will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once the persons hearing the grievance have had opportunity to read the report. The employee has the right to be accompanied at such a meeting by a colleague or a union representative and the employee must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary/Code of Conduct matter.

19.6. The employee will be able to put their case forward at the meeting and the Chair of the hearing panel will explain the outcome of the investigation. The employee has a right to appeal the outcome, which is to be made to the Chair of the Staffing Committee within 10 working days of receiving the outcome.

19.7 If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with the Council's disciplinary procedure up to and including dismissal.

19.8 The Council is committed to ensuring employees are not discouraged from using this procedure and that no employee will be victimised for having brought a complaint forward.

**Adopted: 27<sup>th</sup> March 2025**

**Next review date: May 2025**



# Horsforth Town Council

## Community Grants Policy and Application Form

### INTRODUCTION

Horsforth Town Council is supportive of the work of community or voluntary groups operating within the town. The Council offers community grants to such groups on an ongoing basis.

As part of the process, the Council allocates an amount of money each year for distribution in the form of one-off community grants.

The amount is set each year as part of the Council's budget process and funding is distributed four times a year.

This information sheet explains more about the scheme, how it operates, who can apply, and how to make an application.

### WHO CAN APPLY FOR A GRANT?

Grants are available to any community or voluntary group **based in Horsforth** or operating a substantial part of their activities in Horsforth.

You must be able to demonstrate that any grant given will be of benefit to the people living within the town and that the benefit is commensurate to the expenditure.

Grants will only be given recognised, bona-fide, non-profit making organisations or groups.

Grants **cannot** be made available to individuals, nor can they be made available to business or profit-making organisations.

### WHEN ARE GRANTS AVAILABLE?

Grants are available four times in a financial year; these dates are listed on the application form.

### WHEN CAN ORGANISATIONS APPLY?

The dates of the Community and Environment Committee meetings when grants are considered are listed on the application form which is attached to this information sheet. Your application and any other documents requested **must** be received by the Town Clerk no later than **7 working days** before the meeting date for it to be heard at that meeting. The deadline for each meeting is shown on the application form. **Please note your application may not be considered if you do not provide all the documents requested.**

## **HOW MUCH CAN ORGANISATIONS APPLY FOR?**

The Community Grant Scheme is designed to benefit as many groups as possible – and funding is limited.

Generally, grants are awarded for amounts between £100 and £500. On rare occasions, a grant more than £500 may be considered. Any amount more than £500 will be presented to the Finance and General Purposes Committee for its consideration.

## **WHAT CAN THE MONEY BE USED FOR?**

Your organisation can apply for a grant towards any appropriate project, event or the purchase of equipment that will benefit people living in Horsforth.

The Council will **not** consider any grant towards day-to-day running costs such as rents, electricity, telephone charges etc. or towards any staff salaries or wages.

Grants can be awarded as a contribution towards a larger project, although the Council will wish to see evidence that you have access to the balance of the required money before funds are made available.

## **HOW OFTEN CAN ORGANISATIONS APPLY FOR A GRANT?**

With limited funds available for grants, the Council must ensure fairness with the allocation of money to a wide section of the community. The Council's policy is that it will not offer a grant to the same organisation for more than two consecutive years with a gap of at least one year before an organisation can apply again.

## **ARE ORGANISATIONS GUARANTEED TO BE ACCEPTED FOR A GRANT?**

The Council has a limited amount of money available each year and there may be times when this is over-subscribed.

In such instances, the Council will assess each application and may offer an amount less than requested.

In some circumstances your organisation may not be accepted for a grant.

## **HOW DO I APPLY?**

An application form is attached to this information sheet. Electronic copies are also available on the Council's website and by contacting the Council office at [admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) and may be completed electronically.

The lead person from the organisation will be invited to attend the meeting that is to consider the application. There is no obligation to attend but it is an opportunity to present the application in person and to answer any questions that the Committee may have.

If you need any further advice regarding the Community Grant Scheme, or if you require any help completing the application form, please contact the Council office which will be happy to assist you.

## **FEEDBACK AND USE OF INFORMATION FOR COUNCIL PUBLICITY**

Details of successful grant applications, including the amount, name of the organisation and the purpose of the sponsorship, may be published by the Council on its website, social media and in its printed materials. The information will be retained indefinitely by the Council for record keeping purposes.

Successful applicants will be asked to provide the Council with feedback on the outcome of the award expenditure and to give the Council permission to publish photographs and any other information and materials provided by the organisation in its feedback.

Attached: Community Grant Application Form

Office Use Only	
Amount awarded	
Committee & date	



# Horsforth Town Council

## Grant Application 2025-2026

Please read the Grant Policy before completing this application form.

