# TODMORDEN TOWN COUNCIL

Todmorden Town Hall,
Bridge Street, Todmorden,
OL14 5AQ
townclerk@todmorden-tc.gov.uk
www.todmorden-tc.gov.uk



## MINUTES OF A MEETING OF RESOURCES COMMITTEE OF TODMORDEN TOWN COUNCIL Held at Todmorden Town Hall on Wednesday 30th July 2025 at 7.30pm

**Councillors present: -** B Jancovich (Chair), S Martin, M Carrigan, S Press, T Hanley, P Taylor, L Thorpe, D Skelton, and D Hancock.

**Officers:** Ms N Crewe (Town Clerk) and N Pugh (Deputy Town Clerk & RFO)

Members of the Public: 3

2025(RC)015	1. Apologies for Absence 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.  Apologies were received from Cllrs A H Greenwood, K White, R Rea and A Hollis  Proposed by Cllr P Taylor  Approved  Seconded by Cllr L Thorpe  Approved  Resolved: That the apologies of Cllr A H Greenwood (Prior Commitment), A Hollis (Prior Commitment), K White (Prior Commitment) and R Rea (Prior Commitment) and their reasons for absence are accepted.
2025(RC)016	2. Declarations of Interest  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.  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.  No declarations have been received
2025(RC)017	3. Public Participation To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.  Note: No resolutions can be under public participation.

	Mr Sti	ll spoke in favour of item 14.			
	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.				
2025(RC)019 2025(RC)020	<b>Prop</b> o	osed by Cllr L Thorpe oved	Se	econded by Cllr P Taylor	
	Resolved: That item 20 is taken as private item.				
	5. Minutes – For decision  To approve the minutes of the Resources Committee meeting held on 11 <sup>th</sup> June 2025.				
	<b>Propo</b> Appro	<b>osed</b> by Cllr M Carrigan oved	Se	econded by Cllr P Taylor	
		<b>lved:</b> That the minutes of the Re be accepted as a true record an		nmittee meeting held on 11 <sup>th</sup> June e authorised to sign as such.	
		ancial Summary – Information ceive a financial summary and d	- /	ne and expenditure as of 22nd July	
		6a Financial Summary 6c Balance Sheet		b EMRS Summary d Detailed income and Expenditure	
	<b>Prop</b> o	<b>osed</b> by Cllr L Thorpe oved	Se	econded by Cllr S Martin	
		<b>lved:</b> That Members received th cil Officers for these documents		mation all together with thanks to the	
		ant Feedback – Information on eive feedback from grants awa	-	e Councils Policy.	
	Ref	Applicant	Amount Awarded	Purpose	
	7a	Friends of Todmorden Town Hall	£5500.00	150 <sup>th</sup> Anniversary Promenade Play	
0005/201201	7b	Friends of Centre Vale Park	£2,477.07	Enhancement & Updating of the Heritage Trail	
2025(RC)021	7c	Centre of Folklore, Myth and Magic	£1630.00	Lucky Tod Project	
	7d	Empowered People	£800	Workshop mezzanine	
	<b>Prop</b> o	osed by Cllr P Taylor oved	S	Seconded by Cllr D Skelton	
	Reso	lved: That Members received th	e grant feedb	ack presented to the Committee.	

