



## **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**

### **Full Council Meeting**

**Thursday 17<sup>th</sup> July 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,  
A Radford, E Richards, T Stones, J Tumalan, A Wishart*



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### Annual Meeting of the Council - Minutes Thursday 29<sup>th</sup> May 2025 at 7.00pm

#### **Broadfields**

Simon Dowling  
Eddie Hyndes  
Raymond Jones

#### **Brownberrie**

Emmie Bromley  
Andrew Wishart

#### **Hall Park**

Richard Hardcastle  
Tracy Stones

#### **Victoria**

Dave Brosnan  
Mark Fletcher

#### **Woodside**

Francesca Gains  
Aiden Goulden

**In attendance:** Becky Crabtree – Clerk, and 1 member of public.

**HTC/25.1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.**

**Resolved** to elect Cllr G Garvani as Chair and the Declaration of Acceptance will be signed after the meeting.

**HTC/25.2 To elect the Vice Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**

**Resolved** to elect Cllr Dowling as Vice Chair and the Declaration of Acceptance was signed. Cllr Dowling Chaired the meeting in Cllr G Garvani's absence.

**HTC/25.3 To receive apologies for absence and to consider and approve the reason for the absence**

Apologies were received from Cllr Cousins, Cllr J Garvani, Cllr G Garvani, Cllr Gomersall, Cllr Richards, Cllr Gillinder and reasons were approved.

**HTC/25.4 Declaration of Disclosable Pecuniary and other Interests**

None declared.

**HTC/25.5 Public Participation**

No comments were made from the member of public.

**HTC/25.6 To approve the minutes of the Full Council meeting held on 27<sup>th</sup> March 2025.**

**Resolved** to approve the minutes of the Full Council Meeting of the Town Council held on 27<sup>th</sup> March 2025 as a true and accurate record.

**HTC/25.7 To receive an update and note previous minutes for the following committees.**

#### **25.7.1 Finance and General Purposes**

**The minutes were noted.**

- i. **To consider a recommendation from the F&GP Committee to increase the public works loan**

**Resolved** that the Clerk, Chair, Vice Chair and Premises Working Group will start preparing the application and required documents to apply for a loan of £200,000.00 at a fixed

interest rate of 6.18% over a 40-year term. It was agreed that the precept be increased over the next two financial years to cover the associated repayments.

Any underspend within the premises budget is to be allocated to designated reserves, with the intention of making lump sum repayments on either of the Town Council's existing loans every 5 to 10 years.

Additionally, it was agreed that any remaining Community Infrastructure Levy (CIL) funding will be allocated to the No. 3 renovation project.

It was noted that the TC needs to obtain permission from the Ministry of Housing, Communities and Local Government (MHCLG) and once a loan sanction has been obtained, the TC can apply for the loan.

A report will be provided at the next Full Council meeting.

#### **25.7.2 Planning, Licensing and Traffic**

The minutes were noted and Cllr Brosnan informed Cllrs that there is now an increased use of the Neighbourhood Plan in the planning comments, which represents a positive step forward.

#### **25.7.3 Community and Environment**

The minutes were noted.

#### **25.7.4 Staffing and Employment**

- i. **To resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business at item 7.4ii being prejudicial to the public interest.**

**Resolved** to exclude members of press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business at item 7.4ii being prejudicial to the public interest.

The member of the public left the room.

- ii. **To receive an update about the Admin Assistant and approve a recommendation from the S&E Committee**

The Clerk provided an update regarding the Admin Assistant. It was **resolved** not to accept the recommendation, and a meeting will be arranged to discuss the matter further.

The member of public entered the room.

#### **HTC/25.8 Financial Matters.**

##### **25.8.1 To consider and approve the end of year accounts to 31<sup>st</sup> March 2025**

**Resolved** to approve the end of year accounts to 31<sup>st</sup> March 2025

##### **25.8.2 To note the Internal Auditor's Final Report 2024/2025 and agree any action required.**

The internal auditors report was noted and the Clerk made Cllrs aware she will action the recommendations.

##### **25.8.3 To note the Annual Internal Audit Report for 2024/2025 included at page 3 of the Annual Governance and Accountability Return 2024/2025**

The Annual Internal Audit Report for 2024/2025 was noted.

##### **25.8.4 To approve Section 1 - Annual Governance Statement 2024/2025 for Horsforth Town Council on page 4 of the Annual Governance and Accountability Return 2024/2025**

**Resolved** that Section 1 - Annual Governance Statement 2024/2025 of the Annual Governance and Accountability Return (AGAR) for Horsforth Town Council, as presented on page 4, be approved by the Council and signed by the Chairman and the Clerk.

##### **25.8.5 To approve Section 2 - Accounting Statements 2024/2025 for Horsforth Town Council on page 5 of the Annual Governance and Accountability Return 2024/2025**

**Resolved** that Section 2 - Accounting Statements 2024/2025 of the Annual Governance and Accountability Return (AGAR) for Horsforth Town Council, as signed and certified by the Responsible Financial Officer (Clerk) on 19th May 2025, be approved by the Council and signed by the Chairman.

##### **25.8.6 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities.**

**Resolved** to approve the publication of the following documents:

- Annual Internal Audit Report 2024/2025

- Section 1 – Annual Governance Statement 2024/2025
- Section 2 – Accounting Statements 2024/2025
- Analysis of variances
- Bank Reconciliation to 31 March 2025
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
- Declaration that the accounting statements are as yet unaudited.

**25.8.7 To approve the Schedule of Payments and Income**

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

**25.8.8 To consider and agree bank arrangements including bank signatories**

**Resolved** that Cllr Dowling, Cllr Hyndes, Cllr J Garvani and Cllr Hardcastle will remain the bank signatories.

**25.8.9 To appoint the following:**

**i. Two members to carry out the Council's review of internal audit**

**Resolved** to appoint Cllr Jones and Cllr Fletcher to carry out the review of internal audit

**ii. Two members to carry out the Council's quarterly internal control checks**

**Resolved** to appoint Cllr Gains and Cllr Fletcher to carry out the internal control checks

**iii. Two members to undertake the Council's annual review of risk management**

**Resolved** to appoint Cllr Dowling and Cllr Goulden to carry out the review of risk management

**25.8.10 To review and agree the Asset register**

**Resolved** to approve the Asset Register

**25.8.11 To note and approve the Schedule of Regular Payments and Subscriptions.**

**Resolved** to approve the Regular Payments and Subscriptions

**25.8.12 To approve the Community Infrastructure Levy Report for 2024/2025**

**Resolved** to approve the CIL report for 2024/2025.

**HTC/25.9 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:**

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

Cllr Dowling reported that the works are currently in progress at No.3 The Green and informed Cllrs of some necessary design variations. It was noted that a site visit has been arranged for 4th June 2025, and the Working Group members will make enquiries regarding the expected completion date.

**25.9.2 To receive an update about the councillor vacancy**

It was noted that the Notice of Election was published by LCC on 21<sup>st</sup> May 2025 and the election will be held on 26<sup>th</sup> June 2025.

**25.9.3 To note the response from Friends of Horsforth Hall Park**

The response from Friends of Horsforth Hall Park was noted.

