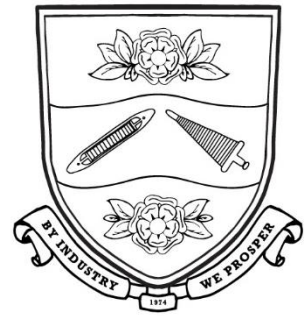


TODMORDEN TOWN COUNCIL

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



Minutes of the Meeting of Staffing Committee of Todmorden Town Council Held at Todmorden Town Hall on Wednesday 23rd April 2025 at 7.30pm

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

Officers: Ms N Crewe (Town Clerk)

Members of the Public: 1

<p>2024(SC)023</p>	<p>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.</p> <p><i>Apologies were received from Cllrs A H Greenwood and D Skelton.</i></p> <p>Proposed by Cllr P Taylor <i>Unanimously Approved</i></p> <p>Seconded by Cllr A Hollis</p> <p>Resolved: That the apologies of Cllrs A H Greenwood (Prior Commitment) and D Skelton (Prior Commitment) and their reasons for absence are accepted.</p>
<p>2024(SC)024</p>	<p>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.</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>The Town Clerk declared a interest in Item 9.</i></p>
<p>2024(SC)025</p>	<p>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.</p> <p><i>Note: No resolutions can be under public participation.</i></p>

	<i>No public present.</i>
2024(SC)026	<p>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.</p> <p>Proposed by Cllr S Martin Seconded by Cllr A Hollis <i>Unanimously Approved</i></p> <p>Resolved: <i>That Items 8 and 9 are taken as a confidential item due to the personal information provided to the Committee.</i></p>
2024(SC)027	<p>5. Minutes – For decision To approve the minutes of the Staffing Committee meeting held on 12th February 2025.</p> <p>Proposed by Cllr S Martin Seconded by Cllr L Thorpe <i>Unanimously Approved</i></p> <p>Resolved: <i>That the minutes of the Staffing Committee meeting held on 12th February 2025 be accepted as a true record and the Chair be authorised to sign as such.</i></p>
2024(SC)028	<p>6. Staffing Policy – Decision Required To receive a Wellbeing Policy for Todmorden Town Council and recommend to Full Council for approval.</p> <p>Proposed by Cllr S Martin Seconded by Cllr L Thorpe <i>Unanimously Approved</i></p> <p>Resolved: <i>That the presented Wellbeing Policy is recommended to Full Council for adoption by the Town Council.</i></p>
2024(SC)029	<p>7. Date of the next Committee meeting To note the date of the next Meeting of the Staffing Committee on the 25th June 2025.</p>
<p>Private and Confidential</p> <p>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</p>	
2024(SC)030	<p>8. Staffing Restructure – Decision required To receive a report on the proposed Staffing Restructure.</p> <p>Proposed by Cllr P Taylor Seconded by Cllr L Thorpe <i>Unanimously Approved</i></p> <p>Resolved: <i>That Members agreed to the Community Support Officer role taking on the Climate Committee and with that an increase of 15 SCP to SCP 16. That the updated job description is approved and that the change take effect as of the 1st May 2025.</i></p>

