

# TODMORDEN TOWN COUNCIL

Item 5 – March 2026, Full Council

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## MINUTES OF TODMORDEN TOWN COUNCIL

Held at Todmorden Town Hall, Wednesday 18<sup>th</sup> February 2026 at 7.30pm

**Councillors present:** - Cllrs M Carrigan, T Hanley, S Press, S Martin, A H Greenwood, A Hollis, J Williams, K White, R Rea, P Taylor, L Thorpe and N Stocks.

**Officers:** Ms N Crewe (Town Clerk)

**Members of the Public:** 0

2025(FC)132	<p><b>1. Apologies for Absence - Decision required</b> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.</p> <p><i>Apologies were received from Cllrs D Skelton, B Jancovich, M Molteno, D Hancock, P Ripley and G Kent.</i></p> <p><b>Proposed</b> by Cllr P Taylor <span style="float: right;"><b>Seconded</b> by Cllr N Stocks</span> <i>Approved</i></p> <p><b>Resolved:</b> That the apologies of Cllrs D Skelton (Family Commitment), B Jancovich (Family Commitment), M Molteno (Work Commitments), D Hancock (Family Commitment), P Ripley (Health Reasons), G Kent (Health reasons) and their reasons for absence are accepted.</p>
2025(FC)133	<p><b>2. Declarations of Interests</b> To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p> <p><i>Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.</i></p> <p><i>Cllr L Thorpe and N Stocks declared a non-pecuniary interest in item 23c</i></p>
2025(FC)134	<p><b>3. Public Participation – Information only</b> To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting.</p> <p><i>Note: No resolutions can be under public participation</i></p>

	<i>No requests to speak from the public.</i>
2025(FC)135	<p><b>4. Exclusion of Press and Public - Public Bodies (admission to meetings act) 1960 - Decision required</b></p> <p>To consider and confirm any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p><b>Proposed</b> by Cllr L Thorpe <span style="float: right;"><b>Seconded</b> by Cllr R Rea</span>  <i>Approved</i></p> <p><b>Resolved:</b> <i>That Item 22 and 23 are taken as a private item in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</i></p>
2025(FC)136	<p><b>5. Minutes – Decision required</b></p> <p>To approve the minutes of the Town Council meeting held on 21<sup>st</sup> January 2026.</p> <p><b>Proposed</b> by Cllr T Hanley <span style="float: right;"><b>Seconded</b> by Cllr A H Greenwood</span>  <i>Approved</i></p> <p><b>Resolved:</b> <i>That the minutes of the Town Council meetings held on 21<sup>st</sup> January 2026 accepted as a true record and signed by the Chairman as such.</i></p>
2025(FC)137	<p><b>6. Committee Minutes – Information only</b></p> <p>To confirm the receipt of approved/draft committee minutes previously circulated and to receive them.</p> <p style="padding-left: 40px;">6a     Development Committee – 4<sup>th</sup> February 2026 (Draft)  6b     Resources Committee – 11<sup>th</sup> February 2026 (Draft)</p> <p><b>Proposed</b> by Cllr S Martin <span style="float: right;"><b>Seconded</b> by Cllr N Stocks</span>  <i>Approved</i></p> <p><b>Resolved:</b> <i>That Members received items 6a and 6b.</i></p>
2025(FC)138	<p><b>7. Financial Position – Information only</b></p> <p>To receive a financial statement as of 10<sup>th</sup> February 2026.</p> <p style="padding-left: 40px;">7a Financial Summary <span style="float: right;">7b EMRS Summary</span>  7c Balance Sheet <span style="float: right;">7d Detailed income &amp; Expenditure</span></p> <p><b>Proposed</b> by Cllr T Hanley <span style="float: right;"><b>Seconded</b> by Cllr A H Greenwood</span>  <i>Approved</i></p> <p><b>Resolved:</b> <i>That Members noted Items 7a Financial Summary, 7b EMR Summary, Item 7c Balance Sheet and Item 7d Detailed Income and Expenditure and thanked the Town Clerk and her team for their diligent work.</i></p>
2025(FC)139	<p><b>8. Schedule of Payments – Decision required</b></p> <p>To receive and approve schedules of 44 payments made between 14<sup>th</sup> January 2026 to the 10<sup>th</sup> February 2026 totaling £204,772.06</p>

