



Horsforth Town Council

The Stables,
2 Church Road,
Horsforth
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Full Council Meeting

Thursday 20th November 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*



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Meeting of the Council - Minutes Thursday 25th September 2025 at 7.00pm

Broadfields

Simon Dowling
Eddie Hyndes
Ray Jones

Brownberrie

Emmie Bromley
Dawn Collins
Alan Radford

Hall Park

Richard Hardcastle
Tracy Stones
Julio Tumalan

Victoria

Mark Fletcher
Gill Garvani
Emily Richards

Woodside

Francesca Gains

In attendance: Becky Crabtree – Clerk, two representatives from Horsforth Town of Sanctuary

HTC/25.34 Introduction from Chair

Cllr G Garvani welcomed all to the meeting.

HTC/25.35 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr Goulden, Cllr Wishart, Cllr Gillinder, Cllr Brosnan, Cllr Gomersall, Cllr Cousins, Cllr Martin, Cllr J Garvani and reasons were approved.

HTC/25.36 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/25.37 Public Participation

No members of public were present.

HTC/25.38 Police report

25.38.1 To note and consider the latest crime statistics for Horsforth

No statistics to note.

25.38.2 To consider any other policing matters

No policing matters to consider.

HTC/25.39 To welcome a representative from Horsforth Town of Sanctuary to provide an update

Two representatives from Horsforth Town of Sanctuary (HToS) attended the meeting to provide further information about their work and to offer insight into the lives of people seeking asylum in the UK. HToS originated from a small church-led project established to support refugees from Ukraine. The initiative began before any refugees had actually arrived. When a local hotel was later used to house asylum seekers in 2022, volunteers visited to see how they could help.

Support initially focused on signposting to services, English language practice, and providing clothing for the men seeking sanctuary. The group then worked with Horsforth Churches Together to appeal for donations.

When demand exceeded resources, HToS partnered with the Horsforth Chaplaincy Centre, which successfully sought grant funding and appointed a refugee worker.

Today, HToS involves a number of organisations, including local churches and Leeds Trinity University, all of whom share a commitment to upholding the dignity of every person and fostering a community that is safe, welcoming, and kind.

Key activities include:

- Raising awareness in schools.
- Applying for grant funding, though not all applications are successful.
- Organising monthly football matches.
- Coordinating clothing donations.
- Supporting volunteering opportunities.

It was noted that those asylum seekers who engage in volunteering and English learning activities tend to do best at the hotel. Although the men are very capable and motivated, opportunities are often limited. HToS therefore works continually to create opportunities for involvement, including local volunteering roles.

HToS's aim is to help people move forward with their lives.

A man currently seeking sanctuary also spoke to the council, sharing his personal experience. He explained that he arrived five months ago and initially struggled with the language, but with the support of volunteers, he has made great progress. In addition to English practice, he has benefited from events and countryside trips organised by HToS. He has also taken part in local volunteering, including painting and cleaning at The Grove and at the Community Café, which has helped him connect with local people.

He expressed his gratitude to the volunteers, HToS, the British government, and the British people for their kindness and hospitality.

Cllr Collins thanked the representatives for attending and for sharing their experiences.

HTC/25.40 To approve the minutes of the Full Council meeting held on 17th July 2025

Resolved to approve the minutes of the Full Council meeting held on 17th July 2025 as an accurate record.

HTC/25.41 To receive an update and note previous minutes for the following committees.

25.41.1 Finance and General Purposes

The minutes were noted.

- To consider a recommendation to approve a quote for an integrated bookings and accounts software package**

Resolved to approve the quote of £1878 in the first year and £1080 a year going forward for both bookings and accounts package due to the other software not being integrated.

25.41.2 Planning, Licensing and Traffic

The minutes were noted.

25.41.3 Community and Environment

The minutes were noted.

25.41.4 Staffing and Employment

The minutes were noted.

HTC/25.42 Financial Matters.

25.42.1 To consider and approve the financial report to 30th August 2025 as recommended by the F&GP Committee

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/42.1 as prejudicial to the public interest.

Cllr Dowling provided a further information about the financial report, this was noted.

The meeting opened to members of the public.

Resolved to approve the financial report to 30th August 2025 as recommended by the F&GP Committee. See appendix 1.

25.42.2 To approve the Schedule of Payments and Income

Resolved to approve the schedule of payments and income.

25.42.3 To note the conclusion of the External Audit for the financial year ending 31st March 2025

The conclusion of the External Audit for the financial year ending 31st March 2025 was noted.

25.42.4 To receive an update on the recent public consultation for the proposed loan, receive an update on the loan process, and agree any necessary actions.

Cllr Dowling reported that the consultation ended in August 2025 and the results were 70% in favour. An application was submitted to the Secretary of State and they have responded this week with further queries which require the TC to make a further resolution at a meeting. It was agreed to hold an extraordinary meeting on 2nd October 2025.

HTC/25.43 Organisation Matters

25.43.1 To consider and agree to adopt the IT Policy.

Resolved to adopt the IT Policy

25.43.2 To review the Action Plan.

The Action Plan was reviewed and approved.

HTC/25.44 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:

25.44.1 To receive an update from the Premises Development Working Group including:

Cllr Dowling reported that TW were scheduled to complete Phase 1 on 26th September, which coincides with the expiry of the current works in progress but there are some snagging items that remain outstanding.

Enquiries have been made regarding Phase 2, including obtaining quotes for the works.

The Working Group has received a report from the VAT consultant and will be meeting with them shortly to seek further clarification and guidance.

Several factors influence the building's opening date, which is currently unknown. In the meantime, the Clerk is making preparations, including obtaining quotes for equipment and seeking advice on statutory requirements for running the facility.

The building's name still needs to be agreed. The WG has decided to engage with residents at the end of the year, with a vote to take place at the Christmas event, online, and via other suitable means. Councillors were asked to send their suggestions to the Clerk.

The museum lease remains ongoing.

It was noted that the TC had received £3000 from Horsforth Civic Society as a contribution towards the screens.

i. To consider and agree to have a committee instead of a working group to manage the TC premises

Resolved to agree to make the Premises Working Group a Committee to commence in January and a Terms of Reference will be included on the next agenda.

25.44.2 To consider and agree a recommendation to approve a quote for a workshop session to review the Neighbourhood Plan Policies

Resolved to defer the PL&T Committee.

HTC/25.45 Reports from external organisations

To consider reports and any action required in relation to:

25.45.1 Dementia Friendly

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

The ballroom reopening event being co-hosted by Leeds City Council, Home Instead, Dementia Friendly Horsforth (DFH) and MHA Communities Horsforth was held at the library on Tuesday 23rd September. The event included entertainment, a raffle, various stalls and refreshments.

DFH is looking into whether to sponsor some events to raise money for Calverlands. They are also looking to spread more awareness of how dementia can affect young people. Carol Shaw from DFH will be hosting a quiz to celebrate seven years of Young Dementia Hub.

25.45.2 Horsforth Fairtrade

No update.

25.45.3 Young People's Champion

No update.

25.45.4 Horsforth Climate action

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

HCA have been focusing on the Green Festival on September 21st. At the time of writing this report, the Festival has yet to happen, but we are delighted with the connections with the local community

and businesses this has brought and hope to build on that. We will be reviewing the Green Festival in early October. Thank you to HTC for their support and involvement in the event.

Funding from Climate Action Leeds, a lottery funded 5 year project, ends on 30th September '25. However, HCA is determined to continue.

Currently a constituted group, we have our own bank account, but overall funds and the employment of the hub worker have been managed by our Local Employing Organisation – St Margaret's Church. Our Formal relationship with St Margaret's will come to an end on 30th September. All remaining funds have been transferred.

We withdrew our initial application to the charities Commission, due to the need to adjust and refocus, post our relationship with Climate Action Leeds. The intention is to reapply when things are more settled.

Due to an underspend on the hub worker role (we were without a hubworker for a period of time), HCA have offered Jenny Morgan, current hubworker, an extension of 3 months, on a freelance basis.

There is have additional underspend and money has been taken as donations, so the bank balance remains healthy for now, but will not support an ongoing contract for a paid hub worker. For the time being we will be concentrating on activities that are financially sustainable and/or looking at raising funds for specific projects.

We have been reviewing our activities, to make things more sustainable and within capacity, with the aim of growing organically and in response to the community. We are currently discussing our focus and constitution, aiming to concentrate on the local – engaging and enabling people to act locally and within their agency. Specific areas of focus are likely to include:

Monthly Repair Café – This is mostly self-sustaining, with some support for venue hire and management of funds. The RC will definitely continue and we are delighted they wish to remain under our umbrella.

Nature group and Nature Recovery Plan – Work will definitely continue and further research and development under is discussion.

Clothes Swap This is still to really take off but working in association with Old Kings Arms and Leeds Women's Aid, we are hoping to make this a success.

Raising awareness – through occasional, but not monthly, HCA Saturdays. Climate conversation events (like the nature recovery one), engagement in local events – Farmers market / Christmas events / Walk of Art - etc.

