Item 5
Resources
September 2026

TODMORDEN TOWN COUNCIL

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MINUTES OF A MEETING OF RESOURCES COMMITTEE OF TODMORDEN TOWN COUNCIL
Held at Todmorden Town Hall on Wednesday 8th July 2026 at 7.30pm

Councillors present: - B Jancovich, S Press, N Stocks, M Carrigan, A Hollis (Substitute for D Skelton), *and T Hanley*

Officers: *Ms N Crewe (Town Clerk), Ms N Croome (Deputy Clerk & RFO) and Mr C Hill (Project Manager)*

Members of the Public: *3*

2026(RC)013	**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 D Hancock, A H Greenwood, D Skelton, K White and P Taylor.* ***Proposed** by Cllr A Hollis* ***Seconded** by Cllr N Stocks* *Approved* ***Resolved:** That the apologies received from Cllrs D Hancock (Family Commitment), A H Greenwood (Prior Commitment), D Skelton (Prior Commitment), P Taylor (Family Commitments), K White (Family Commitment) and their reasons for absence are accepted.* ***Absent:** M Molteno*
2026(RC)014	**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 received*
2026(RC)015	***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.* *No requests received to make representation to the Council.*
2026(RC)016	**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 T Hanley* ***Seconded*** *by Cllr N Stocks* *Approved* ***Resolved:*** *That the public are invited to stay for the full meeting.*
2026(RC)017	**5. Minutes – For decision** To approve the minutes of the Resources Committee meeting held on 10th June 2026. ***Proposed*** *by Cllr T Hanley* ***Seconded*** *by Cllr A Hollis* *Approved* ***Resolved:*** *That the minutes of the Resources Committee meeting held on 10th June 2026 be accepted as a true record.*
2026(RC)018	**6. Financial Summary – Information only** To receive a financial summary and detailed income and expenditure as of 30th June 2026. 6a Financial Summary 6b EMRS Summary 6c Balance Sheet 6d Detailed income & Expenditure ***Proposed*** *by Cllr B Jancovich* ***Seconded*** *by Cllr R Rea* *Approved* ***Resolved:*** *That Members received the items en bloc with thanks to the Council Officers for these documents.*
2026(RC)019	**7. Grant Feedback – Information only** To receive feedback from grants awarded as per the Council's Policy. ***Proposed*** *by Cllr M Carrigan* ***Seconded*** *by Cllr T Hanley* *Approved* ***Resolved:*** *That the feedback provided by IMT Forever CIC – Cornholme & Portsmouth Great Get Together for their grant of £2947.67 was noted and accepted.*
2026(RC)020	**8. Centre Vale Park End of Project Report – Decision Required** To receive an end of project report and note financial considerations. *The Project Manager outlined the thrust of the report and update members that following final accounts being agreed with the contractor that there are further costs of c£14k to be met. A request has been made to CMBC to release a further c£14k . Once approved this*

	will enable recharges to be applied to costs incurred by the Town Council in last years budget. *The end of project report will be updated to reflect this additional expenditure mended to reflect these new figures.* *The Project Manager confirmed that CMBC have carried out the audit of financial records and confirmed our obligations under the Sponsor agreement , are now discharged in full once all payment due are made.* ***Proposed** by Cllr B Jancovich* ***Seconded** by Cllr S Stocks* *Approved* ***Resolved:** That Members receive this report & detailed End of Project report - Appendix 1* *That Members confirm the release of the detailed End of Project report to other key funding partner fund subject to amendment following receipt of final accounts .* *That Members note that the two remaining elements – Playzone and Tennis Court Floodlighting are the responsibility of Calderdale MBC to deliver.* *That Members note the end of project estimated financial position (subject to final account addition) and remaining financial retentions to be released in March 2027.* *That Members agree to transfer the existing EMR Solar Panel £10,000 to the EMR CV Property Maintenance currently standing at £36,801.*
2026(RC)021	**9. Bandstand End of Project Interim report – For Information Only** To receive an end of project interim report and note financial considerations. The Project Manager outlined the thrust of the report and reminded members that there are still elements to be delivered relating to external funder requirements in order to release final retention of funds . ***Proposed** by Cllr T Hanley* ***Seconded** by Cllr N Stocks* *Approved* ***Resolved:** That Members receive this report & detailed End of Project report – Appendix 1* *That Members note the financial position and end of September 2026 deadline for submission of final NHLF report and claim for grant funds.* *That Members recognise that there remains an element of grant related outputs, including a final project and evaluation report, still has to be delivered in order to trigger a final funding retention release by the National Heritage Lottery Fund and to avoid any clawback issues.*
2026(RC)022	**10. Bandstand Project – Governance, Health & Safety and Operational Control – Information only** To receive a update on the Governance, Health & Safety and Operational Control of the Bandstand.

	Proposed *by Cllr S Press* ***Seconded*** *by Cllr M Carrigan* *Approved* ***Resolved:*** *Members noted the contents of this report* *Members acknowledge the governance and operational risks identified.* *Members confirm continued Officer oversight of Bandstand operations at this stage.* *Members support further work to strengthen governance and operational arrangements.*
2026(RC)023	**11. Pavilion – Food Hygiene Agreement and Use of Kitchen Facilities – Decision required** To receive a report in regards to the Pavilion kitchen usage. ***Proposed*** *by Cllr T Hanley* ***Seconded*** *by Cllr S Press* *Approved* ***Resolved:*** *Members noted the concerns regarding the apparent reluctance of members of the Bowling Club to sign the Food Hygiene Agreement.* *Members reaffirm that the Food Hygiene Agreement forms part of the standard terms and conditions applicable to all hirers using the Pavilion kitchen facilities.* *Members confirm that compliance with the Food Hygiene Agreement is a mandatory requirement for any organisation or individual preparing, supplying or selling food from the Pavilion kitchen.* *Members support Officers in ensuring that the Council's food hygiene requirements are applied consistently and fairly to all users of the facility.* *Members confirm that no exemptions from the Food Hygiene Agreement will be granted.* *Members authorise Officers to refuse access to the Pavilion kitchen where the Food Hygiene Agreement has not been signed or where there is evidence that its requirements are not being complied with.*
2026(RC)024	**12. Update on Outstanding Work Projects – Information only** To receive an update of project work outstanding for the Town Clerk. ***Proposed*** *by Cllr M Carrigan* ***Seconded*** *by Cllr R Rea* *Approved* ***Resolved:*** *Members received and noted the information provided by the Clerk with thanks.*
2026(RC)025	**13. Vote of Thanks – Town Deal Project Manager- Decision required** To consider a vote of thanks to Mr Hill, Project Manager, for the Town Deal projects, for his work and contribution to the delivery of the programme. ***Proposed*** *by Cllr M Carrigan* ***Seconded*** *by Cllr B Jancovich*

	Unanimously Approved ***Resolved:*** *Members record its sincere appreciation to Colin for his outstanding service and extends its best wishes for the future and further thanks was given to Naomi, Nicola, Jess and Becca for their on going hard work.*
2026(RC)026	**14. Date of the next committee meeting** To note the date of the next Meeting of the Resource Committee will be the 9th September 2026 commencing at 7.30pm.
Meeting closed at 8.05pm	