TODMORDEN TOWN COUNCIL

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Minutes of the Meeting of Staffing Committee of Todmorden Town Council
Held at Todmorden Town Hall, Cockcroft Room on Wednesday 21st October 2026 at 7.30pm

Councillors present: *Cllrs M Carrigan, P Taylor, D Skelton, L Thorpe, A H Greenwood and A Hollis*

Officers: *Ms N Croome (Deputy Clerk & RFO)*

Members of the Public:

2026(SC)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 Cllr A Hollis (Health Reasons)* ***Proposed** by Cllr Taylor* ***Seconded** by Cllr Skelton* *Approved* ***Resolved:** That the apologies of Cllr Hollis and his reasons for absence are accepted.* ***Absent:** Cllr A H Greenwood*
2026(SC)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.* *The Deputy Clerk & RFO declared a pecuniary interest in Item 11.*
2026(SC)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. *Note: No resolutions can be under public participation.* *No public requested to speak.*

2026(SC)018	**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 Thorpe* ***Seconded*** *by Cllr Taylor* *Approved* ***Resolved:*** *That Item 11 is taken as a confidential item due to the personal information provided to the Committee.*
2026(SC)019	**5. Minutes – For decision** To approve the minutes of the Staffing Committee meeting held on 11th August 2026. ***Proposed*** *by Cllr Taylor* ***Seconded*** *by Cllr Skelton* *Approved* ***Resolved:*** *That the minutes of the Staffing Committee meeting held on 11th August 2026 be accepted as a true record and the Chair be authorised to sign as such.*
2026(SC)020	**6. Civility and Respect Pledge - For decision** To consider a recommendation to full council to pass a resolution to sign up to the Civility and Respect pledge. ***Proposed*** *by Cllr Skelton* ***Seconded*** *by Cllr Martin* *Approved* ***Resolved:*** *To recommend the Civility and Respect Pledge to Full Council for further consideration.*
2026(SC)021	**7. Menopause Policy - For decision** To consider a recommendation to Full Council the adoption of the presented Menopause Policy. ***Proposed*** *by Cllr Taylor* ***Seconded*** *by Cllr Martin* *Approved* ***Resolved:*** *To recommend to Full Council the adoption of the Menopause Policy.*
2026(SC)022	**8. Office Access – For decision** To receive a report and recommend to Full Council operational changes to office access. ***Proposed*** *by Cllr Taylor* ***Seconded*** *by Cllr Martin* *Approved* ***Resolved:*** *To recommend to Full Council the operational changes for office access.*
2026(SC)023	**9. Community Volunteer and Partnership Charter – For decision** To review a draft Community Volunteer and Partnership Charter for consideration for adoption by Full Council.

	Proposed *by Cllr Carrigan* ***Seconded*** *by Cllr Martin* *Approved* ***Resolved:*** *To request the Charter be reviewed by Resources Committee for further consideration, including the consideration of a brief consultation period with key stakeholders, before adoption by Full Council.*
2026(SC)024	**10. Date of the next Committee meeting** To note the date of the next Meeting of the Staffing Committee on the Wednesday 21st April 2027.
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	
2026(SC)025	**11. 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 Skelton* ***Seconded*** *by Cllr Thorpe* *Approved* *Ms N Croome left the room for this item.* ***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 2026.*

Town Clerk	*47*
Deputy Clerk & RFO	*28*
Admin & Development Officer	*16*

Meeting closed at 20:17