Working with member groups and building relationships – shared training, events and projects. We have worked closely with Friends of Horsforth Hall Park on the Green Festival and have close links with Friends of Hunger Hills Park and Horsforth in Bloom. We also regularly invite Horsforth Town of Sanctuary to take part in our events.

Building on relationships built with businesses – how this will happen is to be determined, but we would like to build on links that have been built via the Green Festival and other activities.

Work with Schools and Walk to School Week. We would like to build on relationships with schools but we have not yet determined how or if we have capacity. We would need to raise funds to repeat Walk to School Week.

Energy - HCA is also keen to develop things around energy and have some interest, but this will be developed when capacity allows

These activities will also continue:

- 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

Please note that the continuation and development of all of the above is yet to be formally agreed. It will also depend on the continued involvement of willing volunteers and a need to recruit more volunteers, including to strengthen the Steering group.

Cllr Bromley reported that the Green Festival was a well attended event and HCA are currently debriefing the event as they plan to do it again next year so will at ways to improve it. They are happy to discuss this with the TC.

25.45.5 MHA Communities

No update.

25.45.6 Peace Champion

Cllr Hyndes reported that as part of the Green Festival on 21st September, two saplings from two survivor trees from Hiroshima including a Hibaku Ginkgo were planted in the Japanese Garden. The planting marked the United Nations International Day of Peace that was also that day.

They were joined by Richard Outram, Secretary for the UK and Ireland Mayors for Peace Chapter, who addressed those gathered before the tree planting commenced and provided a plaque.

HTC/25.46 Council Surgery

Cllr Fletcher and Cllr Jones agreed to attend the next council surgery on 20th November 2025.

HTC/25.47 Items for future agenda

- Staffing and Employment Committee Membership
- Budget

HTC/25.48 Date of next meeting

Resolved that the next Full Council meeting is to be held on 20th November 2025 and the deadline for agenda items is 10th November 2025.

The meeting closed at 7.50pm.

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

Appendix 1 – Schedule of Payments

Schedule of Payments for the Full Council meeting Meeting being held on 25th September 2025

Payee	Details	Amount	Comments
Salaries	Staff salary costs – September 2025	£4429.21	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – September 2025	£1348.79	To note as previously approved by virtue of the employment contract.
HMRC	Tax & NI – Qtr 2	£4213.67	
Tom Willoughby	No.3 The Green – Interim payment 3	£63,917.10	To note as previously approved by virtue of the contract.
T & B Bookkeeping	Payroll fees	£122.50	

Payments received

Payee	Details	Amount
Leeds City Council	CIL	£137.91



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Extraordinary Meeting of the Council - Minutes Thursday 2nd October 2025 at 7.00pm

Broadfields

Simon Dowling
Eddie Hyndes
Ray Jones
John Garvani

Brownberrie

Alan Radford

Hall Park

Tracy Stones

Victoria

Mark Fletcher
Gill Garvani

Woodside

Aiden Goulden

In attendance: None

Agreed - that in absence of the Clerk Cllr Dowling would take the minutes

HTC/25.49 Introduction from Chair

Cllr G Garvani welcomed all to the meeting.

HTC/25.50 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr Brosnan, Cllr Hardcastle, Cllr Gains, Cllr Gomersall, Cllr Heaviside, Cllr Gillinder, Cllr Richards, Cllr Wishart and Cllr Tumalan reasons were approved.

HTC/25.51 Declaration of Disclosable Pecuniary and other Interests

None declared

HTC/25.52 Public Participation

No members of public were present.

HTC/25.53 Financial Matters.

25.53.1 To confirm previous resolution agreed on 17th July 2025 to seek authority from the Secretary of State for Levelling Up, Housing and Communities to borrow £200,000 from the Public Works Loan Board for a borrowing term of 40 years for the purpose of completing both Phase 1 and Phase 2 of the renovation No. 3 The Green, including the provision of fixtures and fittings, in order to ensure the building is fully completed, equipped, and open for community use. The loan will be annuity based at a fixed rate of interest of 6.18% and annual loan repayments will be in the region of £13,954.20.

Additionally, to consider and agree to increase the council tax precept for the purpose of the loan repayments by 3.8% minimum for financial year 2026/2027 and 2027/2028 which is equivalent of an additional £0.77 per band D household per year using the current financial years taxbase.

Resolved to reaffirm the previous resolution agreed at the meeting held on 17th July 2025 to seek authority from the Secretary of State for Levelling Up, Housing and Communities to borrow £200,000 from the Public Works Loan Board for a borrowing term of 40 years for the purpose of completing both Phase 1 and Phase 2 of the renovation No. 3 The Green, including the provision of fixtures and fittings, in order to ensure the building is fully completed, equipped, and open for

community use. The loan will be annuity based at a fixed rate of interest of 6.18% and annual loan repayments will be in the region of £13,954.20.

Additionally, it was **resolved** to increase the council tax precept for the purpose of the loan repayments by 3.8% minimum for financial year 2026/2027 and 2027/2028 which is equivalent of an additional £0.77 per band D household per year using the current financial years taxbase. It was noted that the figures for the agreed precept increase were based on the 2025/2026 precept figures and may vary for financial years 2026/27 and 2027/28

Resolved to give delegated powers to the Clerk in communication with the Chair and Vice Chair of council that if the Secretary of State gives approval of the loan to go ahead and apply to draw down the loan money.

Resolved to allocate any underspend from the premises budget to designated funds, to enable extra payments on the loan every 5–10 years.

25.53.2 To consider and approve the quotes received for the Christmas Light Switch On.

Resolved to approve the quotes for the Remembrance Service stage at £363.90, for awards at £114, and for the stage, PA, and generator for the Christmas event at £1900 and to waive the requirement to seek three quotes.

HTC/25.54 Date of next meeting

Members are asked to note the date of the next meeting: 20th November 2025

Deadline for agenda items: 10th November 2025

The date of the next meeting was noted.

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



Horsforth Town Council

The Stables
2 Church Road
Horsforth
Leeds
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

Finance and General Purposes Committee Minutes Meeting held on Thursday 6th November 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, T Stones

In attendance: B. Crabtree – Clerk

FGP/25.23 Introduction from the Chair

Cllr G Garvani welcomed all to the meeting.

FGP/25.24 To consider apologies and the reason for absence

All members were present.

FGP/25.25 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/25.26 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

FGP/25.27 To confirm and accept the minutes of the Finance and General Purposes meeting held on 11th September 2025

Resolved to approve the minutes of the Finance and General Purposes meeting held on 11th September 2025 as a true and accurate record.

FGP/25.28 Financial Matters

25.28.1 To consider recommending that the Council approves the accounts and cash book entries to 31st October 2025 and agree any necessary action.

The financial reports to 31st October 2025 were considered, and Councillors reviewed the 2025/2026 budget.

Resolved to recommend that Full Council approves the financial reports to 31st October 2025 and the proposed amendments to the 2025/2026 budget.

The Clerk reported that Phase 1 payments have been allocated to the relevant budget headings, including the Phase 2 Designated Fund. Any further payments will be allocated to 3 & 5 The Green Refurbishment as an overspend. Councillors noted and agreed this.

25.28.2 To consider and approve the schedule of payments.

Resolved to approved the schedule of payments. See Appendix 1.

25.28.3 To note that the Clerk is preparing the draft budget for 2026-2027 shortly and to make any recommendations

Noted and Cllrs were asked to send the Clerk recommendations via email.

25.28.4 To receive an update about the loan application

The Clerk reported that the Secretary of State had requested further information. She has now responded and asked for an estimated timeframe for when a decision is expected to be made.

25.28.5 To consider and agree quotes from the Christmas Light Switch On event

The cost of the event was considered and it was noted a total of £2,050 has been confirmed in sponsorship. Following a review of the budget (see item CE/25.81.1), Councillors **resolved** to adjust the budget allocation for the Christmas Lights event to £3,042.

It was further agreed to approve a quote of £400 towards Storm in a Teacup.

It was agreed that any additional expenditure for the Christmas Lights event must be approved by either Full Council or the Community & Environment Committee. Unless further sponsorship is secured, no additional quotes are to be approved, and the event must remain within the allocated budget, inclusive of the sponsorship income.

FGP/25.29 3&5 The Green

To receive an update and agree any necessary action including:

25.29.1 To receive an update about No.3 The Green

Cllr J. Garvani provided the following update:

- Works are nearly complete, with minor snagging outstanding.
- The front door has been installed and external doors painted.
- A key lock has been added to the museum side door for security, with a spare key in a break-glass unit. Further security measures such as door alarms and CCTV will be considered.
- Lights have been repositioned higher, and a gate is being installed on the stairwell to restrict access.
- A decal will be added to the internal glass window for safety.
- The lift emergency call has a signal delay; the Clerk will add signage with user instructions.
- Repointing of the lower front level will proceed as urgent work (£1,200–£1,500).
- Phase 1 completion and final inspection are expected by 7th November 2025, with some minor works to follow.
- Cllr Dowling updated members on the meeting with the VAT consultant, noting that an apportionment exercise is to be carried out to determine what the Town Council can do going forward. This was discussed.
- The Working Group has shortlisted building names for public voting at Christmas.
- The Banking Hub met with the Clerk and Councillors to discuss temporary premises; this was discussed and agreed that the matter will be reviewed by the Premises Committee, and the Clerk will investigate further.
- Phase 2 will be considered once the loan decision is received.