	<p><b>Proposed</b> by Cllr T Hanley Approved</p> <p><b>Seconded</b> by Cllr A H Greenwood</p> <p><b>Resolved:</b> That the schedule of payments consisting of 44 items totalling £204,772.06 is approved and signed by the Chair and the Chair of the Resources Committee with thanks to the Officers for there detailed work.</p>
Cllr Carrigan arrived at 7.35pm	
2025(FC)140	<p><b>9. Policies – Decision Required</b> To receive a recommended draft Policies for consideration for adoption.</p> <p>9a Data Retention Policy 9c Information Technology Policy</p> <p>9b FOI Publication Scheme &amp; Guide Policy 9d Privacy &amp; GDPR Policy</p> <p><b>Proposed</b> by Cllr R Rea Approved</p> <p><b>Seconded</b> by Cllr P Taylor</p> <p><b>Resolved:</b> That the Policies listed above are adopted by Todmorden Town Council.</p>
2025(FC)141	<p><b>10. Standing Orders - Decision required</b> To review Standing Orders and consider adoption for 2026/27.</p> <p><b>Proposed</b> by Cllr L Thorpe Approved</p> <p><b>Seconded</b> by Cllr N Stocks</p> <p><b>Resolved:</b> That Members approved the adoption of the Standing Orders for 2026/27.</p>
2025(FC)142	<p><b>11. Financial Regulations - Decision required</b> To review Financial Regulations and consider adoption for 2026/27.</p> <p><b>Proposed</b> by Cllr S Martin Approved</p> <p><b>Seconded</b> by Cllr A H Greenwood</p> <p><b>Resolved:</b> That Members approved the adoption of the Financial Regulation for 2026/27.</p>
2025(FC)143	<p><b>12. Corporate Risk Register - Decision required</b> To review Todmorden Town Council’s Corporate Risk Register and consider adoption for 2026/27.</p> <p><b>Proposed</b> by Cllr P Taylor Approved</p> <p><b>Seconded</b> by Cllr A Hollis</p> <p><b>Resolved:</b> That Members approved the adoption of the Corporate Risk Register for 2026/27.</p>
2025(FC)144	<p><b>13. Financial Risk Register - Decision required</b> To review Todmorden Town Council’s Financials Risk Register and consider adoption for 2026/27.</p> <p><b>Proposed</b> by Cllr A H Greenwood</p> <p><b>Seconded</b> by Cllr P Taylor</p>

	<p><i>Approved</i></p> <p><b>Resolved:</b> That Members approved the adoption of the Financial Risk Register for 2026/27.</p>
2025(FC)145	<p><b>14. Scheme of Delegations and Committee Terms of References - Decision required</b></p> <p>To review TTC's Scheme of Delegations and Committees Terms of Reference and consider adoption for 2026/27.</p> <p><b>Proposed</b> by Cllr P Taylor <span style="float: right;"><b>Seconded</b> by Cllr N Stocks</span>  <i>Approved</i></p> <p><b>Resolved:</b> That Members approved the adoption of the Scheme of Delegation for 2026/27.</p>
2025(FC)146	<p><b>15. Internal Controls Policy - Decision required</b></p> <p>To review TTC's Internal Control and consider adoption for 2026/27.</p> <p><b>Proposed</b> by Cllr A Hollis <span style="float: right;"><b>Seconded</b> by Cllr P Taylor</span>  <i>Approved</i></p> <p><b>Resolved:</b> That Members approved the adoption of the Internal Controls document for 2026/27.</p>
2025(FC)147	<p><b>16. Reserves &amp; Treasury Management Policy - Decision required</b></p> <p>To review TTC's Reserves &amp; Treasury Management Policy adoption for 2026/27.</p> <p><b>Proposed</b> by Cllr S Martin <span style="float: right;"><b>Seconded</b> by Cllr P Taylor</span>  <i>Approved</i></p> <p><b>Resolved:</b> That Members approved the adoption of the Reserves and Treasury Management Policy for 2026/27.</p>
2025(FC)148	<p><b>17. Patmos Memorial Garden Wall – Decision required</b></p> <p>To receive an update on the works required at Patmos Memorial Garden Wall.</p> <p><b>Proposed</b> by Cllr T Hanley <span style="float: right;"><b>Seconded</b> by Cllr P Taylor</span>  <i>Approved</i></p> <p><b>Resolved:</b> Noted the structural engineer's feedback, commissioned following the resolutions of 17th December 2025;</p> <p>Members approved the progression of the repair and reconstruction works at Patmos, on a like-for-like basis, in accordance with the structural engineer's recommendations; and</p> <p>Confirmed the continued delegation of authority to the Town Clerk to manage and oversee the project, including liaison with contractors and relevant statutory bodies, and to ensure the works are delivered within the approved budget, with progress updates reported to Full Council.</p>

