TODMORDEN TOWN COUNCIL

Todmorden Town Hall,
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Minutes of the Meeting of Staffing Committee of Todmorden Town Council Held at Todmorden Town Hall on Wednesday 22nd October 2025 at 7.30pm

Councillors present: Cllrs M Carrigan, L Thorpe, P Taylor, A Hollis, B Jancovich (Sub for D Skelton)

and A H Greenwood

Officers: Ms N Crewe (Town Clerk)

Members of the Public: 0

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2025(SC)009	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 Cllr D Skelton. Proposed by Cllr P Taylor Approved Resolved: That the apologies of Cllr D Skelton (Prior Commitment) and their reasons for absence are accepted.
2025(SC)010	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. The Town Clerk declared an interest in Item 7.
2025(SC)011	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. Note: No resolutions can be under public participation.

	No public requested to speak.		
2025(SC)012	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 A H Greenwood Seconded by Cllr P Taylor Approved Resolved: That Items 7 and 8 are taken as a confidential item due to the personal information provided to the Committee.		
2025(SC)013	5. Minutes – For decision To approve the minutes of the Staffing Committee meeting held on 11 th August 2025. Proposed by Cllr L Thorpe Approved Resolved: That the minutes of the Staffing Committee meeting held on 11 th August 2025 be accepted as a true record and the Chair be authorised to sign as such.		
2025(SC)014	6. Date of the next Committee meeting To note the date of the next Meeting of the Staffing Committee on the 22 nd April 2026.		

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

7. Appraisal Feedback - Decision required

To receive feedback on the staff appraisals and receive recommendations in regards to the outcome of the appraisals.

Proposed by Cllr B Jancovich

Approved

Seconded by Cllr A Hollis

2025(SC)015

Resolved: In accordance with the terms of their employment contract and the Council's appraisal framework, Members resolved that all staff will progress by one pay point. There for the following pay scale points will be applied to the staff from the 1st November 2025.

Town Clerk	
Deputy Clerk & RFO	
CSO	
Admin & Development Officer	

8. Change of Term of Employment - Decision required

To consider a request for a change of term of employment.

Proposed by Cllr P Taylor Approved

Seconded by Cllr L Thorpe

2025(SC)016

Resolved: That the Staffing Committee reviewed and considered approval of a six-month trial of a reduced working week (30 hours over four days), and agreed starting from 1st January 2026 this will be approved with a formal review to be conducted prior to the end of the trial period.

Meeting closed at 8.35pm