**25.9.4 To consider and agree to attend the Breeze event**

**Resolved** to have a stall at the Breeze event and for the C&E Committee to agree arrangement at the upcoming meeting.

**HTC/25.10 Organisational Matters**

**25.10.1 To note the Attendance Record for 2024-2025**

The attendance record was noted.

**25.10.2 To note the Code of conduct**

Cllr Dowling reminded Cllrs of the importance of adhering to the Code of Conduct, including in online communications. It was noted that the Clerk will be circulating a document shortly, allowing Councillors to update their contact details. The document will also include a section for Cllrs to confirm that they have read and agree to abide by the Code of Conduct.

**HTC/25.11 To review and approve the following Committee and Working Group Terms of Reference.**

**Resolved** that the terms of reference for the following committees be approved en bloc:

- Finance and General Purposes Committee (FGP)
- Planning, Licensing and Traffic Committee (PLT)
- Community and Environment Committee (CE)
- Staffing and Employment Committee (SE)

- Complaints and Grievance Sub-Committee
- Event Working Groups
- CIL Advisory group
- Editorial Working Group
- Premises Development Working Group
- Council of Sanctuary Working Group
- Neighbourhood Plan Working Group

**HTC/25.12 To consider committee membership and to appoint members to serve on the committees:**

**Resolved** to appoint members to the following committees as shown on the attached table (Appendix 2):

- Finance and General Purposes Committee
- Planning, Licensing and Traffic Committee
- Community and Environment Committee
- Staffing and Employment Committee
- Complaints and Grievance Sub-Committee

It was **resolved** to appoint members of the Complaints and Grievance Sub-Committee when required.

**HTC/25.13 To elect a Chair and Vice-Chair for each of the following committees:**

**25.13.1 Planning, Licensing and Traffic Committee**

**Resolved** to elect Cllr Goulden as Chairman of the Planning, Licensing and Traffic Committee

**Resolved** to elect Cllr Brosnan as Vice Chairman of Planning, Licensing and Traffic Committee

**25.13.2 Community and Environment Committee**

**Resolved** to elect Cllr Cousins as the Chairman of Community and Environment Committee

**Resolved** to elect Cllr Dowling as the Vice Chairman of Community and Environment Committee

**25.13.3 Staffing and Employment Committee**

**Resolved** to elect Cllr J Garvani as the Chairman of Staffing and Employment Committee

**Resolved** to elect Cllr Gains as the Vice Chairman of Staffing and Employment Committee

**HTC/25.14 To review working and advisory groups and appointment of members and co-opted members to such groups**

**Resolved** to appoint members to the following working and advisory groups as shown on the attached table (Appendix 3):

- Editorial Working Group
- Neighbourhood Plan Working Group
- Premises Development Working Group
- Community Infrastructure Levy Advisory Group
- Council of Sanctuary
- Annual Event Working Group
- Christmas Event Working Group

It was **resolved** to disband the Remembrance Service Working Group and the Annual Event Working Group will now organise the Remembrance Service.

**HTC/25.15 Council representatives on external organisations**

**Resolved** to appoint representatives to the following external organisation as shown on the attached table (Appendix 4):

- Young People's Champion
- Horsforth Fairtrade Steering Group
- Dementia Champion
- Voting representatives at Yorkshire Local Council Association branch meetings (2 members).
- Leeds Bradford Airport Consultative Committee
- Horsforth MHA Communities
- Peace Champion
- Horsforth Climate Action

**HTC/25.16 To consider and approve the following policies, procedures and governance documents**

**Resolved** that the following policies, procedures and governance documents be approved en bloc:

- Basic Governance
  - Standing Orders
  - Financial Regulations
  - Code of Conduct
  - Risk Management Policy
  - Records Management Policy
  - Scheme of Delegation
  - New Councillor Handbook
  - Working Group Protocol
  - The Heart of Horsforth Award Scheme Terms
  - Councillor – Officer Protocol
  - Co-option Policy
  - Business Continuity Plan
  - Biodiversity Policy
- Openness and Accountability
  - Publication Scheme under the Freedom of Information Act
  - General Privacy Notice
  - Privacy Notice for employees, councillors, volunteers.
  - Data Audit
  - Data Protection Policy
  - Security Incident Policy
  - Complaints Procedure
  - Recording of Meetings Policy
  - CCTV – Data Protection Impact Assessment
- Communications
  - Annual Report for 2024-2025
  - Action Plan
  - Website Accessibility Statement
  - Media and Press Policy
  - Social Media and Electronic Communications Policy
  - Statement of Intent as to Community Engagement
  - Public speaking at Council and Committee meetings
- Financial
  - Internal Audit Plan
  - Reserves Policy
  - Statement of Internal Control
  - Internal Control Checklist
  - Internal Audit Review Checklist
  - Risk Management Review Checklist
  - Community Grants Policy
  - Sponsorship Policy
- Employment and Personnel
  - Equality and Diversity Policy
  - Dignity at Work/Bullying and Harassment Policy
  - Disciplinary Policy
  - Grievance Procedure
  - Health & Safety Policy
  - Lone Working Policy and Risk Assessment
  - Safeguarding Policy
  - Annual Leave
  - Special leave
  - Absence Reporting Procedure
  - Flexitime and time-off-in-lieu Policy
  - Attendance and sickness reporting
  - Homeworking Policy
  - Statement of Intent for Staff and Elected members Training
  - Authorities and Responsibilities of a Line Manager for the Clerk to the Council.
  - Expenses Policy

- Pension Scheme Discretions Policy
- Sexual and general Harassment Policy
- Volunteer Policy
- Appraisal Policy

### HTC/25.17 Council Surgery

Cllr Jones and Cllr Brosnan agreed to attend the next council surgery.

### HTC/25.18 Items for future agenda

No items were requested.

### HTC/25.19 Date of next meeting

**Resolved** that the next Full Council meeting is to be held on 17<sup>th</sup> July 2025 and the deadline for agenda items is 7<sup>th</sup> July 2025.

The meeting closed at 8.24pm.

*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, T Stones, J Tumalan, A Wishart*

### Appendix 1 - Schedule of Payments

Payee	Details	Amount	Comments
Airedale Movers	Moving items in No.3	£90.00	
Tom Willoughby	No.3 The Green – Interim payment 1	£24,685.11	

### Appendix 2 – Committee Membership

Committee	Finance & General Purposes	Planning, Licensing & Traffic	Community & Environment	Staffing & Employment Committee (must inc Chair or Vice-Chair of Council)
<b>Chair</b>	<b>Cllr G Garvani</b>	<b>Cllr Goulden</b>	<b>Cllr Cousins</b>	<b>Cllr J Garvani</b>
<b>Vice Chair</b>	<b>Cllr Dowling</b>	<b>Cllr Brosnan</b>	<b>Cllr Dowling</b>	<b>Cllr Gains</b>
1	Cllr Fletcher	Cllr Bromley	Cllr Fletcher	Cllr Dowling
2	Cllr J Garvani	Cllr Cousins	Cllr Gains	Cllr G Garvani
3	Cllr Hardcastle	Cllr J Garvani	Cllr Gillinder	Cllr Gillinder
4	Cllr Jones	Cllr Hardcastle	Cllr Hyndes	Cllr Hardcastle
5	Cllr Stones	Cllr Hyndes	Cllr Richards	
6			Cllr Stones	
7			Cllr Wishart	

