

TODMORDEN TOWN COUNCIL

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**Minutes of the Meeting of Staffing Committee of Todmorden Town Council
 Held at Todmorden Town Hall on Wednesday 11th August 2025 at 5.30pm**

Councillors present: Cllrs M Carrigan, L Thorpe, P Taylor, A Hollis, B Jancovich (Sub for D Skelton) and S Martin (Sub for A H Greenwood).

Officers: Ms N Crewe (Town Clerk)

Members of the Public:

2025(SC)001	<u>1. Apologies for Absence</u> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting noting substitutions at late notice will be allowed. <i>Apologies were received from Cllrs A H Greenwood and D Skelton.</i> Proposed by Cllr L Thorpe <i>Unanimously Approved</i> Seconded by Cllr A Hollis Resolved: That the apologies of Cllrs A H Greenwood (Prior Commitment) and D Skelton (Prior Commitment) and their reasons for absence are accepted.
2025(SC)002	<u>2. Declarations of Interest</u> 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. <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> <i>The Town Clerk declared an interest in Item 7 and 8.</i>
2025(SC)003	<u>3. Public Participation</u> To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting. <i>Note: No resolutions can be under public participation.</i>

	<i>No public requested to speak.</i>
2025(SC)004	4. Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960 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. Proposed by Cllr S Martin Seconded by Cllr P Taylor <i>Unanimously Approved</i> Resolved: <i>That Items 7 and 8 are taken as a confidential item due to the personal information provided to the Committee.</i>
2025(SC)005	5. Minutes – For decision To approve the minutes of the Staffing Committee meeting held on 23rd April 2025. Proposed by Cllr M Carrigan Seconded by Cllr A Hollis <i>Unanimously Approved</i> Resolved: <i>That the minutes of the Staffing Committee meeting held on 23rd April 2025 be accepted as a true record and the Chair be authorised to sign as such.</i>
2025(SC)006	6. Date of the next Committee meeting To note the date of the next Meeting of the Staffing Committee on the 22nd October 2025.
Private and Confidential 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	
2025(SC)007	7. Pay scale update– Decision required To receive the new NJC pay point scale in relation to the 25/26 budget. Proposed by Cllr L Thorpe Seconded by Cllr P Taylor <i>Unanimously Approved</i> Resolved: <i>Members consider and agree that staff will continue to be paid at their designated SCP, with the new salary rates applied as per the terms of employment</i> <i>That Members acknowledge that the pay award is effective from 1st April 2025 and will be backdated accordingly.</i> <i>Members noted that the new pay scales are accounted for within the approved 2025/26 staffing budget and does not require escalation to Full Council due to it being within the agreed budget.</i> <i>Members agreed that, subject to future NJC awards falling within the approved budget, pay scale updates may be applied each year without further Committee approval due to it being a term of employment.</i>

2025(SC)008	8. Staff Wellbeing – Decision required To consider options to maintain the staff wellbeing and safety. Proposed by Cllr L Thorpe Approved Seconded by Cllr S Martin Resolved: <i>That Members considered options for maintaining the staff’s safety and have instructed the Town Clerk to purchase parking permits for the staff to ensure that the staff can park somewhere safe and well-lit when finishing work late.</i> <i>Members asked the Town Clerk to review all the Council’s safety procedures and report back to the Staffing Committee if there are any further concerns.</i>
Meeting closed at 6pm.	