2025(RC)022  Proposed by Cllr S Press Approved  Resolved: That the Committee recommend the Equality, Diversity and Inclusivity Policy to Full Council for adoption.  9. Community Engagement Policy – Decision Required To review the proposed Community Engagement Policy and to consider recommending it to Full Council for adoption.  Proposed by Cllr P Taylor Seconded by Cllr T Hanley Approved  Resolved: That the Committee recommend the Community Engagement Policy to Full Council for adoption.  10. Lone Working Policy – Decision Required To review the proposed Lone Working Policy and to consider recommending it to Full Council for adoption.  Proposed by Cllr D Skelton Seconded by Cllr M Carrigan Approved  Resolved: That the Committee recommend the Lone Working Policy to Full Council for adoption.  11. Vexatious Complaints and Requests Policy – Decision Required To review the proposed Vexatious Complaints and Requests Policy and to consider recommending it to Full Council for adoption.  Named vote requested Proposed by Cllr T Hanley Seconded by Cllr S Press  In favour: Cllrs Hanley, Jancovich, Martin, Skelton, Carrigan, Taylor, Thorpe, Press Against: Cllr Hancock Approved  Resolved: That the Committee recommend the Vexatious Complaints and Request Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required To receive a report about future requirements for the Maintenance of the land/property owned by Todmorden Town Council.		8. Equality, Diversity and Inclusivity Policy – Decision Required  To review the proposed Equality, Diversity and Inclusivity Policy and to consider recommending it to Full Council for adoption.  Approved		
9. Community Engagement Policy – Decision Required To review the proposed Community Engagement Policy and to consider recommending it to Full Council for adoption.  Proposed by Cllr P Taylor Seconded by Cllr T Hanley Approved Resolved: That the Committee recommend the Community Engagement Policy to Full Council for adoption.  10. Lone Working Policy – Decision Required To review the proposed Lone Working Policy and to consider recommending it to Full Council for adoption.  Proposed by Cllr D Skelton Seconded by Cllr M Carrigan Approved Resolved: That the Committee recommend the Lone Working Policy to Full Council for adoption.  11. Vexatious Complaints and Requests Policy – Decision Required To review the proposed Vexatious Complaints and Requests Policy and to consider recommending it to Full Council for adoption.  Named vote requested Proposed by Cllr T Hanley Seconded by Cllr S Press In favour: Cllrs Hanley, Jancovich, Martin, Skelton, Carrigan, Taylor, Thorpe, Press Against: Cllr Hancock Approved Resolved: That the Committee recommend the Vexatious Complaints and Request Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required To receive a report about future requirements for the Maintenance of the land/property	2025(RC)022			
To review the proposed Community Engagement Policy and to consider recommending it to Full Council for adoption.  Proposed by Cllr P Taylor Seconded by Cllr T Hanley Approved  Resolved: That the Committee recommend the Community Engagement Policy to Full Council for adoption.  10. Lone Working Policy – Decision Required To review the proposed Lone Working Policy and to consider recommending it to Full Council for adoption.  Proposed by Cllr D Skelton Seconded by Cllr M Carrigan Approved  Resolved: That the Committee recommend the Lone Working Policy to Full Council for adoption.  11. Vexatious Complaints and Requests Policy – Decision Required To review the proposed Vexatious Complaints and Requests Policy and to consider recommending it to Full Council for adoption.  Named vote requested  Proposed by Cllr T Hanley Seconded by Cllr S Press  In favour: Cllrs Hanley, Jancovich, Martin, Skelton, Carrigan, Taylor, Thorpe, Press Against: Cllr Hancock  Approved  Resolved: That the Committee recommend the Vexatious Complaints and Request Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required To receive a report about future requirements for the Maintenance of the land/property				
Approved  Resolved: That the Committee recommend the Community Engagement Policy to Full Council for adoption.  10. Lone Working Policy – Decision Required To review the proposed Lone Working Policy and to consider recommending it to Full Council for adoption.  Proposed by Cllr D Skelton Approved  Resolved: That the Committee recommend the Lone Working Policy to Full Council for adoption.  11. Vexatious Complaints and Requests Policy – Decision Required To review the proposed Vexatious Complaints and Requests Policy and to consider recommending it to Full Council for adoption.  Named vote requested  Proposed by Cllr T Hanley Seconded by Cllr S Press  In favour: Cllrs Hanley, Jancovich, Martin, Skelton, Carrigan, Taylor, Thorpe, Press Against: Cllr Hancock  Approved  Resolved: That the Committee recommend the Vexatious Complaints and Request Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required To receive a report about future requirements for the Maintenance of the land/property		To review the proposed Community Engagement Policy and to consider recommending		
2025(RC)025  10. Lone Working Policy – Decision Required To review the proposed Lone Working Policy and to consider recommending it to Full Council for adoption.  Seconded by Cllr M Carrigan Approved Resolved: That the Committee recommend the Lone Working Policy to Full Council for adoption.  11. Vexatious Complaints and Requests Policy – Decision Required To review the proposed Vexatious Complaints and Requests Policy and to consider recommending it to Full Council for adoption.  Named vote requested Proposed by Cllr T Hanley Seconded by Cllr S Press  In favour: Cllrs Hanley, Jancovich, Martin, Skelton, Carrigan, Taylor, Thorpe, Press Against: Cllr Hancock Approved  Resolved: That the Committee recommend the Vexatious Complaints and Request Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required To receive a report about future requirements for the Maintenance of the land/property	2025(RC)023			
To review the proposed Lone Working Policy and to consider recommending it to Full Council for adoption.  Proposed by Cllr D Skelton Seconded by Cllr M Carrigan Approved  Resolved: That the Committee recommend the Lone Working Policy to Full Council for adoption.  11. Vexatious Complaints and Requests Policy – Decision Required  To review the proposed Vexatious Complaints and Requests Policy and to consider recommending it to Full Council for adoption.  Named vote requested  Proposed by Cllr T Hanley Seconded by Cllr S Press  In favour: Cllrs Hanley, Jancovich, Martin, Skelton, Carrigan, Taylor, Thorpe, Press Against: Cllr Hancock  Approved  Resolved: That the Committee recommend the Vexatious Complaints and Request Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required  To receive a report about future requirements for the Maintenance of the land/property		/		
Resolved: That the Committee recommend the Lone Working Policy to Full Council for adoption.  11. Vexatious Complaints and Requests Policy – Decision Required To review the proposed Vexatious Complaints and Requests Policy and to consider recommending it to Full Council for adoption.  Named vote requested Proposed by Cllr T Hanley Seconded by Cllr S Press  1 In favour: Cllrs Hanley, Jancovich, Martin, Skelton, Carrigan, Taylor, Thorpe, Press Against: Cllr Hancock  Approved Resolved: That the Committee recommend the Vexatious Complaints and Request Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required To receive a report about future requirements for the Maintenance of the land/property		To review the proposed Lone Working Policy and to consider recommending it to Full		
11. Vexatious Complaints and Requests Policy – Decision Required To review the proposed Vexatious Complaints and Requests Policy and to consider recommending it to Full Council for adoption.  Named vote requested  Proposed by Cllr T Hanley Seconded by Cllr S Press  In favour: Cllrs Hanley, Jancovich, Martin, Skelton, Carrigan, Taylor, Thorpe, Press Against: Cllr Hancock  Approved  Resolved: That the Committee recommend the Vexatious Complaints and Request Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required To receive a report about future requirements for the Maintenance of the land/property	2025(RC)024			
To review the proposed Vexatious Complaints and Requests Policy and to consider recommending it to Full Council for adoption.  Named vote requested  Proposed by Cllr T Hanley  Seconded by Cllr S Press  In favour: Cllrs Hanley, Jancovich, Martin, Skelton, Carrigan, Taylor, Thorpe, Press Against: Cllr Hancock  Approved  Resolved: That the Committee recommend the Vexatious Complaints and Request Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required  To receive a report about future requirements for the Maintenance of the land/property				
recommending it to Full Council for adoption.  Named vote requested  Proposed by Cllr T Hanley Seconded by Cllr S Press  In favour: Cllrs Hanley, Jancovich, Martin, Skelton, Carrigan, Taylor, Thorpe, Press Against: Cllr Hancock  Approved  Resolved: That the Committee recommend the Vexatious Complaints and Request Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required To receive a report about future requirements for the Maintenance of the land/property		11. Vexatious Complaints and Requests Policy – Decision Required		
Proposed by Cllr T Hanley  Seconded by Cllr S Press  In favour: Cllrs Hanley, Jancovich, Martin, Skelton, Carrigan, Taylor, Thorpe, Press Against: Cllr Hancock  Approved  Resolved: That the Committee recommend the Vexatious Complaints and Request Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required  To receive a report about future requirements for the Maintenance of the land/property				
In favour: Cllrs Hanley, Jancovich, Martin, Skelton, Carrigan, Taylor, Thorpe, Press Against: Cllr Hancock  Approved  Resolved: That the Committee recommend the Vexatious Complaints and Request Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required  To receive a report about future requirements for the Maintenance of the land/property		Named vote requested		
Against: Cllr Hancock  Approved  Resolved: That the Committee recommend the Vexatious Complaints and Request Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required  To receive a report about future requirements for the Maintenance of the land/property		Proposed by Cllr T Hanley Seconded by Cllr S Press		
Resolved: That the Committee recommend the Vexatious Complaints and Request Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required  To receive a report about future requirements for the Maintenance of the land/property	2025(RC)025			
Policy to Full Council for adoption.  12. Grounds Maintenance Requirements – Decision Required  To receive a report about future requirements for the Maintenance of the land/property		Approved		
2025(RC)026 To receive a report about future requirements for the Maintenance of the land/property				
2023INC)020		12. Grounds Maintenance Requirements - Decision Required		
	2025(RC)026			