### Appendix 3 – Working Group Membership

<b>Editorial Working Group</b>	<b>Neighbourhood Plan Working Group</b>	<b>Premises Development group</b>	<b>Community Infrastructure Levy Advisory Group</b>
Cllr Fletcher	Cllr Brosnan	Cllr Brosnan	Cllr Bromley
Cllr G Garvani	Cllr Gains	Cllr Dowling	Cllr Dowling
Cllr Gomersall	Cllr Goulden	Cllr J Garvani	Cllr Gains
Cllr Wishart	Cllr Hardcastle	Cllr Goulden	Cllr Hardcastle
	Cllr Wishart	Cllr Hardcastle	
		Cllr Stones	
		<b>Co-opted</b>	
		Jude Arbuckle	

<b>Council of Sanctuary</b>	<b>Annual Event</b>	<b>Christmas Event</b>
Cllr Brosnan	Cllr Bromley	Cllr Bromley
Cllr Fletcher	Cllr Brosnan	Cllr Brosnan
Cllr G Garvani	Cllr Fletcher	Cllr Fletcher
Cllr Gillinder	Cllr Gillinder	Cllr Gillinder
Cllr Hyndes	Cllr Hyndes	Cllr Gomersall
	Cllr Wishart	Cllr Hyndes
		Cllr Richards
		Cllr Tumalan

### Appendix 4 – External Representatives

<b>Young People's Champion</b>	<b>Dementia Champion</b>	<b>YLCA branch representatives</b>	<b>Horsforth Fairtrade Steering Group</b>
Cllr Cousins	Cllr Fletcher	Cllr J Garvani	Cllr Jones
		Cllr G Garvani	

<b>Leeds Bradford Airport Consultative Committee</b>	<b>MHA Horsforth</b>	<b>Horsforth Climate Action</b>	<b>Peace Champion</b>
Cllr Jones	Cllr Bromley	Cllr Gillinder	Cllr Hyndes





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### **Finance and General Purposes Committee Minutes Meeting held on Thursday 3<sup>rd</sup> July 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB**

**Present: In Chair** – G. Garvani (Chair)

S. Dowling, M. Fletcher, J. Garvani, R. Hardcastle, R. Jones

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

#### **FGP/25.1 Introduction from the Chair**

Cllr G Garvani welcomed all to the meeting.

#### **FGP/25.2 To consider apologies and the reason for absence**

Apologies were received from Cllr Stones and reasons were approved.

#### **FGP/25.3 Declaration of Disclosable Pecuniary and other Interests**

None declared.

#### **FGP/25.4 To consider questions and comments from members of the public at the Chairman's discretion**

No members of public were present.

#### **FGP/25.5 To confirm and accept the minutes of the Finance and General Purposes meeting held on 22<sup>nd</sup> May 2025.**

**Resolved** to approve the minutes of the Finance and General Purposes meeting held on 22<sup>nd</sup> May 2025 as a true and accurate record.

#### **FGP/25.6 Financial Matters**

##### **25.6.1 To consider recommending that the Council approves the year end accounts and cash book entries to 31<sup>st</sup> May 2025 and agree any necessary action**

**Resolved** to recommend that the Full Council approves the financial report as of 31<sup>st</sup> May 2025 with one amendment.

##### **25.6.2 To consider and approve the schedule of payments.**

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

##### **25.6.3 To consider and agree the banking arrangements**

**Resolved** to transfer £85,000.00 to the Lloyds account.

#### **FGP/25.7 Community Infrastructure Levy (CIL)**

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

It was noted that the remaining CIL funds and future payments are allocated to No.3 The Green for the foreseeable future.

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

The working group has not met recently due to funds already being allocated, and it was agreed to remove CIL as a standing agenda item until further discussion is required.

#### **FGP/25.8 3&5 The Green**

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

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

Cllr J Garvani reported that the contractors are due to pause the works shortly due to supplier lead times, including the manufacture of the lift.

The 'works in progress' insurance has been extended until 31st August 2025, which aligns with the architect's current estimate for the project's completion.

Key decisions still need to be made such as the entry system and booking systems. These matters will be discussed with both the architect and TW to seek their advice.

It was agreed to arrange an evening site visit for all councillors to view the current progress of the works.

The architect has also requested a meeting with the working group to review and discuss the current financial position of the project. This meeting will be scheduled shortly.

The Clerk reported receiving backdated water invoices for The Stables, dating back to 2022. It was agreed to contact the Museum, as they were responsible for the building until late 2023 and will therefore be required to contribute toward these costs.

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

The Clerk reported that she is currently awaiting the Museum's solicitor details, but has been informed that a solicitor is expected to be appointed by the end of the week.

An invoice has been issued to the Museum for their agreed £10,000 contribution towards the lift installation.

Additionally, it was noted that the working group has agreed to fund £1,720 for the additional works required to the first-floor access to the Museum.

#### **FGP/25.9 Matters for information**

**No further matters were noted.**

#### **FGP/25.10 Items for future agenda**

- Premises budget

#### **FGP/25.11 Date of the next meeting**

**Resolved** that the next meeting will be held on 11<sup>th</sup> September 2025 and the deadline for agenda items is 1<sup>st</sup> September 2025.

The meeting closed at 7.15pm.

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

**Appendix 1**  
**Schedule of Payments for the Finance & General Purposes Committee meeting**  
**Meeting being held on 3<sup>rd</sup> July 2025**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
St Margarets Parish Centre	Room hire	£202.50	
Jackson Fire	Fire alarm inspection	£75.00	To note as previously approved by virtue of contract.
Salaries	Staff salary costs – June 2025	£3764.13	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – June 2025	£1116.04	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – Adjustment for 2024	£181.88	To note as previously approved by virtue of the employment contract.
HMRC	Tax & NI	£4027.05	To note as previously approved by virtue of the employment contract.
MJ Audio	PA & Engineer - Annual Event	£75.00	The Clerk approved using delegated powers
Pure Water	Floral displays	£1337.60	To note as previously approved by virtue of contract.
Tom Willoughby	No.3 The Green – Interim payment 2	£17,656.69	
YLCA	Training	£30.00	
Crooks Architecture	Architect – No.3 The Green	£4878.00	



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**Planning, Licensing & Traffic Committee Minutes**  
**Thursday 12<sup>th</sup> June 2025 at 7pm**  
**Horsforth Museum, 5 The Green, Horsforth, LS18 5JB**

**Present: In Chair** – Cllr R Jones (substitute Chair)  
E Bromley, B Cousins, J Garvani, R Hardcastle, E Hyndes

**In attendance:** Administration Assistant Steph White

**PLT/25.1 Introduction from the Chairman**

**PLT/25.2 To receive apologies for absence and to consider the reason for the absence**  
Apologies received from Cllrs D Brosnan and A Goulden and their reasons were approved.

**PLT/25.3 Declaration of Disclosable Pecuniary and other Interests**  
None declared.

**PLT/25.4 To consider questions and comments from members of the public at the Chairman's discretion.**  
No members of the public were in attendance.