25.29.2 To receive an update about the Museum

It was noted that the Clerk and Cllr J. Garvani are due to meet with Museum representatives to discuss the works and the lease, and to provide an update. It was agreed that they will also enquire about the Banking Hub during this meeting.

FGP/25.30 Matters for information

No further matters.

FGP/25.31 Items for future agenda

- Budget

FGP/25.32 Date of the next meeting

Resolved that the next meeting will be held on 8th January 2026 and the deadline for agenda items is 29th December 2025

The meeting closed at 8.21pm.

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

Appendix 1

Schedule of Payments for the Finance and General Purposes Committee meeting Meeting being held on 6th November 2025

Payee	Details	Amount	Comments
Salaries	Staff salary costs – October 2025	£3874.70	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – October 2025	£1154.83	To note as previously approved by virtue of the employment contract.
Aire Valley Trees	Christmas Trees	£950.00	Approved using delegated powers
Tom Willoughby	No. 3 The Green - Interim Payment 5	£65,687.39	
Horsforth in Bloom	Jubilee Garden	£240.00	
Expert Fire Solutions	Fire equipment	£804.75	
Royal British Legion	Wreaths	£61.00	
Medicaid	First Aid – Events	£684.00	
Vision ICT	SLL certificate	£50.00	



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

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Planning, Licensing & Traffic Committee Minutes
Thursday 16th October 2025 at 7pm
Horsforth Museum, 5 The Green, Horsforth, Leeds LS18 5JB

Present: In Chair – Chair Cllr A Goulden

Cllrs J Garvani and A Radford. Cllr G Garvani substitute for E Hyndes.

In attendance: Administration Assistant Steph White.

PLT/25.58 To receive apologies for absence and to consider the reason for the absence

Apologies received from Cllrs D Brosnan, E Bromley, B Cousins, R Hardcastle and E Hyndes.

PLT/25.59 Declaration of Disclosable Pecuniary and other Interests

None declared.

PLT/25.60 To consider questions and comments from members of the public at the Chairman's discretion.

No members of the public were in attendance.

PLT/25.61 Minutes of the previous meetings

Resolved to approve the minutes of the meeting held on Thursday 18th September 2025.

PLT/25.62 Leeds City Council Planning Decisions

The planning decisions were noted.

PLT/25.63 New Planning Applications

63.1 To note the planning applications received since the meeting held on 18th September 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.

63.2 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/25.64 Planning Appeals & Planning Appeal Decisions

There were no planning appeals to note.

PLT/25.65 Planning Enforcement

Planning enforcements were noted.

PLT/25.66 Licensing Applications

The licensing applications were noted.

PLT/25.67 Traffic

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

67.1 Complaints

To discuss the complaint received regarding displaced parking on Hall Lane and surrounding areas after the introduction of parking charges at Fink Hill car park.

Cllr J Garvani contacted the resident in capacity of City Councillor. It was agreed that Horsforth Town Council will write to Leeds City Council to express concerns of cars mounting pavements in order to pass parked cars. Horsforth Town Council Office and Cllr A Goulden to liaise.

67.2 Traffic schemes

None to report.

67.3 Speed indicator device (SID) updates and any data

Horsforth Town Council office to follow up on temporary SID loan and training.

No update on SID.

PLT/25.68 Leeds Bradford Airport (LBA)

To consider the following:

68.1 Leeds Bradford Airport Consultative Committee

To update the committee on Leeds City Council's position on the decision on the public inquiries in relation to flights at Leeds Bradford Airport.

Leeds Bradford Airport are applying to alter existing planning conditions to a noise quota in November 2025.

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

No updates.

PLT/25.69 Neighbourhood Plan.

69.1 To consider any updates and agree any necessary action.

Discuss the workshop options to review our neighbourhood plan policies and their effectiveness.

Ian McKay is offering a free workshop for the Neighbourhood Plan. The office to confirm 23rd October and to invite the Neighbourhood plan working group.

69.2 To receive an update about the community actions and progress.

With regards to the community action investigating restrictions on betting and charity shops, and hairdressers, no mechanism currently exists and therefore it will not be possible to implement this as per the community action. However, with regards to the community action to extend Article 4 restriction on HMOs, Leeds City Council advised that it would be possible to do this if desired. The committee agreed to take no further action on this at this stage. It was agreed to update the community actions register to reflect findings.

PLT/25.70 Leeds City Council Core Strategy and Site Allocation Plan

No update.

PLT/25.71 To consider correspondence received and agree any necessary action

71.1 To discuss the Leeds City Council's cumulative impact assessment, aiming to protect four licensing objectives prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm.

It was decided that Horsforth Town Council would give no comment.

71.2 To discuss the consultation of renewal of the local development order permitting the development of a district heating network.

It was decided that Horsforth Town Council would give no comment.

71.3 To discuss reporting litter outside the Black Bull pub on Town Street.

It was decided that the office and Cllr A Goulden to draft a letter to the chair of LCC's licencing committee (Cllr James Gibson) to highlight the littering and issue of broken glass outside

71.4 To discuss works on a property (application number 25/00793/CLP) potentially taking place without appropriate permission.

It was agreed that Horsforth Town Council will contact the planning enforcement team to bring this to their attention.

PLT/25.72 Matters for information.

It was agreed to monitor Leeds Bradford Airport planning applications.

PLT/25.73 Items for future agenda

No agenda items were requested.

PLT/25.74 Date of the next meeting

Next meeting of the Committee: 13th November 2025

Deadline for agenda items: 3rd November 2025

The meeting dates were noted.

The meeting concluded at 7:55pm

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

Appendix 1 - Minute No. PLT/25.63.2 – comments on new planning applications

Reference	Application validated	Deadline for comments	Address	Proposal	HTC response
25/05677/FU	Tue 30 Sep 2025	Fri 24 Oct 2025	25 Brownberrie Drive Horsforth Leeds LS18 5PP	Demolition of a single storey element to the rear and construction of a single storey side and rear extension; porch to front; removal of a canopy post to front	Horsforth Town Council neither supports nor objects to this application.
25/05604/FU	Wed 24 Sep 2025	Wed 22 Oct 2025	118 Victoria Mount Horsforth Leeds LS18 4PZ	Demolition of existing garage; single storey rear extension	Horsforth Town Council neither supports nor objects to this application.
25/05552/FU	Mon 22 Sep 2025	Sat 18 Oct 2025	17 Hall Park Garth Horsforth Leeds LS18 5LT	Removal of porch to form single storey extension to front and side	Horsforth Town Council neither supports nor objects to this application.

25/05323/FU	Tue 16 Sep 2025	Fri 31 Oct 2025	15 Woodway Horsforth Leeds LS18 4HY	Dormer window to rear and rooflights to front	Horsforth Town Council neither supports nor objects to this application.
25/05609/FU	Tue 07 Oct 2025	Wed 29 Oct 2025	Station House Calverley Lane Horsforth Leeds LS13 1NP	Single storey side extension for use of existing cattery business	Horsforth Town Council neither supports nor objects to this application.
25/05826/FU/NW	Wed 08 Oct 2025	Fri 31 Oct 2025	27 Victoria Drive Horsforth Leeds LS18 4PN	Single storey rear extension; demolition of existing garage to the rear; new porch to front; window to side replacing door	Horsforth Town Council neither supports nor objects to this application.
25/05838/FU/NW	Thu 02 Oct 2025	Thu 30 Oct 2025	2 King Edward Avenue Horsforth Leeds LS18 4BD	Two storey side extension including canopy; new patio doors to rear; new rooflight to rear	Horsforth Town Council objects to this application due to the materials used in a conservation area. Going against policy BE1 of the Horsforth Neighbourhood Plan character areas, development and design.
25/05701/LI	Fri 03 Oct 2025	Fri 31 Oct 2025	155 Town Street Horsforth Leeds LS18 5BL	Listed building application for replacement and refurbished doors and windows to existing openings throughout	Horsforth Town Council neither supports nor objects to this application. However, the council would like to point out that the materials used should be in-keeping with the building status.
25/05782/FU	Wed 08 Oct 2025	Fri 21 Nov 2025	Burlington Newlay Wood Drive Horsforth LS18 4LL	Demolition of single storey rear extension; new steps and balustrade to rear; new windows to side at first floor and ground floor; new windows to front at first floor; new roof lights to front and rear; new door to utility and bifold doors at, ground floor	Horsforth Town Council neither supports nor objects to this application. However, the council would like to point out that the materials used should be in-keeping with the building status.