	Proposed by Cllr S Press Approved	Seconded by Cllr M Carrigan
	<b>Resolved:</b> That the Committee noted the immaintenance support from 2026.	pending withdrawal of CMBC grounds
	That the Committee agree that the Town Cle grounds maintenance contract and this to go recommending to Full Council for issuing.	• •
	13. Community Right of Way Services (CRO Information Only To receive the annual report from CROWS as	
2025(RC)027		<b>Seconded</b> by Cllr L Thorpe
	<b>Resolved:</b> That Members noted the Annual I CROWS and thanked them for their hard wo	·
	14. Grant Change Request – Decision request To note the feedback has been provided by Funderspend and consider their request to enunderspend.	Friends of Centre Vale Park and their
2025(RC)028	Proposed by Cllr L Thorpe Approved Resolved: That Members approved the enha	Seconded by Cllr S Press ancement to the Friends of Centre Vale
	Park project.	
	15. Recording/live streaming meetings op To consider the information provided in rega	-
2025(RC)029	Proposed by Cllr D Skelton Approved	Seconded by Cllr S Press
	<b>Resolved:</b> That the Committee supports in p Committee meetings but would like further i is requested that the Town Clerk get informa live stream and what engagement they get.	nformation to be provided to Committee. It
	16. Complaint Policy – Decision Required To review the updated Complaints Policy an Council for adoption.	d to consider recommending it to Full
2025(RC)030	<b>Proposed</b> by Cllr M Carrigan Approved	<b>Seconded</b> by Cllr P Taylor
	<b>Resolved:</b> That the Committee recommend adoption.	the Complaints Policy to Full Council for