**PLT/25.5 Minutes of the previous meetings**  
**Resolved** to approve the minutes of the meeting held on Thursday 15<sup>th</sup> May 2025.

**PLT/25.6 Leeds City Council Planning Decisions**  
The planning decisions were noted.

**PLT/25.7 New Planning Applications**

- 7.1 To note the planning applications received since the meeting held on 15<sup>th</sup> May 2025 and the comments made by the Proper Officer whilst she had delegated powers to comment. See agenda pack.**  
The comments submitted by the Proper Officer for recent applications were noted.
- 7.2 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/25.8 Planning Appeals & Planning Appeal Decisions**  
Appeals were noted.

**PLT/25.9 Planning Enforcement**  
No planning enforcements to note.

### **PLT/25.10 Licensing Applications**

The licensing applications were noted.

### **PLT/25.11 Traffic**

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

#### **11.1 Complaints**

None to report.

#### **11.2 Traffic schemes**

None to report.

#### **11.3 Speed indicator device (SID) updates and any data**

Cllr M Fletcher sent details to Cllr E Hydes and he has agreed to take over collating the SID data.

### **PLT/25.12 Leeds Bradford Airport (LBA)**

**To consider the following:**

#### **12.1 Leeds Bradford Airport Consultative Committee**

No updates to note.

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

A public enquiry is to take place next Wednesday, 18 June 2025. Airspace change is ongoing, 300 yards come into land towards the woods. Robin Hood Doncaster Airport opening depends on a national review on airspace.

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

No updates to note.

### **PLT/25.13 Neighbourhood Plan.**

Leeds Local Plan consultation monitoring will be completed and feedback given on Friday 13<sup>th</sup> June 2025.

### **PLT/25.15 Leeds City Council Core Strategy and Site Allocation Plan**

Consultation came back from landlords and developers. Assessed site criteria and most scored very poorly.

### **PLT/25.16 To consider correspondence received and agree any necessary action**

No correspondence received.

### **PLT/25.17 Matters for information.**

No matters for information.

### **PLT/25.18 Items for future agenda**

No agenda items were requested.

### **PLT/25.18 Date of the next meeting**

**Next meeting of the Committee: 10<sup>th</sup> July 2025**

**Deadline for agenda items: 30<sup>th</sup> June 2025**

The meeting dates were noted.

The meeting concluded at 7:20pm

*Distribution: Cllrs, A Goulden, D Brosnan, E Bromley, B Cousins, J Garvani, R Hardcastle, E Hyndes*

**Appendix 1 - Minute No. PLT/25.7.2 – comments on new planning applications**

<b>Application Validated</b>	<b>Deadline for comments</b>	<b>Address</b>	<b>Proposal</b>	<b>HTC Response</b>
Mon 12 May 2025	Fri 27 Jun 2025	74 Broadgate Lane Horsforth Leeds	Roof lantern, french doors and stairs to rear extension; replacement windows to front and rear	Horsforth Town Council neither supports nor objects to this application.
Mon 12 May 2025	Fri 27 Jun 2025	22 Brodrick Drive Horsforth Leeds	Garage conversion to habitable room space and window replacing garge door	Horsforth Town Council neither supports nor objects to this application.
Wed 21 May 2025	Sun 15 Jun 2025	2 Brownberrie Avenue Horsforth Leeds LS18 5PN	Removal of garage and gates to side; erection of two storey and single story side extension; outbuilding to rear; replacement of front bay window with new window; removal of front entrance door to create open porch area	Horsforth Town Council neither supports nor objects to this application.
Fri 23 May 2025	Wed 25 Jun 2025	19 Victoria Mount Horsforth Leeds LS18 4PU	Demolition of existing garage; single storey extension to side and rear.	Horsforth Town Council neither supports nor objects to this application.
Wed 28 May 2025	Fri 18 Jul 2025	27 Jackman Drive Horsforth Leeds LS18 4HS	Demolition of existing garage; single storey rear extension; conversion of loft to form habitable rooms; dormer window to rear; new garage to rear; replacement of ground floor side window with larger window	Horsforth Town Council neither supports nor objects to this application.
Fri 16 May 2025	Fri 27 Jun 2025	St James Church Low Lane Horsforth Leeds LS18 5QW	Installation of Solar Panels to the South Nave and South Aisle pitched roofs	Horsforth Town Council neither supports nor objects to this application.
Mon 19 May 2025	Fri 27 Jun 2025	25 Hopwood Bank Horsforth Leeds LS18 5AW	Removal of existing roof lights and erection of dormer windows to front and rear.	Horsforth Town Council neither supports nor objects to this application.
Mon 02 Jun 2025	Fri 27 Jun 2025	95 Springfield Mount Horsforth LS18 5QD	Part single storey part two storey extension to side and rear	Horsforth Town Council neither supports nor objects to this application.



## **Local Plan Working Group Terms of Reference**

### **Remit**

The Local Plan Working Group is established to support the Town Councils review of the Leeds Local Plan. Its primary role is to consider relevant policies, proposals, and stages of the Local Plan process and to provide informed recommendations to the Planning, Licensing and Transport (PL&T) Committee.

### **Responsibilities**

1. Review and consider the content and implications of the Leeds Local Plan.
2. Assess the policies, objectives, and potential development sites proposed within the Plan.
3. Formulate and agree recommendations to the PL&T Committee regarding any formal comments or responses to consultations related to the Local Plan.
4. Maintain awareness of the Neighbourhood Plan and any other applicable local or national planning policies and documents that may provide context or guidance during the review of the Leeds Local Plan.
5. Monitor and engage with future stages of the Local Plan process, including any subsequent public consultations.
6. Operate in accordance with the agreed Working Group Protocol.
7. Act in an advisory capacity only; the Working Group does not hold decision-making powers regarding expenditure or any other binding commitments.

### **Membership**

Open to all members of the Council.

Non-members may be co-opted but shall have no voting rights.

Membership shall be reviewed annually at the Annual Meeting of the Town Council.

At least one member of the Planning, Licensing & Traffic Committee and Neighbourhood Plan Working Group shall be on the working group.

The lead of the Working Group shall be appointed at the first meeting of the Working Group after the Annual Meeting of the Town Council.

### **Conduct of business**

Business of the Working Group shall be conducted in accordance with the Working group Protocol and Standing Orders.

### **Meetings**

- a. To be called as and when required.
- b. Meetings will be called by the lead or by 2 members of the group.
- c. Where possible, 3 clear days' notice of a meeting will be given but meetings may be convened at shorter notice.
- d. The group lead or the members calling the meeting will issue an agenda to members of the group by email. Where possible, the agenda will be issued 3 clear days before a meeting but may be issued at shorter notice if the meeting is convened at less than 3 clear days' notice.
- e. Members of the group may request the lead to call a meeting. If, within 7 days of a request to call a meeting, the lead does not call a meeting a meeting may be called by the Proper Officer on receipt of a request from 2 members of the group.

- f. A minute taker will be appointed by the group at the start of every meeting. Minutes will be taken at each meeting and reviewed for accuracy at the following meeting.
- g. Minutes of the group will be submitted to PL&T for information.
- h. At least 3 members of the group must be present at any meeting in order for it to proceed.
- i. Members who are unable to attend a meeting are asked to give their apologies with reasons to both the lead and to the Clerk.
- j. Guests may be invited to the meetings but will be unable to vote on any matter.