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

Schedule of Payments for the Full Council meeting
Meeting being held on 20th November 2025

Payee	Details	Amount	Comments
Salaries	Staff salary costs – November 2025	£3874.70	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – November 2025	£1154.83	To note as previously approved by virtue of the employment contract.
Leeds City Council	Christmas Lights	£16, 710.00	

Horsforth Town Council
Bank Reconciliation as at 31.10.2025
Prepared by Becky Crabtree 31.10.2025

At next y/end
S / L term

Balance per bank statements as at 31.10.2025

Current Account	Virgin Money (per stmt 31.07.2025)	90,502.90	Short term
	Unity Trust Bank (per Stmt 31.10.2025)	40,038.73	Short term
	Nationwide Building Society (Per stmt 22.09.2025)	1.00	Short term
	Lloyds (per stmt 01.07.2025)	100.00	Short term

Term deposit accounts

130,642.63

Add uncredited receipts

0.00

Less unrepresented cheques

0.00

0.00

Net Balances as at 31.10.2025

130,642.63

Cash book

Opening balances as at 01.04.2025

296,411.52

Add cash book receipts

194,170.27

Less cash book payments

359,939.16

Closing cash book balance as at 31.10.2025

130,642.63

Difference 0.00

PLEASE NOTE

Clerk contacted Lloyds bank and balance was £66.00 as at 8th October due to monthly charges incurred. Copy statements have been requested again and accounts will be updated once received with payments and updated balances.

Virgin Money mandate has been resent and we should have the statements shortly. The balance will have increased due to interest.

Horsforth Town Council
Annual Budget and Expenditure 2025-2026
Updated 31.10.2025

Updated 31.10.2025			Annual Budget		Income & Expenditure		Budget Remaining		
			2025-2026			As At 31.10.2025		As At 31.10.2025	
			£	£		£	£	£	£
INCOME									
	Precept		152,367			152,367		0	
	Council Tax Support Grant		5,249			5,249		0	
	Bank Interest Received		2,500			701			
	Donations					3,250			
	CIL								
	Other					516			
	Premises								
		Museum rent	1					0	
		Grants	5,000					0	
		Donations	10,000					0	
TOTAL INCOME				175,117		162,083		0	
EXPENDITURE									
	Community & Environment								
		Grants & Sponsorship	4,000			500		3,500	
		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			1,046		454	
		Christmas Motifs, Lights & Trees	18,000					18,000	
		Christmas Switch On Event	4,500					4,500	
		HTC baskets and planters - inc watering	10,000			7,952		2,048	
		Garden Maintenance	1,000			180		820	
				42,650			9,678		32,972
	Planning, Licensing & Traffic			500			83		417
	Salaries								
		Office Staff	74,000			44,119		29,881	
		Premises Staff	7,500					7,500	
		Recruitment	100					100	
				81,600			44,119		37,481
	Office								
		Office Equipment & Photocopier Lease	400			108		292	
		IT Support	1,400			649		751	
		Stationery & Printing	900			413		487	
		Postage	25			16		9	
		Telephone and Broadband	1,000			478		522	
		Subscriptions	2,800			2,412		388	
		Audit, Accounts & Data Protection	2,000			1,418		582	
		Miscellaneous	500			18		482	
		Bank Charges	200			92		108	
		Chairman's Allowance	100					100	
		Meeting Expenses & Refreshments	50					50	
		Room Hire	250			203		48	
		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			2,461		39	
				17,975			8,593		9,382
	Training								
		Staff Training	500			20		480	
		Councillor Training	1,000			260		740	
				1,500			280		1,220
	Election			12,500			0		12,500
	Premises								
		Utilities and Services	15,100			6,758		8,342	
		Cleaning and caretaking	2,500					2,500	
		Maintenance and Statutory Checks	13,150			75		13,075	
		Sundry Expenditure	19,561			4,905		14,656	
				50,311			11,738		38,573

TOTAL EXPENDITURE				207,036			74,492		132,544
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE				-31,919			87,591		

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

		As At 31.10.2025	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.10.2025	3,143	
	Income		
	Expenditure		
	Transfer of funds		
	Balance C/F 31.10.2025		3,143
3 & 5 THE GREEN - REFURBISHMENT			
	Balance B/F 01.10.2025	42,770	
	Income	10,000	
	Expenditure	52,770	
	Transfer of funds		
	Balance C/F 31.10.2025		0
THE MUSUEM			
	Balance B/F 01.10.2025	4,155	
	Income		
	Expenditure		
	Transfer of funds		
	Balance C/F 31.10.2025		4,155
No.3 PHASE 2 RENOVATION			
	Balance B/F 01.10.2025	80,000	
	Income	0	
	Expenditure	64,835	
	Transfer of funds	0	
	Balance C/F 31.10.2025		15,165
CONTINGENCY FOR PREMISES REPAIRS			
	Balance B/F 01.10.2025	5,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.10.2025		5,000
3 & 5 THE GREEN - PRE-ACQUISITION COSTS			
	Balance B/F 01.10.2025	1,166	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.10.2025		1,166
TOTAL DESIGNATED FUNDS C/F			
			28,629
RESTRICTED FUNDS			
COMMUNITY INFRASTRUCTURE LEVY			
	Balance B/F 01.10.2025	56,290	
	Income	138	
	Expenditure	49,178	
	Transfer of funds		
	Balance C/F 31.10.2025		7,250
3 & 5 THE GREEN - PWLB			
	Balance B/F 01.10.2025	89,899	
	Income (Loan)		
	Expenditure (repayment)	70,441	
	Transfer of funds		
	Balance C/F 31.10.2025		19,458
TOTAL RESTRICTED FUNDS C/F			
			26,708

amended this as need £7250 for footpath and bandstand

RECONCILIATION TO CASH BOOK**CHECK TOTAL**

General income less expenditure	87,591
Designated Income	10,000
Designated expenditure	-117,605
Restricted fund income	138
Restricted fund expenditure	-119,619
CASH BOOK TOTAL	-139,495

CASH BOOK TOTAL 2025-2026	-139,494.91
(CB Receipts less payments - per cash book)	

Difference	0
-------------------	----------

Horsforth Town Council
Remaining General Funds at 31.10.2025

	£	£	£
Bank Balances per reconciliation as at 31.10.2025			
Virgin Money		90,502.90	
Unity Trust Bank		40,038.73	
Nationwide Building Society (Per stmt 31.03.2025)		1.00	
Lloyds		100.00	
			130,643
 Unspent General Budgets			
Community & Environment	32,972		
Planning, Licensing & Traffic	417		
Salaries	37,481		
Office	9,382		
Training	1,220		
Election	12,500		
Premises	38,573		
		132,544	
 Unspent Designated Fund Balances			
Neighbourhood Plan	3,143		
3&5 The Green Renovation	0		
The Museum	4,155		
No.3 Phase 2 Renovation	15,165		
Contingency for repairs	5,000		
3&5 The Green - Pre-acquisition costs	1,166		
		28,629	
 Unspent Restricted Fund			
CIL	7,250		
3&5 The Green - PWLB	19,458		
		26,708	
 Unspent Funds			187,881
 Remaining General Funds			-57,239

Period 01.10.2025 to 31.10.2025

Period 01.10.2025 to 31.10.2025

Cash book balances (agrees to bank rec)	130,642.63	40,139.73	90,502.90
---	------------	-----------	-----------

Total Income 2025-2026 (for budget page)	172,220.88
Total Expenditure 2025-2026(for budget page)	311,715.79
Agreed to Budget	-139,494.91

