



Todmorden Town Council

From	Naomi Crewe
To	Resources Committee
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Date	10 th June 2026
Subject	Pavilion Cleaning

Purpose of Report

1. To inform Members of the current cleaning arrangements at the Pavilion.
2. To highlight the limitations on Council officer capacity to maintain appropriate cleaning standards.
3. To ensure compliance with requirements associated with the Pavilion being a registered food premises.
4. To seek approval for the delegation of cleaning responsibilities to an appointed contractor.

Background

5. The Pavilion is a well-used facility that supports a range of community activities and bookings.
6. The building is registered as a food premises, requiring a consistent and thorough cleaning regime to meet hygiene standards.
7. At present, Council officers do not have sufficient time within their weekly duties to undertake the level of cleaning required to maintain compliance and presentation standards, and thorough cleaning of the Pavilion does not form part of their current job descriptions.
8. While user groups such as the bowlers undertake basic cleaning after use, this is not sufficient to ensure the Pavilion is maintained to the required standard on a regular basis.

Financial

9. It is proposed that a cleaning contractor be appointed to undertake regular cleaning of the Pavilion.
10. The proposed schedule is 3 hours per week, split across two visits (1.5 hours on a Monday and 1.5 hours on a Thursday).
11. The estimated annual cost of this service is approximately £3,750.
12. This cost can be accommodated within the existing or adjusted Pavilion budget, subject to approval.

13. The arrangement would also allow for additional cleaning to be charged to hirers where they request a post-event clean as part of their booking.

Recommendation

14. That Members approve the appointment of an external cleaning contractor for the Pavilion.
15. That authority be delegated to Town Council Officers to procure and appoint a suitable cleaning company.
16. That the agreed schedule of 3 hours per week be implemented as a minimum standard. (2 * 1.5 hours hours).
17. That provision be made for additional cleaning services to be recharged to Pavilion hirers where requested.
18. That the arrangement be reviewed after an initial period to ensure effectiveness and value for money.
19. That Members approve a transfer of £3500 from Centre Vale property Maintenance EMR to cover the costs.

Reasons For Recommendation

19. To ensure the Pavilion remains compliant with food hygiene regulations.
20. To maintain a clean, safe, and welcoming environment for all users.
21. To address the current limitations on officer capacity.
22. To recognise that thorough cleaning of the Pavilion is not included within existing officer job descriptions.
23. To provide a consistent and reliable cleaning standard.
24. To introduce a flexible system that accommodates additional cleaning demand.

Policy Implications:

25. Supports the Council's responsibility for health and safety compliance.
26. Aligns with asset management and maintenance policies.
27. Reinforces standards expected of Council-operated facilities.
28. May inform future operational approaches for other Council buildings.
29. No adverse policy implications identified.

Details Of Consultation:

30. Officers have reviewed current workloads and operational constraints.
31. Initial cost estimates have been obtained for contracted cleaning services.
32. Further consultation can be undertaken following approval if required.

Climate Change:

35. No significant direct climate change impacts identified.
36. Contractors can be encouraged to use environmentally friendly cleaning products.
37. Efficient scheduling will minimise unnecessary travel.
38. Supports sustainable building use through proper maintenance.

Impact Equality Assessment

40. No negative equality impacts identified.

41. Improved cleanliness enhances accessibility and usability for all groups.

42. Supports inclusive use of the Pavilion by maintaining appropriate standards.

43. No further action required at this stage.

Supporting Papers:

None

Further Information, Please Contact: Naomi Crewe