#### Reporting

The Working group will report to Planning, Licensing and Traffic Committee/Full Council.

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Adopted: 17<sup>th</sup> July 2025





## 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

### Community and Environment Committee Meeting Minutes

Thursday 5<sup>th</sup> June 2025 at 7pm

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

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

M. Fletcher, F. Gains, C. Gillinder, E. Hyndes, T Stones

**In attendance:** B. Crabtree - Clerk, a representative from The Mathieson Group and a Trustee from Friends of Horsforth Hall Park.

#### **CE/25.1 Introduction from Chair**

Cllr Dowling welcomed all to the meeting in Cllrs Cousins absence.

#### **CE/25.2 To accept apologies and the reason for absence**

Apologies were received from Cllr Cousins, Cllr Richards, Cllr Wishart and reasons were approved.

#### **CE/25.3 Declaration of Disclosable Pecuniary and other Interests**

Cllr Gillinder declared an interest in item CE/25.14.2.

#### **CE/25.4 To consider questions and comments from members of the public at the Chairman's discretion**

A representative from The Mathieson Group attended the meeting to present a project aimed at renovating some buildings in Hall Park. The proposed project includes creating a café, public toilets, and a community space. Background information was shared about both the group and the buildings involved, along with a summary of progress made to date.

The group has been collaborating with Leeds City Council (LCC), local schools, and Horsforth Climate Action. They are now preparing to conduct a feasibility study as the next step in the process. Plans are also underway to launch a public campaign, which will include the creation of a website. The representative welcomed the support of the Town Council as the project moves forward.

Councillors responded positively to the presentation, agreeing that the proposed facilities would bring benefits to the community and enhance the amenities within Hall Park. They expressed interest in the results of the upcoming feasibility study and look forward to identifying ways in which the Town Council can offer support.

#### **CE/25.5 To approve the minutes of the Community and Environment Committee meeting held on 6<sup>th</sup> March 2025 and the Extraordinary meeting held on 13<sup>th</sup> May 2025.**

**Resolved** to approve the minutes of the meeting held on 6<sup>th</sup> March 2025 and the Extraordinary meeting held on 13<sup>th</sup> May 2025. as a true and accurate record.

#### **CE/25.6 Grant/Sponsorship**

##### **25.6.1 To receive feedback from previous applications/sponsorship.**

No feedback to note.

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

**Resolved** to approve a grant of £500 to The Grove Methodist Church towards installing a new roof.

## **CE/25.7 The Heart of Horsforth Awards Scheme**

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

The Clerk reported that the deadline for nominations is September, and she continues to advertise the scheme.

## **CE/25.8 Events**

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

#### **25.8.1 Annual Event**

It was noted that the Green Festival will take place on 21st September, and the Town Council will have a stall at the event. The Clerk reported that Mayors for Peace has agreed to provide two saplings, which are planned to be planted as part of the festival activities.

#### **25.8.2 Remembrance Service**

This working group was disbanded by Full Council on 29<sup>th</sup> May 2025.

#### **25.8.3 Christmas Event**

It was noted that a meeting is due to be held on 17<sup>th</sup> June 2025 to start planning this year's event.

## **CE/25.9 Editorial Working Group**

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

It was noted that the upcoming meeting has been cancelled, as the February issue of Horsforth Matters was delayed in publication. As a result, there will be one fewer issue produced in 2025. The next meeting is scheduled to take place in September.

## **CE/25.10 Council of Sanctuary Working Group**

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

Cllr Fletcher provided an update on the recent VE Day event. It was noted that volunteers from the Horsforth Town of Sanctuary Working Group supported the event by assisting with marshalling duties. Following a review of the event, it was suggested that in future, it may be more effective for these volunteers to assist with event setup and preparations earlier in the day, due to logistical challenges in providing food for them in the evening.

At the meeting held the night prior, it was noted that the Action Plan requires updating, with a review of the listed actions to ensure they accurately reflect the priorities and objectives the Town Council wishes to deliver.

The Clerk was asked to review the criteria for achieving Town of Sanctuary status and consider how the Council might begin to work towards meeting these requirements.

It was **resolved** that draft minutes of the Council of Sanctuary Working Group meetings will be submitted to Full Council in future, to ensure a coordinated and collective approach to this work.

It was further agreed to make an enquiry with YLCA to identify other Town Councils currently in the process of becoming a Town of Sanctuary, with a view to seeking advice and best practices.

Lastly, it was agreed to invite representatives from Horsforth Town of Sanctuary to attend the next Full Council meeting to raise awareness of the Town of Sanctuary initiative and to share insights into the experiences of those residing in the local hotel.

## **CE/25.11 Floral displays and Jubilee Garden**

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

The Clerk reported that the floral displays will be installed week commencing 9<sup>th</sup> June 2025 and will arrange for the new stickers to be placed on the hanging baskets.

#### **25.11 To receive an update about the meeting with stakeholders regarding the Biodiversity Policy and floral display**

Cllr Gains reported that she and Cllr Bromley have met with representatives from Horsforth in Bloom and Horsforth Climate Action to share ideas. Suggestions to date include:

- Creating more impactful floral displays at eye level
- Asking Leeds City Council (LCC) about the sustainability of the current hanging baskets and their relevant policy
- Developing larger planters while reducing the overall number of hanging baskets
- Working with the Horsforth Town Team to engage with local traders

Further information will be presented at the next Committee meeting.

It was also noted that the Town Council will have opportunities to explore these ideas further at upcoming events, including through resident consultation at the Green Festival and via an article in Horsforth Matters.

Cllrs expressed their thanks to Cllr Gains and Cllr Bromley for their hard work.

#### **CE/25.12 Litter**

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

##### **25.12.1 To consider and agree the arrangements for the Litter Picks in October**

**Resolved** to carry out litter picks throughout October, with one event taking place in each ward every weekend. Cllr Gillinder agreed to liaise with Horsforth Litter Pickers to coordinate it. The Clerk reported that a local healthcare group has expressed interest in supporting community initiatives, and Cllr Gains agreed to contact them regarding involvement in the litter picks. Additionally, it was agreed to explore collaboration with local businesses and to promote the initiative via social media and an article in Horsforth Matters, inviting companies to volunteer in community litter-picking days.

#### **CE/25.13 To consider matters requested by Councillors/Clerk and agree any necessary action:**

##### **25.13.1 To receive an update about the community actions stated in the Neighbourhood Plan.**

Cllr Gains provided an update on actions related to the Community & Environment Committee. It was noted that while a number of actions have been completed, there are still some gaps that the Town Council needs to be mindful of when considering grant applications and making committee decisions. These actions will continue to be monitored on an ongoing basis to ensure progress and alignment with the Council's objectives.

##### **25.13.2 To consider and arrange the inspection of assets**

**Resolved** that the Clerk will circulate the current list of Council assets to all councillors and request that, when out and about, they check the condition of these assets and report any issues or updates back to the Clerk.

##### **25.13.3 To consider and agree the arrangements for the Breeze event**

**Resolved** that the Town Council will have a stall at the event and will prepare a simple questionnaire to gather suggestions from families and young people about what they would like to see at No. 3 The Green.