Attendance Record 2025-26

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Councillor Attendance Record 2025/26		Bromley, Emmie	Brosnan, Dave	Collins, Dawn	Cousins, Becky	Dowling, Simon	Fletcher, Mark	Gains, Francesca	Garvani, Gill	Garvani, John	Gillinder, Cathy	Gomersall, Shiv	Goulden, Aiden	Hardcastle, Richard	Heaviside, Becky	Hyndes, Eddie	Jones, Raymond	Martin, Andrew	Alan Radford	Richards, Emily	Stones, Tracy	Tumalan, Julio	Wishart, Andrew	
2	HTC Meetings	Date	EB	DB	DC	BC	SD	MF	FG	GG	JG	CG	SG	AG	RH	BH	EH	RJ	AM	AR	ER	TS	JT	AW	Total
3	FULL	29.05.2025	1	1	OA	A	1	1	1	A	A	A	A	1	1	OA	1	1	OA		A	1	OA	1	11
4	COS	04.06.2025	X	A	X	X	X	1	X	A	X	1	X	X	X	X	1	X	X		X	X	X	X	3
5	CE	05.06.2025	X	X	X	A	1	1	1	X	X	1	X	X	X	X	1	X	X		A	1	X	A	6
6	PLT	12.06.2025	1	A	X	1	X	X	X	1	1	X	X	A	1	X	1	X	X		X	X	X	X	6
7	Christmas Event WG	17.06.2025	1	1	X	X	X	A	X	X	X	1	X	X	X	X	1	X	X		1	X	1	X	5
8	Premises WG	25.06.2025	X	A	X	X	1	X	X	X	1	X	X	1	1	X	X	X	X		X	OA	X	X	4
9	FGP	03.07.2025	X	X	X	X	1	1	X	1	1	X	X	X	1	X	X	1	X		X	A	X	X	6
10	PLT	10.07.2025	1	1	X	A	X	X	X	X	1	X	X	A	A	X	1	X	X		X	X	X	X	4
11	Council of Sanctuary	14.07.2025	X	1	X	X	X	1	X	1	X	A	X	X	X	X	1	X	X		X	X	X	X	4
12	Annual event WG	16.07.2025	A	1	X	X	X	1	X	X	X	1	X	X	X	X	1	X	X		X	X	X	A	4
13	FULL	17.07.2025	OA	1	1	OA	1	1	1	1	1	1	OA	1	1	A	1	1	OA	1	A	1	1	A	15
14	Local Plan	24.07.2025	X	1	X	X	1	X	1	X	A	X	X	1	X	X	X	A	X	X	X	X	X	X	4
15	PLT	14.08.2025	OA	1	X	A	X	X	X	1	1	X	X	A	A	X	1	X	X	OA	X	X	X	X	4
16	Council of Sanctuary	26.08.2025	X	A	X	X	X	1	X	1	X	1	X	X	X	X	1	X	X	X	X	X	X	X	4
17	Annual event WG	27.08.2025	A	1	X	X	X	1	X	X	X	1	X	X	X	X	1	X	X	X	X	X	X	1	5
18	CE	04.09.2025	X	X	X	A	A	1	A	1	1	1	X	1	X	X	1	1	X	X	OA	OA	X	A	7
19	Christmas Event WG	08.09.2025	A	1	x	x	x	A	x	x	x	1	1	x	x	x	1	x	x	x	1	x	1	x	5
20	EDITORIAL	08.09.2025	X	X	X	X	X	A	X	1	X	X	1	X	X	X	X	X	X	X	X	X	X	1	3
21	Neighbourhood Plan	10.09.2025	X	A	X	X	X	X	1	X	X	X	X	1	1	X	X	X	X	1	X	X	X	1	5
22	FGP	11.09.2025	X	X	X	X	1	A	X	1	A	X	X	1	1	X	X	1	X	X	X	A	X	1	6
23	SE	17.09.2025	X	X	X	X	1	1	A	1	1	A	X	X	1	X	X	X	X	X	X	X	X	X	5
24	PLT	18.09.2025	OA	A	X	A	X	X	X	X	A	X	X	1	A	X	1	1	X	1	X	X	X	X	4
25	Premises WG	22.09.2025	X	A	X	X	1	X	X	X	A	X	X	1	1	X	X	X	X	X	X	OA	X	X	3
26	Annual event WG	23.09.2025	1	A	X	X	X	1	X	X	X	A	X	X	X	X	1	X	X	X	X	X	X	1	3
27	FULL	25.09.2025	1	A	1	A	1	1	1	1	A	A	A	A	1	OA	1	1	A	1	1	1	1	A	13
28	FULL	02.10.2025	OA	A	OA	OA	1	1	A	1	1	A	A	1	A	A	1	1	OA	1	A	1	A	A	9
29	Christmas Event WG	06.10.2025	1	A	X	X	X	1	X	X	X	1	1	X	X	X	1	X	X	X	A	X	1	X	5
30	Annual event WG	14.10.2025	1	A	X	X	X	1	X	X	X	1	X	X	X	X	1	X	X	X	X	X	X	A	3
31	PLT	16.10.2025	A	A	X	A	X	X	X	1	1	X	X	1	A	X	A	X	X	1	X	X	X	X	4
32	Christmas Event WG	20.10.2025	A	A	X	X	X	1	X	X	X	1	A	X	X	X	1	X	X	X	A	X	1	X	4
33	Council of Sanctuary	27.10.2025	X	A	X	X	X	1	X	A	X	A	X	X	X	X	1	X	X	X	X	X	X	X	2
34	Premises WG	29.10.2025	X	A	X	X	1	X	X	X	1	X	X	A	1	X	X	X	X	X	X	OA	X	X	3
35	FGP	06.11.2025	X	X	X	X	1	1	X	1	1	X	X	X	1	X	X	1	X	X	X	1	X	X	7
36	Christmas Event WG	10.11.2025	A	A	X	X	1	1	X	X	X	1	1	X	X	X	1	X	X	X	A	X	1	X	6
37																									
38																									
39	Total attendance		8	10	2	1	14	20	6	14	12	13	4	11	12	0	23	9	0	6	3	6	7	6	
40	Total possible attendance		18	27	4	11	15	24	9	17	18	20	9	16	17	4	24	10	4	7	11	12	9	13	
41	Total reasons for absence accepted		6	17	0	8	1	4	3	3	6	7	4	5	5	2	1	1	1	0	7	2	1	7	
42	Total other absences		4	0	2	2	0	0	0	0	0	0	1	0	0	2	0	0	3	1	1	4	1	0	
43	% attendance and accepted absences		78%	100%	50%	82%	100%	100%	100%	100%	100%	100%	89%	100%	100%	50%	100%	100%	25%	86%	91%	67%	89%	100%	
44	% actual attendance record		44%	37%	50%	9%	93%	83%	67%	82%	67%	65%	44%	69%	71%	0%	96%	90%	0%	86%	27%	50%	78%	46%	
45																									
46	Key:																								
47	X - Not a member																								
48	1 - Present																								
49	A - Apologies received and reasons accepted																								
50	OA - Absent, no apologies/reason given within time																								
51	NA - Apologies/reason not accepted																								
52	C - Meeting cancelled																								
53	Not a councillor at time																								



Premises Committee

Terms of Reference

1. Membership

- 1.1. The Premises Committee shall consist of up to eight (8) members, including the Chair or Vice-Chair of the Council.
- 1.2. The allocation of members from different groups on the Council shall be as specified in Standing Orders
- 1.3. Membership should, where possible, reflect a balance of genders and the wider community
- 1.4. The Chair of the Committee shall be elected annually at the Annual Meeting of the Council and shall hold office until the next Annual Meeting of the Council.
- 1.5. The quorum of the Committee shall be three (3) members.

2. Purpose and Aims

To develop, implement, and oversee the Council's strategic and operational management of all premises under its responsibility, ensuring they are maintained to high standards, compliant with legislation, financially sustainable, and safe for all users.

3. Objectives

The Committee will:

- Oversee the management of all Council premises, including The Stables, No. 3 The Green, and No. 5 The Green, in accordance with relevant legislation, regulations, and best practice.
- Develop and recommend to Council policies relating to the management, maintenance, hiring, safety, and improvement of Council properties.
- Take operational decisions regarding premises staffing where delegated by Council.
- Ensure compliance with Health and Safety, Equality, and Safeguarding legislation.

4. Meetings

- 4.1. The Clerk shall call Committee meetings at least quarterly or as necessary.
- 4.2. A minute taker will be appointed by the committee at the start of every meeting in the absence of the Clerk
- 4.3. The Committee Chair may convene additional meetings where urgent business arises.
- 4.4. Meetings shall be held in a public place, with public notice given in accordance with Schedule 12, Paragraph 10 of the Local Government Act 1972.
- 4.5. Minutes of all meetings shall be recorded by the Clerk and submitted to Full Council for information.

5. Accountability

- 5.1. The Committee operates under delegated authority from Horsforth Town Council.
- 5.1. It may make decisions and expend funds only within the scope of these Terms of Reference and approved budgets.
- 5.1. Any recommendations outside its remit shall be referred to Full Council for consideration and approval.

6. Scope of Responsibilities

6.1 Premises Management

- Oversee the management, maintenance, and use of all Council premises and community spaces to ensure they are safe, well-maintained, and effectively utilized.
- Set and review hire charges annually.
- Oversee non-routine or exceptional booking enquiries, complaints, deposits, and payments that fall outside the Clerk's day-to-day responsibilities.

- Ensure appropriate procedures for opening, closing, and security are maintained.
- Ensure compliance with Health and Safety requirements and maintain relevant records.
- Ensure all premises and community spaces are fit for purpose, clean, secure, and welcoming.
- Liaise with the occupants of No. 5, oversee the management of the lease, and ensure all lease obligations and associated arrangements are properly maintained.

Operational Role of the Clerk (or designated officer):

The Clerk shall manage the day-to-day administration of Council premises and community spaces, including:

- Administration and bookings
- Financial management
- Maintenance and health and safety
- Policy and governance
- Liaison and communication
- Staff and volunteer management

Detailed operational responsibilities are set out in staff job descriptions.

7. Staffing Oversight

- 7.1. Recommend staffing requirements to Staffing and Employment Committee
- 7.2. Monitor staffing provision for Council premises.
- 7.3. Contribute to staff appraisals where appropriate.
- 7.4. Ensure staff receive suitable training and support.
- 7.5. Permanent staffing matters remain under the responsibility of the Staffing Committee.

