TODMORDEN TOWN COUNCIL

Item 5 – September 2026, Full Council

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MINUTES OF TODMORDEN TOWN COUNCIL
Held at Todmorden Town Hall, Wednesday 29th July 2026 at 7:30pm

Councillors present: - *Cllrs M Carrigan, L Thorpe, N Stocks, B Jancovich, D Skelton, J Williams, G Kent, S Press, P Taylor and S Martin*

Officers: *Ms N Crewe (Town Clerk)*

Members of the Public: *2*

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	1. Apologies for Absence - Decision required To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting. *Apologies were received from Cllrs D Hancock, T Hanley, K White, P Ripley and A H Greenwood.*
2026(FC)041	***Proposed*** *by Cllr P Taylor* ***Seconded*** *by Cllr N Stocks* *Approved* ***Resolved:*** *That the apologies of Cllrs D Hancock (Family Commitment), T Hanley (Prior Commitment), K White (Family Commitment), P Ripley (Family Commitment) and A H Greenwood (Prior Commitment) and their reasons for absence are accepted.* ***Absent:*** *A Hollis, M Molteno and R Rea*
2026(FC)042	**2. Declarations of Interests** 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.* *Cllr Carrigan declared a non-pecuniary interest in item 10.*
2026(FC)043	**3. Public Participation – Information only** 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 requests to speak from the public.*
2026(FC)044	**4. Exclusion of Press and Public - Public Bodies (admission to meetings act) 1960 - Decision required** 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* *Approved* ***Resolved:*** *That the Public are invited to stay for the whole meeting.*
2026(FC)045	**5. Minutes – Decision required** To approve the minutes of the Town Council meetings held on Wednesday 24th June 2026. ***Proposed*** *by Cllr S Martin* ***Seconded*** *by Cllr J Williams* *Approved* ***Resolved:*** *That the minutes of the Town Council meetings held on 24th June 2026 accepted as a true record and signed by the Chair as such.*
2026(FC)046	**6. Committee Minutes – Information only** To confirm the receipt of approved/draft committee minutes previously circulated and to receive them. 6a Development Committee – 1st July 2026 (Draft) 6b Resources Committee – 8th July 2026 (Draft) 6c Staffing Committee - 15th July (Draft) 6c Climate Committee – 22nd July 2026 (Draft) ***Proposed*** *by Cllr B Jancovich* ***Seconded*** *by Cllr N Stocks* *Approved* ***Resolved:*** *That the minutes of the Committee meetings as specified above be received en bloc.*
2026(FC)047	**7. Financial Position – Decision Required** To receive a financial statement as of 20th July 2026. 7a Financial Summary 7b EMRS Summary 7c Balance Sheet 7d Detailed income and Expenditure ***Proposed*** *by Cllr B Jancovich* ***Seconded*** *by Cllr D Skelton* *Approved* ***Resolved:*** *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.
2026(FC)048	**8. Schedule of Payments – Decision required** To receive and approve a schedule of 64 payments made between 14th June and 20th July 2026 totaling £73,105.11. ***Proposed*** *by Cllr B Jancovich* ***Seconded*** *by Cllr P Taylor* *Approved* ***Resolved:*** *That the schedule of payments consisting of 64 items totalling* £73,105.11 *is approved and signed by the Chair and the Chair of the Resources Committee with thanks to the Officers for their detailed work.*
2026(FC)049	**9. Request for a letter of Support – Decision required** To consider the request from 9a Project Space CIC for a letter of support to present when applying for funding. ***Proposed*** *by Cllr S Press* ***Seconded*** *by Cllr J Williams* *Approved* ***Resolved:*** *Members approved a letter of support for 9a Project Space CIC to be able to present when applying for funding.*
Cllr M Carrigan left the room at this point and Cllr B Jancovich chaired item 10.	
2026(FC)050	**10. Memorial Plaque – Decision required** To consider the request from Councillors to place a memorial plaque on the Pavilion in memory of Peter Carrigan in dedication to his contribution to the new Pavilion project. ***Proposed*** *by Cllr P Taylor* ***Seconded*** *by Cllr S Press* *Approved* ***Resolved:*** *That Members noted the feedback from the Bowing Committee in regards to a plaque.* *Members approved a plaque to be placed on the Pavilion in memory of Peter Carrigan in dedication to his contribution to the Pavilion project.* *Members approved the following wording for the plaque –* In Memory of Peter Carrigan 22nd October 1948 – 23rd June 2023 With sincere gratitude for his tireless dedication to Todmorden Bowls Club and his unique contribution to the creation of this Pavilion. Forever remembered. *Members approved the location of the plaque to be next to the door and to be around*

	15cm (w) x 10cm (h).
Cllr M Carrigan returned to the room at this and took the chair.	
2026(FC)051	**11. Recruitment – Decision required** To consider a recommendation from the Staffing Committee for the creation a Events and Facilities Officer. ***Proposed** by Cllr M Carrigan* ***Seconded** by Cllr P Taylor* *Approved* ***Resolved:** Members approved the creation of an Events and Facilities Officer post to provide dedicated operational support for Council events, facilities and community bookings.* *Members approved the post at NJC SCP 16 as a fixed-term appointment for two years, with the option to extend following a review of operational need and available funding.* *Members approved funding for the post from the underspend within the Patmos Project budget for the 2026/27 and 2027/28 financial years.* *Members authorised the Town Clerk to commence recruitment in accordance with the proposed timetable.*
2026(FC)052	**12. Update on Projects/Outstanding Work progress – Information only** To receive an update of project work completed and outstanding for the Town Clerk. 12a Completed work 12b Outstanding work ***Proposed** by Cllr B Jancovich* ***Seconded** by Cllr S Martin* *Approved* ***Resolved:** Members received and noted item 12a and 12b with thanks to the Clerk for her hard work.*
2026(FC)053	**13. Date of the next Town Council meeting** To note the date of the next Meeting of the Town Council will be Wednesday 30th September 2026 commencing at 7.30pm at Todmorden Town Hall.
Meeting closed at 8.10pm	