#### **CE/25.14 To consider correspondence received and agree any necessary action:**

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

**Resolved** that the TC supports the campaign.

##### **25.14.2 To consider correspondence received from The Mathieson Group.**

See Item CE/25.4.

#### **CE/25.15 Items for future agenda**

- Community Actions

#### **CE/25.16 Matters for information**

It was noted that Leeds City Council (LCC) has now provided the dates and performers for the upcoming band concerts. These details will be published shortly.

An email from a resident was received, raising concerns about bins being left on pavements, creating accessibility issues for wheelchair and pram users. The resident asked whether something similar to the Inner North West Public Space Protection Order—which requires residents to put their bins away—could be implemented in Horsforth. It was noted that the Town Council has limited powers and is not able to implement such a measure. However, it was agreed that the matter will be forwarded to the LCC Ward Councillors for their consideration and investigation.

Additionally, it was noted that MP Katie White had contacted the Town Council requesting support in identifying individuals and organisations within the community who deserve recognition for their contributions. Cllr Dowling agreed to complete the nomination form and to invite fellow councillors to submit their suggestions to him.

#### **CE/25.17 Date of the next Meeting**

**Next meeting of the Committee: 4<sup>th</sup> September 2025**

**Deadline for agenda items: 25<sup>th</sup> August 2025**

The meeting dates were noted.

Meeting closed at 8.30pm.

*Distribution: B Cousins, S Dowling, M Fletcher, F Gains, C Gillinder,  
E Hyndes, E Richards, T Stones, A Wishart*

DRAFT

Period 01.04.2025 to 30.04.2025

[illegible]

Period 01.04.2025 to 30.04.2025

[illegible]

Horsforth Town Council  
Cash Book  
Year ended 31 March 2026

Period 01.05.2025 to 31.05.2025

Bank Payments																		
Payment Date	Invoice Date	Supplier	Details	Unity Current Account	VM Deposit Account	Lloyds	Vat	Creditors	Comm & Environ'mt	Planning Lic & Traffic	Salaries	Office	Training	Election	Premises	Designated Funds	Restricted Funds	Powers
01.05.2025		Brought Forward		14,595.12			931.77	565.12	86.96	83.33	5,368.00	2,339.35			662.75	4,557.84		
01.05.2025	24.04.2025	Tomato Energy	Electric - 3&5 The Green	30.51			1.45								29.06	Utilities and services		
01.05.2025	24.04.2025	Tomato Energy	Electric - 3&5 The Green	230.96			11								219.96	Utilities and services		
08.05.2025	01.05.2025	Positive Energy	Gas - Stables	13.51			0.64								12.87	Utilities and services		
13.05.2025	01.05.2025	Leeds City Council	Business rates	661.00											661	Utilities and services		
13.05.2025		Transfer to Lloyds	£100															
13.05.2025	30.04.2025	Public Access Defib	Defib parts	325								325	Defib Maintenance					
13.05.2025	30.04.2025	National Medicaid	Annual Event - First	220					220	Annual Event								
14.05.2025	08.05.2025	The Hummingbirds	Annual Event - Performance	225					225	Annual Event								
14.05.2025	09.05.2025	Account-Ant	Internal Audit	612			102					510	Audit, Acc and DP					
14.05.2025	12.05.2025	Stroke Association	Annual Event - Performance	175					175	Annual Event								
14.05.2025	08.06.2025	R. Crabtree	Annual Event - Gas	77.5			3.69		73.81	Annual Event								
14.05.2025	09.05.2025	RBL	Wreath	55					55	Annual Event								
14.05.2025	13.05.2025	Leeds City Council	License of Alterations	2440											2,440.00	NO.3		
14.05.2025	12.05.2025	Directions Planning	NDP Training	300			50						250	Clr training				
16.05.2025	19.05.2025	Tomato Energy	Electric -The Stables	19.77			0.94								18.83	Utilities and services		
16.05.2025		Lloyds																
07.04.2025	08.04.2025	Giff Gaff	Office/Telephones	6			1.00					5.00	Telephone					
20.04.2025	21.04.2025	Giff Gaff	Office/Telephones	6			1.00					5.00	Telephone					
02.05.2025		Lloyds	Credit card fee	3									3	Bank charge				
02.05.2025		Lloyds	Credit card fee	3									3	Bank charge				
01.05.2025	17.04.2025	Aire Valley Gas	Annual Event - Gas canister	48.99			2.33		46.66	Annual Event								
19.05.2025	19.05.2025	Zen	Broadband	48			8					40	Telephone and broadband					
20.05.2025	23.05.2025	Commerce Business Solutions	Printing charges	69.76			11.63					58.13	Stationary & Printing					
22.05.2025	22.04.2025	Complete Computers	IT Support	129.89			21.65					108.24	IT support					
22.05.2025	31.05.2025	Salary costs	Salary	1134.76							1134.76		Salaries					
22.05.2025	31.05.2025	Salary costs	Salary	2629.57							2629.57		Salaries					
22.05.2025	31.05.2025	Salary costs	Pension	1116.04							1116.04		Salaries					
27.05.2025	27.05.2025	Zen	Telephone	23.74			3.96					19.78	Telephone and Broadband					
28.05.2025	30.04.2025	PWLB	Loan	4905.18											4905.18	Sundry Expenditure		
31.05.2025	30.04.2025	Unity	Service Charge	8.85								8.85	Bank charges					
		Carried Forward		30,113.15		0.00	1,151.06	565.12	882.43	83.33	10,248.37	3,425.35	250.00	0.00	6,509.65	6,997.84	0.00	

Check total

Total Expenditure 2025-2026(for budget page)

Cash book payments (for rec)

30,113.15

Period 01.05.2025 to 31.05.2025

Bank Receipts																
Payment Date	Invoice Date	Supplier	Details	Unity Current Account	VM Deposit Account	Lloyds	Vat	Debtors	Other	Precept	Comm & Environ'mt	Grant Income	Designated Funds	Office	Buildings	Staff Training
01.05.2025		Balances brought forward		364,270.24	89,941.71				5,433.43	152,367.00						
22.05.2025		Virgin Money	Bank interest		176.83				176.83							
22.05.2025		Virgin Money			45.00				45.00							
13.05.2025		Unity	Transfer			100.00										
		Carried Forward		364,270.24	90,163.54	100.00	0.00	0.00	5,655.26	152,367.00	0.00	0.00	0.00	0.00	0.00	0.00

Check total

Total Income 2025-2026(for budget page)

Cash book receipts (for rec)

454,433.78

Cash book balances (agrees to bank rec)

424,320.63

334,157.09

90,163.54

Total Income 2025-2026 (for budget page)

Total Expenditure 2025-2026(for budget page)

Agreed to Budget

158,022.26

28,396.97

129,625.29

Horsforth Town Council  
Bank Reconciliation as at 31.05.2025  
Prepared by Becky Crabtree 12.06.2025

At next y/end  
S / L term

Balance per bank statements as at 31.05.2025

Current Account	Virgin Money (per stmt 31.05.2025)	90,163.54	Short term
	Unity Trust Bank (per Stmt 31.05.2025)	244,678.18	Short term
	Nationwide Building Society (Per stmt 31.03.2025)	89,378.91	Short term
	Lloyds (per stmt 31.04.2025)	100.00	Short term
Term deposit accounts			