8. Volunteers

- 8.1. Encourage, recruit, and support volunteers to assist with the running and upkeep of Council premises and community spaces.
- 8.2. Ensure volunteers operate within the Council's policies, including Health & Safety, Safeguarding, Equality, and Data Protection.
- 8.3. Provide appropriate guidance, training, and supervision for volunteers according to their roles.

9. Financial Management

- 9.1. Monitor all premises and community-space finances in accordance with Council Financial Regulations.
- 9.2. Prepare an annual budget for Full Council approval no later than December (draft by January).
- 9.3. Authorise expenditure within approved budgets; any variance must be referred to Full Council.
- 9.4. Expenditure outside approved budgets requires Full Council/ Finance and General Purposes Committee approval, except in emergencies where the Clerk, Chair of the committee and Chair of Town Council has delegated powers up to £4000.
- 9.5. Seek and manage grant funding for maintenance and improvement projects.

10. Maintenance and Health & Safety

- 10.1. Ensure regular servicing, inspections, and testing of equipment (e.g. PAT, fire alarms, boilers)
- 10.2. Retain servicing records and assist the Clerk with risk assessments and insurance reviews.
- 10.3. Plan and oversee repairs, decoration, and maintenance to ensure high standards.
- 10.4. Develop and implement an annual action plan for premises projects and improvements.

11. Delegated Powers

The Committee has delegated authority to:

- 11.1. Authorise maintenance, improvements, and general upkeep of Council properties and land within approved budgets.
- 11.2. Allow the Chair, Clerk, Committee Chair to take emergency action for public or staff safety
- 11.3. Submit proposals for maintenance and improvement funding to the Finance and General Purposes Committee no later than December each year.

- 11.4. Negotiate changes to existing lease agreements to ensure best terms for the Council while preserving original intent.
- 11.5. Negotiate long-term room hire agreements
- 11.6. Ensure all Council property activities comply with Health & Safety, Equality, and all relevant legislation.
- 11.7. Set and recommend hire costs, services, and fees for Council properties within the Council's approved budget and timelines
- 11.8. Consider capital projects and tenders jointly with the Finance and General Purposes Committee.
- 11.9. Issue press statements on property matters

12. Reporting and Review

- 12.1. Minutes and financial reports shall be submitted to Full Council for information or ratification.
- 12.2. The Committee shall review these Terms of Reference annually at the Annual Council Meeting.
- 12.3. The Committee shall conduct an annual review of policies, contracts, and budget recommendations to ensure compliance and effective governance.

Re-adopted:

Reviewed:

Next review date:



Committee Membership 2025-2026

Committee	Finance & General Purposes	Planning, Licensing & Traffic	Community & Environment	Staffing & Employment Committee (must inc Chair or Vice-Chair of Council)
Chair	Cllr G Garvani	Cllr Goulden	Cllr Cousins	Cllr J Garvani
Vice Chair	Cllr Dowling	Cllr Brosnan	Cllr Dowling	Cllr Gains
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 Radford	Cllr Stones	
7			Cllr Wishart	

Working Group Membership 2025-2026

Editorial Working Group	Neighbourhood Plan Working Group	Local Plan	Premises Development group
Cllr Fletcher	Cllr Brosnan	Cllr Brosnan	Cllr Brosnan
Cllr G Garvani	Cllr Gains	Cllr Dowling	Cllr Dowling
Cllr Gomersall	Cllr Goulden	Cllr Gains	Cllr J Garvani
Cllr Wishart	Cllr Hardcastle	Cllr J Garvani	Cllr Goulden
	Cllr Radford	Cllr Goulden	Cllr Hardcastle
	Cllr Wishart	Cllr Jones	Cllr Stones

Community Infrastructure Levy Advisory Group	Council of Sanctuary	Annual Event	Christmas Event
Cllr Bromley	Cllr Brosnan	Cllr Bromley	Cllr Bromley
Cllr Dowling	Cllr Fletcher	Cllr Brosnan	Cllr Brosnan
Cllr Gains	Cllr G Garvani	Cllr Fletcher	Cllr Fletcher
Cllr Hardcastle	Cllr Gillinder	Cllr Gillinder	Cllr Gillinder
	Cllr Hyndes	Cllr Hyndes	Cllr Gomersall
		Cllr Wishart	Cllr Hyndes
			Cllr Richards
			Cllr Tumalan

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 Dowling	Cllr Bromley	Cllr Gillinder	Cllr Hyndes
		Cllr G Garvani					

	2026								2027					
Day	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	Day
Mon		1			1			1		1	1			Mon
Tues		2			2			2		2	2			Tues
Wed		3	1		3			3		3	3			Wed
Thu		4 C&E	2		4 C&E	1		4		4	4 C&E	1		Thu
Fri	1	5	3		5	2		5	1 New Years Day	5	5	2		Fri
Sat	2	6 Farmers Market	4	1 Farmers Market	6	3 Farmers Market		5 Christmas Event	2	6	6	3	1	Sat
Sun	3	7	5	2	7	4	1	6	3	7	7	4	2	Sun
Mon	4 Bank Holiday	8	6	3	7	5	2	7	4	8	8	5	3 Bank Holiday	Mon
Tues	5	9	7	4	8	6	3	8	5	9	9	6	4	Tues
Wed	6	10	8	5	9	7	4	9	6	10	10	7	5	Wed
Thu	7 F&GP	11 PL&T	9 PL&T	6	10 PL&T	8 PL&T	5 PL&T	10	7	11 PL&T	11 PL&T	8 PL&T	6 PL&T	Thu
Fri	8	12	10	7	11	9	6	11	8	12	12	9	7	Fri
Sat	9	13	11	8	12	10	7 Farmers Market	12	9	13	13	10	8	Sat
Sun	10	14	12	9	13	11	8 Remembrance Day	13	10	14	14	11	9	Sun
Mon	11	15	13	10	14	12	9	14	11	15	15	12	10	Mon
Tues	12	16	14	11	15	13	10	15	12	16	16	13	11	Tues
Wed	13	17	15	12	16	14	11	16	13	17	17	14	12	Wed
Thu	14 PL&T	18	16 F&GP	13 PL&T	17 F&GP	15	12 F&GP	17	14 PL&T	18	18 F&GP	15	13 F&GP	Thu
Fri	15	19	17	14	18	16	13	18	15	19	19	16	14	Fri
Sat	16	20	18	15	19	17	14	19	16	20	20	17	15	Sat
Sun	17	21	19	16	20	18	15	20	17	21	21	18	16	Sun
Mon	18	22	20	17	21	19	16	21	18	22	22	19	17	Mon
Tues	19	23	21	18	22	20	17	22	19	23	23	20	18	Tues
Wed	20	24	22	19	23	21	18	23	20	24	24	21	19	Wed
Thu	21 AMTC	25	23 COUNCIL	20	24 COUNCIL	22	19 COUNCIL	24 Office closed	21 F&GP	25	25 COUNCIL	22	20 AMTC	Thu
Fri	22	26	24	21	25	23	20	25 Christmas Day	22	26	26 Good Friday	23	21	Fri
Sat	23	27	25	22	26	24	21	26 Boxing Day	23	27	27	24	22	Sat
Sun	24	28	26	23	27	25	22	27	24	28	28	25	23	Sun
Mon	25 Bank Holiday	29	27	24	28	26	23	28 Office closed	25		29 Easter Monday	26	24	Mon
Tues	26	30	28	25	29	27	24	29 Office closed	26		30	27	25	Tues
Wed	27		29	26	30	28	25	30 Office closed	27		31	28	26	Wed
Thu	28		30	27		29	26 C&E	31 New Years Eve	28			29 ATM	27	Thurs
Fri	29		31	28		30	27		29			30	28	Fri
Sat	30			29		31	28		30				29	Sat
Sun	31			30			29		31				30	Sun
Mon				31 Bank Holiday			30						31 Bank Holiday	Mon
Tues														Tues
Day	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	Day

Key
 AMTC - Annual Meeting of the Town Council
 ATM - Annual Town Meeting
 C&E - Community & Environment Committee
 F&GP - Finance & General Purposes Committee
 PL&T - Planning, Licensing & Traffic Committee
 S&E - Staffing and Employment Committee
 COUNCIL - Full Council

Farmers Market - The Town Council will have a stall on the dates stated.

All meetings start at 7pm, unless otherwise stated and a Councillor Surgery is held at 6.30pm before every Full Council meeting.

Annual Town Meeting

The Annual Town Meeting is an open meeting for all residents of Horsforth.

Whilst it is organised by the Town Council, the Annual Town Meeting is not a council meeting. The law says the meeting must be held between 1st March and 1st June.

Horsforth Climate Action Report October / November 2025

Green Festival

Report produced evaluating the success of the event. Copy of the report attached.

At our last Steering Group Meeting we voted unanimously to plan to run the event again next year.