2025(FC)149	<p><b>18. Town Hall Works Update – Information only</b> To receive a update about the ongoing work at Todmorden Town Hall.</p> <p><i><b>Proposed</b> by Cllr P Taylor</i> <span style="float: right;"><i><b>Seconded</b> by Cllr N Stocks</i></span> <i>Approved</i></p> <p><i><b>Resolved:</b> Members noted the update on the Town Hall works.</i></p>				
2025(FC)150	<p><b>19. Assertion 10 Compliance</b> To receive a report from the Resources Committee relating to Digital and Data Compliance in relation to the newly introduced AGAR Assertion10.</p> <p><i><b>Proposed</b> by Cllr A H Greenwood</i> <span style="float: right;"><i><b>Seconded</b> by Cllr P Taylor</i></span> <i>Approved</i></p> <p><i><b>Resolved:</b> That Full Council to endorsed the proposed phased approach to achieving full compliance with AGAR Assertion 10 by 31<sup>st</sup> March 2027, and notes that Officers will report back to Members as work progresses and as further information becomes available.</i></p>				
2025(FC)151	<p><b>20. Update Completed and Outstanding Work progress – Information only.</b> To receive an update of project work outstanding and completed relating to the Town Clerk.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">20a</td> <td style="width: 50%; text-align: center;">Outstanding work</td> <td style="width: 50%; text-align: center;">20b</td> <td style="width: 50%; text-align: center;">Completed work</td> </tr> </table> <p><i><b>Proposed</b> by Cllr S Martin</i> <span style="float: right;"><i><b>Seconded</b> by Cllr J Williams</i></span> <i>Approved</i></p> <p><i><b>Resolved:</b> Members received and noted item 20a and 20b.</i></p>	20a	Outstanding work	20b	Completed work
20a	Outstanding work	20b	Completed work		
2025(FC)152	<p><b>21. Date of the next Town Council meeting</b> To note the date of the next Meeting of the Town Council will be Wednesday 18<sup>th</sup> March 2026 commencing at 7.30pm.</p>				
<p><b>Private and Confidential Items</b></p> <p><i>Confidential on the grounds that, in view of the nature of the business to be transacted, if the public were present, there would be a disclosure to them of exempt information within the meaning of schedule 12A to the Local Government Act 1972.</i></p>					
2025(FC)153	<p><b>22. Grounds Maintenance Tender – Decision required</b> To receive an update and review the presented for a Grounds Maintenance Tender and consider recommended by Resources Committee.</p> <p><i><b>Proposed</b> by Cllr T Hanley</i> <span style="float: right;"><i><b>Seconded</b> by Cllr A H Greenwood</i></span> <i>Approved</i></p> <p><i><b>Resolved:</b> That Members approve the Grounds Maintenance Tender document for issuing and to contact the probation service for support.</i></p>				
2025(FC)154	<p><b>23. Service To Todmorden Awards Nominations</b></p>				

To review nominations for the three Service to Todmorden Award categories and agree the winners.

23a Individual Award  
23c Organisation Award

23b Young Person Award

**Proposed** by Cllr T Hanley  
*Approved*

**Seconded** by Cllr J Williams

**Resolved:** *That the process of 'knock out' voting is used and the nomination with the lowest vote each round is removed for each category.*

*That the nominations for Service to Todmorden award in their respective categories have been agreed and the Council Officers take forward notifying them and follow the next steps in the awards policy.*

**Meeting closed at 8.45pm**