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424,320.63

Add uncredited receipts

0.00

Less unpresented cheques

0.00

0.00

Net Balances as at 31.05.2025

424,320.63

Cash book

Opening balances as at 01.05.2024

439,616.83

Add cash book receipts

221.83

Less cash book payments

15,518.03

Closing cash book balance as at 31.05.2025

424,320.63

Difference

0.00

Horsforth Town Council  
Annual Budget and Expenditure 2025-2026  
Updated 12.06.2025

		Annual Budget		Income & Expenditure		Budget Remaining	
		2025-2026		As At 31.05.2025		As At 31.05.2025	
		£	£	£	£	£	£
<b>INCOME</b>							
	Precept	152,367		152,367		0	
	Council Tax Support Grant	5,249		5,249		0	
	Bank Interest Received	2,500		361			
	Donations						
	CIL						
	Other			45			
	<b>Premises</b>						
	Museum rent	1				0	
	Grants	5,000				0	
	Donations	10,000				0	
<b>TOTAL INCOME</b>			<b>175,117</b>		<b>158,022</b>		<b>0</b>
<b>EXPENDITURE</b>							
	<b>Community &amp; Environment</b>						
	Grants & Sponsorship	4,000				4,000	
	Award Scheme	250				250	
	Civic Service	100				100	
	Horsforth Gala	100				100	
	Remembrance Service	1,100				1,100	
	Annual Town Meeting	0				0	
	Horsforth Matters	1,000				1,000	
	Band Concerts	1,100				1,100	
	Annual Event	1,500		882		618	
	Christmas Motifs, Lights & Trees	18,000				18,000	
	Christmas Switch On Event	4,500				4,500	
	HTC baskets and planters - inc watering	10,000				10,000	
	Garden Maintenance	1,000				1,000	
			<b>42,650</b>		<b>882</b>		<b>41,768</b>
	<b>Planning, Licensing &amp; Traffic</b>		<b>500</b>		<b>83</b>		<b>417</b>
	<b>Salaries</b>						
	Office Staff	74,000		10,248		63,752	
	Premises Staff	7,500				7,500	
	Recruitment	100				100	
			<b>81,600</b>		<b>10,248</b>		<b>71,352</b>
	<b>Office</b>						
	Office Equipment & Photocopier Lease	400		54		346	
	IT Support	1,400		108		1,292	
	Stationery & Printing	900		58		842	
	Postage	25				25	
	Telephone and Broadband	1,000		130		870	
	Subscriptions	2,800		2,216		584	
	Audit, Accounts & Data Protection	2,000		510		1,490	
	Miscellaneous	500				500	
	Bank Charges	200		24		176	
	Chairman's Allowance	100				100	
	Meeting Expenses & Refreshments	50				50	
	Room Hire	250				250	
	Legal & Professional Fees	2,500				2,500	
	Email and website	850				850	
	Clock Maintenance	500				500	
	Defibrillator Maintenance	2,000		325		1,675	
	Combined Insurance	2,500				2,500	
			<b>17,975</b>		<b>3,425</b>		<b>14,550</b>
	<b>Training</b>						
	Staff Training	500				500	
	Councillor Training	1,000		250		750	
			<b>1,500</b>		<b>250</b>		<b>1,250</b>
	<b>Election</b>		<b>12,500</b>		<b>0</b>		<b>12,500</b>
	<b>Premises</b>						
	Utilities and Services	15,100		1,604		13,496	
	Cleaning and caretaking	2,500				2,500	
	Maintenance and Statutory Checks	13,150				13,150	
	Sundry Expenditure	19,561		4,905		14,656	
			<b>50,311</b>		<b>6,510</b>		<b>43,801</b>
<b>TOTAL EXPENDITURE</b>			<b>207,036</b>		<b>21,399</b>		<b>185,637</b>
<b>SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE</b>			<b>-31,919</b>		<b>136,623</b>		

Transferred £1000 from HM to Festive Lights

Horsforth Town Council  
Annual Budget and Expenditure 2025-2026  
Designated Funds

As At 31.05.2025			
		£	£
<b>DESIGNATED FUNDS</b>			
<b>NEIGHBOURHOOD PLAN</b>			
	Balance B/F 01.05.2025	<b>3,143</b>	
	Income		



	Expenditure		
	Transfer of funds		
	Balance C/F 31.05.2025		3,143
3 & 5 THE GREEN - REFURBISHMENT			
	Balance B/F 01.05.2025	42,770	
	Income		
	Expenditure	6,998	
	Transfer of funds		
	Balance C/F 31.05.2025		35,772
THE MUSUEM			
	Balance B/F 01.05.2025	4,155	
	Income		
	Expenditure		
	Transfer of funds		
	Balance C/F 31.05.2025		4,155
No.3 PHASE 2 RENOVATION			
	Balance B/F 01.05.2025	80,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.05.2025		80,000
CONTINGENCY FOR PREMISES REPAIRS			
	Balance B/F 01.05.2025	5,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.05.2025		5,000
3 & 5 THE GREEN - PRE-ACQUISITION COSTS			
	Balance B/F 01.05.2025	1,166	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.05.2025		1,166
TOTAL DESIGNATED FUNDS C/F			
			129,236
RESTRICTED FUNDS			
COMMUNITY INFRASTRUCTURE LEVY			
	Balance B/F 01.05.2025	56,290	
	Income		
	Expenditure		
	Transfer of funds		
	Balance C/F 31.05.2025		56,290
3 & 5 THE GREEN - PWLB			
	Balance B/F 01.05.2025	89,899	
	Income (Loan)		
	Expenditure (repayment)		
	Transfer of funds		
	Balance C/F 31.05.2025		89,899
TOTAL RESTRICTED FUNDS C/F			
			146,189

RECONCILIATION TO CASH BOOK

CHECK TOTAL

General income less expenditure	136,623
Designated Income	0
Designated expenditure	-6,998
Restricted fund income	0
Restricted fund expenditure	0
CASH BOOK TOTAL	129,625

CASH BOOK TOTAL 2025-2026	129,625.29
(CB Receipts less payments - per cash book)	

Difference	0
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**Horsforth Town Council**  
**Remaining General Funds at 31.05.2025**

	£	£	£
<b>Bank Balances per reconciliation as at 31.05.2025</b>			
<b>Virgin Money</b>		<b>90,163.54</b>	
<b>Unity Trust Bank</b>		<b>244,678.18</b>	
<b>Nationwide Building Society (Per stmt 31.03.2025)</b>		<b>89,378.91</b>	
<b>Lloyds</b>		<b>100.00</b>	
			<b>424,321</b>
 <b>Unspent General Budgets</b>			
Community & Environment	41,768		
Planning, Licensing & Traffic	417		
Salaries	71,352		
Office	14,550		
Training	1,250		
Election	12,500		
Premises	43,801		
		<b>185,637</b>	
 <b>Unspent Designated Fund Balances</b>			
Neighbourhood Plan	3,143		
3&5 The Green Renovation	35,772		
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>129,236</b>	
 <b>Unspent Restricted Fund</b>			
<b>CIL</b>	56,290		
<b>3&amp;5 The Green - PWLB</b>	89,899		
		<b>146,189</b>	
 <b>Unspent Funds</b>			<b>461,062</b>
 <b>Remaining General Funds</b>			<b>-36,742</b>



