



Todmorden Town Council

From	Becca Toop, Community Support Officer
To	Climate Emergency Committee
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Date	27 th May 2026
Subject	Volunteer Fair: Climate Committee Brief

Objective

To hold a celebration of volunteering in Todmorden, with stalls from local voluntary groups including climate groups, with information on how to volunteer locally.

Outputs

We are aiming to have 20 – 25 stalls from local voluntary groups, and are encouraging each stall to have an interactive element or activity that engages people with the voluntary work that they do.

Todmorden Town Council will also have a stall, sharing the support that is available from us, and information about our grant funding.

There is the opportunity for the Climate Emergency Committee to run an activity to engage the attendees with the climate work that they do.

We are also inviting voluntary groups to put on a workshop or session during the event that people can join at set times, such as a litter pick, or a tour of the gardens close to the Town Hall.

There will be an audiovisual slideshow on a big screen that will loop for the duration of the event – voluntary groups have been asked to send photos and videos to us, in order for this to be put together.

We will be providing free teas, coffees, cakes and refreshments for the duration of the event.

A poster has been designed, and will be printed alongside some smaller fliers to be distributed.

Details

It will be held downstairs in the **Town Hall** (the Courtroom, Cockroft room and space in between i.e. the old kitchen and entrance).

Set up of the room will be done before the event, with Community Support Officer being at the Town Hall on the day from 10am.

Stallholders will arrive from 11am to set up their stalls.

If we have the budget, we could offer support to the voluntary groups for materials for their activities, or if they want to get specialist workshop leaders in (for example if one of the outdoor groups wanted to put on a whittling workshop) that groups can request – suggested £500 total (which works out at approximately £20/group - some may not need it, some may need more).

Budget:

£332 Town Hall Hire (including additional charge for the tea/coffee station, and staff)

£190 cakes (240 slices)

£41.13 printing 250 A5 fliers, and 50 A4 posters

£20 (approx) miscellaneous catering costs - teas, coffees, milk, biscuits, fruit

£500 (approx) activities (materials, workshop leaders etc)

Total £1083.13

Proposal:

That the date of the Community Volunteer Fair from the 20th of June to the 11th of July.

Reason for proposal:

Due to the original outline given by the Climate Committee to have the Volunteer Fair on a Saturday at the end of June, we picked the 20th of June as the Town Hall was not available on the 27th. At the time we knew this clashed with the Country Fair, but were thinking that the two events were not mutually exclusive as ours would be a drop-in, and having the town busier would work in our favour.

However we have had a number of voluntary groups (including a few of the 'big' names in Todmorden) say they cannot attend as they will be at the Country Fair.