Date this application was received by the Town Clerk:

### Community and Environment Committee meeting dates

5 June 2025

4 September 2025

4 December 2025

5 March 2026

### Deadline for application

Monday 26 May 2025

Monday 25 August 2025

Monday 24 November 2025

Monday 23 February 2026

Name of organisation:		
Lead person in the organisation:		
Address:		
Email:		
Contact telephone number:		
Office held by applicant:		
Amount of grant requested:		£
Has Horsforth Town Council given you a grant or sponsorship before?	Yes <input type="checkbox"/>	What years?
	No <input type="checkbox"/>	
If successful, how would you like to be paid? Please complete (a) or (b) below.		
(a) Please pay by cheque payable to:		
(b) Please pay by BACS:	Account name:	
	Sort code:	
	Account number:	

**Details of project/events for which the grant is sought:**

(Please include details on a separate sheet if necessary).

**How would you measure the impact of the project:**

**Details of funding available from other sources:**

(If available, please provide documentary evidence of other funding).

**Documents to be included with this application:**

**Tick box to confirm included**



**Your application may not be considered if these are not provided. If not available, please explain why.**

- Last set of the organisation's audited accounts
- Copy of the organisation's constitution
- Copy of the organisation's public liability insurance for the event(s)

☐  
☐  
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**Application process:**

Please forward your application to the Town Clerk at the address below. You will be invited to attend the Community and Environment Committee meeting where your application will be considered. There is no obligation to attend but this will give you the opportunity to present your application in person if you wish to do so.

**Please return by:** See list of scheduled meeting dates and deadlines above.

<b>Declaration</b>		<b>Please tick</b>	
• I confirm that to the best of my knowledge, the information contained in this form and any supporting documentation is complete and accurate.	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
• I agree to details about the project/organisation being entered onto a computer database and held in a manual filing system	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
• I agree to details about the project/organisation being shared with town council officers and town councillors involved in the assessment of the application	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
• I agree to details about the project/organisation being publicised for Town Council publicity purposes and records	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
• I am authorised by the organisation to sign and submit this application on their behalf.	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
Signature of Applicant:			
Print Name			
Organisation			
Date			

Please return the completed form and supporting documents to:

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

Tel: 0113 258 0988

Email: [admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk)

If you have any queries, please contact the office on the above email or one of the following numbers:

Office: 0113 258 0988

Clerk: 07526 567591

## **Dementia Report - March 2025**

The latest meeting of Dementia Friendly Horsforth (DFH) was mostly taken up with discussion ideas for Dementia Action Week (DAW), which will take place locally from 19<sup>th</sup> to 25<sup>th</sup> May at the same time as the national events organised by the Alzheimer's Society.

With DAW only two months away the week's local events are now starting to take shape. The current plans are as follows:

- Monday 19<sup>th</sup> or Tuesday 20<sup>th</sup> – Rachel Critchley has agreed to host information events at the Right at Home offices. Phil Maud may be presenting these.
- Wednesday 21<sup>st</sup> – There is an MHA (Methodist Homes for the Aged) event from 1pm until 3pm, featuring live music, singing, dancing, a quiz and a raffle.
- Thursday 22<sup>nd</sup> – A fundraising night including a quiz to be held at the Old King's Arms. The King's will also provide a raffle prize.
- Thursday 22<sup>nd</sup> – A dementia bus (not the same as last year's one) has been booked for this date, though the exact location is uncertain as yet – possibly at Lister Hill again. A grant may be available to fund this again. It was agreed that there should be an opportunity for people to discuss their feelings after going on the bus, which was not available last year and it was reported that some people were upset by the experience.
- Friday 23<sup>rd</sup> – MHA, who are based at the Central Methodist church, usually organise a walk on Fridays and it was agreed to try and incorporate the walk on this particular Friday into DAW. It starts off at Hall Park and finishes with participants going to Café Yoga afterwards.
- Friday 23<sup>rd</sup> – Another information session, this time at the old council offices (Mechanics' Institute) and promoted in the library.
- Date tbc – An event at the museum, similar to the previous memory café held there last September. Waiting for Nancy from the museum to confirm dates.
- Date tbc – a stand in Morrison's, subject to arranging it with the store.

It may also be possible to get a memory box from Marks and Spencer but this is currently unconfirmed.

DFH also plans a stand on the farmers' market in May where the events will be publicised.

Sadly it hasn't been possible to arrange a play by Drama North as discussed in earlier meetings, but it may still be possible to stage something later in the year as a stand alone event, similar to what happened with *The Purple List* in 2023.

Outside of DAW two other forthcoming events were noted, both of which will take place before full town council meeting:

- Hall Park community garden reopening with sensory garden and improved access for people with restricted mobility on Sunday 22<sup>nd</sup> March

- Next memory café at the Grove on Wednesday 26<sup>th</sup> March with Nancy from the museum

The group also congratulated Rachel Critchley on Right at Home winning the business category at the Heart of Horsforth awards, and Phil Maud wanted to express his gratitude to the town council for organising the awards.