**Horsforth Town Council**

The Stables  
2 Church Road  
Horsforth  
LS18 5LG

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

**Schedule of Payments for the Full Council meeting**  
**Meeting being held on 3<sup>rd</sup> July 2025**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Comments</b>
Salaries	Staff salary costs – July 2025	TBC	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – July 2025	TBC	To note as previously approved by virtue of the employment contract.
Tom Willoughby	No.3 The Green – Interim payment 2	£56,136.70	To note as previously approved by virtue of the contract.
Business Stream	Water – The Stables	£231.99	

**Payments received**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>
The Museum	Payment for electric at No.5	£238.91
The Museum	Payment for electric at No.5	£232.44
HMRC	VAT Claim	£8335.54



## Committee Membership 2025-2026

Committee	Finance & General Purposes	Planning, Licensing & Traffic	Community & Environment	Staffing & Employment Committee (must inc Chair or Vice-Chair of Council)
<b>Chair</b>	<b>Cllr G Garvani</b>	<b>Cllr Goulden</b>	<b>Cllr Cousins</b>	<b>Cllr J Garvani</b>
<b>Vice Chair</b>	<b>Cllr Dowling</b>	<b>Cllr Brosnan</b>	<b>Cllr Dowling</b>	<b>Cllr Gains</b>
1	Cllr Fletcher	Cllr Bromley	Cllr Fletcher	Cllr Dowling
2	Cllr J Garvani	Cllr Cousins	Cllr Gains	Cllr G Garvani
3	Cllr Hardcastle	Cllr J Garvani	Cllr Gillinder	Cllr Gillinder
4	Cllr Jones	Cllr Hardcastle	Cllr Hyndes	Cllr Hardcastle
5	Cllr Stones	Cllr Hyndes	Cllr Richards	
6			Cllr Stones	
7			Cllr Wishart	

## Working Group Membership 2025-2026

Working Group	Editorial Working Group	Neighbourhood Plan Working Group	Premises Development group	Community Infrastructure Levy Advisory Group	Council of Sanctuary	Annual Event	Christmas Event
1	Cllr Fletcher	Cllr Brosnan	Cllr Brosnan	Cllr Bromley	Cllr Brosnan	Cllr Bromley	Cllr Bromley
2	Cllr G Garvani	Cllr Gains	Cllr Dowling	Cllr Dowling	Cllr Fletcher	Cllr Brosnan	Cllr Brosnan
3	Cllr Gomersall	Cllr Goulden	Cllr J Garvani	Cllr Gains	Cllr G Garvani	Cllr Fletcher	Cllr Fletcher
4	Cllr Wishart	Cllr Hardcastle	Cllr Goulden	Cllr Hardcastle	Cllr Gillinder	Cllr Gillinder	Cllr Gillinder
5		Cllr Wishart	Cllr Hardcastle		Cllr Hyndes	Cllr Hyndes	Cllr Gomersall
6			Cllr Stones			Cllr Wishart	Cllr Hyndes
7							Cllr Richards
8			<b>Co-opted</b>				Cllr Tumalan
9			Jude Arbuckle				

## External Group Representatives 2025-2026

Young People's Champion	Dementia Champion	YLCA branch representatives	Horsforth Fairtrade Steering Group	Leeds Bradford Airport Consultative Committee	MHA Horsforth	Horsforth Climate Action	Peace Champion
Cllr Cousins	Cllr Fletcher	Cllr J Garvani	Cllr Jones	Cllr Jones	Cllr Bromley	Cllr Gillinder	Cllr Hyndes
		Cllr G Garvani					

## **Dementia Report - July 2025**

A number of successful events took place in Horsforth as part of the national Dementia Action Week (19<sup>th</sup> – 25<sup>th</sup> May).

Once again we had a visit from the Dementia Bus, which aims to give people a taste of how the world is perceived by those living with dementia. The bus attracted about 60-70 participants, including some Leeds City Council employees, members of a general practice team and members of the fire service. Some people who have already been diagnosed with dementia also took part. Many people who went on the bus found it a disconcerting experience, but there was an opportunity for participants to give feedback and a debriefing afterwards and refreshments were also available.

Additionally there were some dementia information sessions at Right at Home and Methodist Homes for the Aged (MHA), a live music event, a show and tell by Carol Shaw from Dementia Friendly Horsforth (DFH), and a very enjoyable quiz night at the Old King's Arms, with a raffle which raised £167 for DFH towards hosting future events.

The Age Without Limits event held at Leeds City Museum on June 11<sup>th</sup>, and organised by Leeds Older People's Forum, was attended by some members of DFH. The event aimed to challenge negative stereotypes about aging and promote a more positive view of growing older.

The M&S Archive provided a memory box for an event held on 2<sup>nd</sup> July. This consisted of a selection of items ranging from the 1930s to the 1980s taken from the archive, which provided plenty of memory and conversation prompts for the people with dementia and their carers who attended. It is hoped that this event can be repeated in the future and also that a trip to the archive itself can be arranged, which is situated at the University of Leeds and contains 75,000 items.

There will be a tea dance taking place at the re-opened library ballroom on Tuesday 23<sup>rd</sup> September from 10am to 1pm. Cllr Ray Jones has generously given £500 of MICE money towards this. More details of the event itself (e.g. live music) will be confirmed nearer the time.

## **Horsforth Climate Action Report**

Following on from Horsforth Climate Action receiving The Heart of Horsforth Environmental Award, a well deserved recognition of their work in our community, they have continued with ongoing and new initiatives.

These include: (list not exclusive)

- Monthly Repair Café
- Community Composting, the latest community site being on Drury Field
- Mapping of Public Green spaces where nature is being helped
- Bioblitz Horsforth – finding and recording the different plants and animals
- Wildflower Planting
- HCA Saturdays – eg: Gardening, Eco-threads, Tech recycling, Sustainable travel, Apple Day

Affiliated group The Community Garden Project in Hall Park is flourishing due to the support of a dedicated group of volunteers, which has recently included men seeking asylum who are staying in a local hotel. The community garden has hosted many young people, from local schools and other organisations, who have learnt more about growing food and local nature.

Walk to School Week in May, a project involving local primary schools which included pollution monitoring, tree measuring and identifying and recording plants.

Biodiversity and planting conversations have been had with town and city councillors to work together on sustainability issues for Horsforth.

An open community meeting to discuss a nature recovery plan was organised on 10<sup>th</sup> July by HCA in conjunction with Leeds Trinity University. More information and outcomes from this to follow.

A Green Festival has been organised which will take place in Horsforth Hall Park On Sunday September 21<sup>st</sup>, 11.30 -3.30. Horsforth Town Council will have a stall at this event.

## **Funding**

Funding for all this, the part time hub worker, awareness raising, and the many projects undertaken have come from Climate Action Leeds, a lottery funded 5 year project, which ends on 30<sup>th</sup> September '25.

HCA are unsure where future funding might come from so are carefully considering viable ways to continue their work.