Funding

We have been successful in a small funding bid as part of the University of Leeds' Participatory Research Fund. This is a joint funding project with Otley and Alwoodley, to carry out some community research to understand community attitudes to climate change through the development of a sustainable nature corridor. The corridor that has been identified runs from Hunger Hills, down past Horsforth School and Lee Lane East, Broadgate Lane (to hopefully include Broadgate Lane and St Mary's schools), St James' Church, onto Low Lane and end at Low Lane Rec.

The funding runs from now until July 2026 and includes money for a community researcher (Jenny Morgan), community engagement activities, and purchasing items for the development of the corridors.

The group is presenting at LCC CEAC on 11th November and have a meeting with Emmie Bromley about the work and funding on 19th November.

Activities

October / November Repair Café - Another two successful cafés with queues out of the door. Meeting planned in November to look at the increased demand and how to manage this.

HCA had a table at both events to talk about our upcoming work and raise the profile of HCA.

November Clothes Swap in conjunction with The Old Kings Arms - Successful event held on Saturday 8th November. We had 15 people coming to swap items and have now built up a good quality bank of clothing for people to swap. We have a good core of volunteers working at the swaps.

Plan to make these a regular event running at the same time as the Horsforth Farmer's Market to maximise footfall. Next swap planned for February.

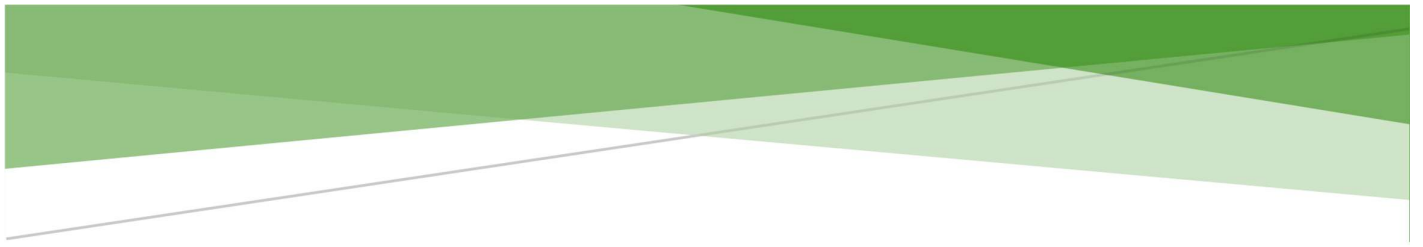
Have contacted the president of the SU at Leeds Trinity University and they are keen to invite us to help run a swap with them up at the Student Union.

Table at the Farmer's Market- We continue to have a craft / promotional table at the farmers market, promoting our activities and HCA in general.

Nature group - The group are integral to the work linked to the UofL funding. Also continuing with the nature recovery work.

Energy – First meeting of an energy group took place in October, working on plans for developing this further.

Work with Schools and Walk to School Week – We have contacted all the local primary schools about being involved in Walk to School Week 2026. Positive responses from 7 out of 8 schools. Plan to work with the schools to plan activities for the week. Possibility of linking in with the nature corridor work for the schools on the corridor. Additional funding will be needed to ensure a successful event.



GREEN FESTIVAL REPORT

Horsforth Climate Action

Contents

Overview	2
Attendance and Engagement	3
Activity stalls and food stalls	3
Diesel / Petrol Generators	5
Headdress Parade	6
Mindfulness activities in the Japanese Garden	6
Music and Bands	7
Spoken Word	8
Litter and impact on the park	8
Takeaways	9
Successes	9
Lessons learned	11
Articles	13
Appendices	14
Appendix 1	14

Overview

The first Horsforth Climate Action (HCA) Green Festival was organised to coincide with the end of three years of Lottery funding provided by Climate Action Leeds. The aims of the day were:

- To celebrate the achievements of HCA
- To promote HCA and raise awareness of the work we have done
- To demonstrate that we are a friendly, approachable, local organisation that people feel happy to engage with in the future
- To involve local businesses and organisations
- To reach as many people in the local community as possible
- To provide an opportunity to speak with, seek ideas and opinions from the local community on our future and to take the community with us on our journey
- To provide a green, free, accessible, fun filled family friendly day for all

The event was originally planned for Drury Fields but after conversations with Horsforth Town Council (HTC) and the Horsforth Town Team it was agreed that it would be held in Horsforth Hall Park.

The event took place on Sunday 21st September 2025 from 11:30am – 3:30pm. There were 3 music areas, a mindfulness activity in the Japanese Garden, Play Anywhere Play Carts for families with children, 5 food stalls, and over 40 groups, associations, produce and information stalls, which were predominantly local nature groups who provided information and activities for families to get involved in.

The event was a success, attracting local people from across Horsforth, some of whom had not previously engaged with HCA. Feedback for the event was overwhelmingly positive with many people asking if the event would be running again next year.



Attendance and Engagement

Activity stalls and food stalls

As the event was un-ticketed and open to all, it is hard to make an accurate count of how many people attended, but we would estimate somewhere between 1,500 – 2,000. This is based on the following feedback and observations.

The feedback from the stall holders and food producers was positive. The feedback sheets indicated that there had been approximately 1,814 visitors to the stalls and food outlets. These are not necessarily unique visits as people will have visited more than one stall. One stall holder noted that they had more than 500 visitors and other had more than 200 visitors.

The feedback noted that:

“I have done well on my sales”

“I was busy all day”

“I think it is the start of annual event! (if you aren't all too exhausted) A brilliant first Horsforth Green Festival. And even though you were putting on a whole event, organisers were still really helpful and welcoming, thank you!”

There were constant queues at most of the food stalls, and all but one of the stalls sold out.

There were also queues at some of the nature stalls that had activities for families to get involved in e.g. Owl pellet examination at Rodley Nature Reserve, Smoothie bike and Leeds Urban Harvests' juicing.

The Walk of Art activity stall was constantly busy, and the organisers used up all of the materials they brought with them. The Orchestra of objects and the Playful anywhere Play carts were busy all day with groups and families. When the festival finished it was hard to pack up the play carts as families were still playing with them, finishing off ball games and using up the bubble mixture.





Leeds Urban Harvest - Apple Juicing

The repair café carried out 15 repairs, and the bike fix repaired 18 bikes. The secure bike parking located next to the bike fix was in constant use all day.



Horsforth Repair Cafe Pop up



Pop Up Secure Bike Parking

Full listing and carbon data below:

Results Summary (All data from [Farnham Repair Café carbon calculator](#))

Emission saving (kg CO₂e):	-2792.6
Replacement product savings (kg CO ₂ e):	-3,371.70
Product displacement loss (kg CO ₂ e):	384.4
Repair Related emissions	194.7
Landfill & Recyclable saving (kg est.)	-326.3
Number of successful repairs	33

Types of Repairs

Bicycles	18
Tab/ Ph / Comps	1
Electricals	8
Mechanical	5
Cloth / Textiles	1
Furniture	0
Jewellery	0

The carbon saved is the equivalent of flying 17,028 miles.

Diesel / Petrol Generators

In addition to this, no diesel or petrol generators were permitted for power production at the festival. It is hard to estimate the carbon saving from this, but Table 1 below shows the estimation of fuels consumption and carbon footprints of diesel generators based on their size and efficiency.

Obviously, any savings would have to be calculated on the number of generators on site, their size, efficiency, and time running.

The other benefit from this was the lack of noise and smell by not allowing generators on site.

TABLE I. ESTIMATION OF FUEL CONSUMPTION AND CARBON FOOTPRINTS
FROM DIESEL GENERATORS

Rated Power of Diesel Generator (kW)	Efficiency of Diesel Generator	Fuel Consumption		Carbon Footprint in terms of CO ₂ Emissions	
		(liters/day)	(liters/kWh)	(kg/day)	(kg/kWh)
2.0	0.52	2.56	0.42	7.67	1.22
3.0	0.35	3.06	0.49	9.18	1.46
4.0	0.26	3.57	0.57	10.70	1.70
5.0	0.21	4.07	0.65	12.21	1.94

Ref: A. Q. Jakhrani, A. R. H. Rigit, A. -K. Othman, S. R. Samo and S. A. Kamboh,
"Estimation of carbon footprints from diesel generator emissions," *2012 International Conference on Green and Ubiquitous Technology*, Bandung, Indonesia, 2012, pp. 78-81,
doi: 10.1109/GUT.2012.6344193.

Headdress Parade

The headdress parade had over 20 people take part. Several workshops had also been run at two local businesses [Hoc Loco](#) and [stocked.](#) to create the headdresses, and it had been promoted in local schools and uniformed organisations. The headdresses were left in a central location by the bandstand in the park for the remainder of the festival after the parade, and were worn and played with by children throughout the day.

It is hoped that the headdresses can be reused / recycled in some way at a local lantern parade later in the year.



Mindfulness activities in the Japanese Garden

The organisation running the Yoga sessions made the sessions pre-bookable via their website. The first session was fully booked in advance of the event, the second session although not fully booked prior to the event ended up being oversubscribed.