	17. Update on Projects/Outstanding Work – Information only		
2025(RC)031	To receive an update of project work outstanding for the Town Clerk.		
	Proposed by Cllr S Press Approved  Seconded by Cllr L Thorpe		
	<b>Resolved:</b> Members received and noted the information provided by the Clerk.		
2025(RC)032	18. Items for a future agenda – For information		
	To inform the Town Clerk of items Councillors would like to see on a future agenda of		
	the Resources Committee.		
	No items raised		
2025(RC)033	19. Date of the next committee meeting		
	To note the date of the next Meeting of the Resource Committee will be the 10 <sup>th</sup>		
	September 2025 commencing at 7.30pm.		

#### **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.

### 20. Mayoral Regalia – Decision required

To receive a report about the Mayoral Regalia and consider recommendations to Full Council.

**Proposed** by Cllr S Press

**Seconded** by Cllr D Skelton

**Approved** 

**Resolved:** That the Committee noted Full Council recognising the heightened risk posed by both Chain's being worn together at events and prioritises the implementation of safeguards accordingly.

#### 2025(RC)034

That before the Mayoress' Chain is to be worn outside the Town Hall, a suitable travel case purchased as per Full Council resolution.

That clear security procedures are introduced to protect both the regalia and the wearer, and the Town Clerk contacts the Council's insurance provider and confirm that the updated practices meet policy terms and obtain formal guidance on the level of care required for the regalia.

That the Regelia is revalued to ensure it is correctly covered. Members noted that this may incur additional costs.

Meeting closed at 8.45pm