Quote:

“Yoga in the Japanese garden, great music, friendly atmosphere”

The Sound Bath wasn't pre-bookable but was very well attended by both adults and families.

Quote:

“This was so thoroughly enjoyable. I especially loved the soft guitar complementing the gong / bowls” (Attendee)

“Loved it what a great spot and we were so lucky with the sunshine” (Attendee)

“We were observing this, and it looked so relaxing! Is this a regular venue as it was so nice seeing the gardens multi usage emanating a chilled vibe!”



22 attendees at the second sound bath

Both organisers reported that they had been really impressed with the event – location, attendance and interest in the facilities and sessions they had on offer.

“Thank you for having me. the weather stayed good for us and the feedback has been amazing.” (Organiser of Sound Bath)

Music and Bands

There were three music areas, one in the main bandstand at the centre of the festival, one located near some of the stalls at the outer perimeter of the festival and the Orchestra of Objects at the other side of the park.

Power for the outer stage was produced by Cycle Power [from Roadblock Sound System](#). Carbon neutral production again eliminating the need for diesel / petrol generation.

Audiences for the performances were constant with all performances having an audience and a positive response from those watching.

The groups involved were also impressed with the event:

“We loved being part of today, thank you for organising such a lovely event and thank you everyone for looking after the bands so well” (LS18 Rocks)

“It was a real pleasure to be involved. Hopefully we can do it again in future!” (Horsforth Music Centre)



LS18 Rocks



Choir from Horsforth Music Centre



Love Pop Choir

Spoken Word

Climate poetry created during a workshop held prior to the festival by [Brave Words](#) at [Horsforth School](#) was also recited by Key Stage 3 students from Horsforth School.

A candidate for Leeds Children's Mayor also took the opportunity to attend and share their Manifesto.

Litter and impact on the park

All stalls were asked not to bring single use plastic, and no diesel or petrol generators were allowed. Plastic and waste guidelines were also provided for all stall holders (see Appendix 1)

Recycling bins and general waste bins were located around the festival and volunteers were allocated litter picking slots.

All stalls were asked to take their rubbish home with them, and we had a composting facility for food waste provided by Plate2Plate composting.

So little litter was dropped that we didn't need the volunteer litter pickers. The recycling bins were used appropriately, and no litter picking was required at the end of the festival.

“Excellent waste management” (Feedback from one stall holder)

Car access to the park was kept to the minimum, the majority of people drove on for setup and take down, people were encouraged to park in the car parks and used trolleys to bring items onto the park. We didn’t receive any negative feedback from LCC parks after the event.

Takeaways

Successes

The event achieved its aims of being a great opportunity to celebrate the achievements of HCA. It proved to be a family friendly event with lots of free fun activities for people to get involved in.

We had success in involving local businesses, these included hosting events and workshops prior to the festival as well as inviting local businesses to have stalls and food outlets at the event.

It also built on existing relationships with local community groups, such as Friends of Horsforth Hall Park and Horsforth Town of Sanctuary. In addition, it helped to foster new relationships with groups with a similar outlook.

The event coincided with a celebration tree planting event hosted by the Town Council, which was a positive activity to support as part of the festival.



Tree planting by HTC

There were only 3 stalls selling goods, all of whom were local, and no tombolas. These types of stalls are regularly seen at community events in Horsforth the past, despite this

no negative comments were received, and their omission/ limitation did not appear to impact people's enjoyment.

The event was really well attended, and we reached people who hadn't been to other HCA events and may have been unaware of HCA and the work we do.

Comments included:

"Amazing event! Such a friendly atmosphere, and so many interesting stands and fun activities. Hope you do this again thank you!!"

"An excellent event. Great stalls, great choir"

"The sun shone, excellent community event"

"This was brilliant, thank you so much to HCA and everyone who must have spent a huge amount of time organising this"

"Thanks very much. Everyone I've spoken to has said what a lovely day it was and the 'vibe' (to use modern parlance!) was really community-focused and positive." (Local business owner)

"This is Horsforth at its best. Real people with real climate concerns that at the heart of it. HCA has put feelers out for all sorts of groups everyone has turned up real people with real concerns for the environment it's fantastic I've been here 70 years wonderful people wonderful atmosphere and real people"

"The sun is shining on the festival because it's so great. This is amazing this is the best thing we have ever had in Horsforth there have been financial things before where they want all your money This has brought everyone together and is the best thing."

"Aw it was just fantastic! I loved many elements - the endorsement of emerging talents and the up and coming environmental focuses such as the up cycle by sustainable fashion."

Completely free children's activities.....I loved how much of a mixture of art / music / play there was - curating culture with the wellbeing element, making full use of being in nature" (Local Town and City Councillor)

"I have been in Leeds a month now, I haven't been to see many places. Get to see new people and meet new people it has been very good and very nice" (Volunteer from Leeds Town of Sanctuary)

Lessons learned

- There is clear feedback that we would have benefited from providing some Portaloos.
- There was also a gap in food provision for hot drinks. The Cricket Club, located in the park, were serving hot drinks but seemed less popular as they weren't in the centre of the festival. We did have a possible drink supplier, but this was changed late in planning stage as they needed to concentrate on the other sessions they were providing. One stall did have a flask for hot drinks, but this did not seem as popular as a dedicated Coffee stall offering a variety of coffee drinks. We had identified a company that were able to provide a good variety of hot drinks using solar power, but it was too late to organise and we also had concerns about costs. If we do organise a bespoke hot drink provided we will need to think about the environmental implications of disposable cups and our single use plastic policy.
- Access and egress from the site is something that could be improved, despite a lot of hard work in organising this, it was hard to know how it would really work until we were in situ. Clearer signage and instructions are needed, including a sign to indicate stall holder / vendor entrance from the main ring road. Push to encourage people to use trolleys to bring things onto site and clearer indication of speed limit needed. More trolleys and additional volunteers would be needed to support this
- The location of the HCA marquee could be improved, and more time could be allowed for organising the HCA stall and creating signage for the stand
- Fund raising - opportunity missed to ask for donations for activities and events and for HCA
- Food stalls, three pieces of negative feedback were received about serving meat at the event, however one of the meat stalls had a nonstop queue and proved to be very popular. All of the food stalls met our sustainability criteria, and we did not market ourselves as a Vegan Festival. Need to discuss this further should another event be organised.
- Volunteers - although rotas and sign in sheets were provided, some volunteers were left "stuck" on activities, and the rota didn't run smoothly. Need to consider

how to organise this in the future, maybe a dedicated volunteer coordinator on the day.

- Despite constant promotion via various mediums, some people were not aware that the festival was taking place. Need to review this and look at additional ways of promoting the festival should it be repeated.
- The produce show was not that well engaged with. Work would need to be done on this should it be repeated.
- Headdress Parade wasn't as well attended as hoped, this will need further planning should it be repeated. However the workshops were a success and created engagement with businesses and with people who hadn't attended previous HCA events.
- Seating - it would be good to investigate costings for this should the event be repeated, some last-minute additions of "blankets and cushions from home" were well received as part of the Mindfulness area in the Japanese Garden and by the outer music stage.
- Noise pollution between stages, further investigation needed about this, although acts were alternated, it may be beneficially to look at additional methods to reduce this.
- To use our network of partners to identify other collaborators (performers, activities, food suppliers) that might be aligned to the values and priorities of the Green Festival. This was done on ad hoc basis for this event as the festival developed and was beneficial. To adopt a more coordinated approach should the event happen again.
- The HCA Chair spent a lot of time learning lessons from similar community events, both about what worked and could be improved. That gave our event a level of organisation and sophistication which many commented was not typical of a 'first-time' event. Pre-event engagement with other community organisers really paid off and was highly valuable.
- Leeds City Council failed to make the organisers aware that the weekly Children's Park Run was due to take place the morning of the festival. We had to contact the organisers before the event to make them aware and agree a solution to the scheduling clash.

- Weather was very fortunate for the event on this occasion. It would be good to think about alternative options in case of bad weather if a future event is held.

Articles

Further information about the festival can be found in the following online articles

[Yorkshire Evening Post](#)

[West Leeds Dispatch](#)

[HCA Blog post](#)

Appendices

Appendix 1

Plastic and Waste

All stall-holders are encouraged to operate with minimal waste.

- Please be prepared to minimise waste before arrival and on departure and on return to base
- Please take as much of your own waste away as possible
- Re-use, recycle or as a last resort dispose of waste appropriately.
- No single-use plastics
- Any 'Give-Aways' should be practical and not single use

Our main waste contractor will be Leeds City Council. Please follow L.C.C. guidelines for what can and cannot be recycled. See: <https://www.leeds.gov.uk/bins-and-recycling/your-bins/green-recycling-bin>

All bins or bags for different waste types will be clearly labelled as follows:

- Green Recycling Bin or Bag - recyclable products
- Black Bin or Clear Bag - general waste
- Food Caddy - food waste

Serve-ware: we want to be flexible with this difficult to recycle product and would ask that the No Single Use Plastics Rule is adhered to.