Item 4
Staffing Committee
August 2026

TODMORDEN TOWN COUNCIL

Todmorden Town Hall,
Bridge Street, Todmorden,
OL14 5AQ
townclerk@todmorden-tc.gov.uk
www.todmorden-tc.gov.uk

Minutes of the Meeting of Staffing Committee of Todmorden Town Council
Held at Todmorden Town Hall on Wednesday 15th July 2026 at 7.30pm

Councillors present: *Cllrs M Carrigan, P Taylor, A Hollis, D Skelton, B Jancovich (Sub for A H Greenwood) and S Martin (Sub for L Thorpe)*
Officers: *Ms N Crewe (Town Clerk)*
Members of the Public: *0*

2026(SC)001	**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 L Thorpe and A H Greenwood.* ***Proposed** by Cllr S Martin* ***Seconded** by Cllr D Skelton* *Approved* ***Resolved:** That the apologies of Cllr L Thorpe (Prior Commitment) and A H Greenwood (Prior Commitment) and their reasons for absence are accepted.*
2026(SC)002	**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 Town Clerk declared an interest in Item 7.*
2026(SC)003	**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)004	**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 S Martin* ***Seconded*** *by Cllr D Skelton* *Approved* ***Resolved:*** *That Items 7, 8 and 9 are taken as a confidential item due to the personal information provided to the Committee.*
2026(SC)005	**5. Minutes – For decision** To approve the minutes of the Staffing Committee meeting held on 22nd April 2026. ***Proposed*** *by Cllr P Taylor* ***Seconded*** *by Cllr A Hollis* *Approved* ***Resolved:*** *That the minutes of the Staffing Committee meeting held on 22nd April 2026 be accepted as a true record and the Chair be authorised to sign as such.*
2026(SC)006	**6. Date of the next Committee meeting** To note the date of the next Meeting of the Staffing Committee on the 21st October 2026.
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	
The Town Clerk left the meeting at this point.	
2026(SC)007	**7. Complaint – Decision required** To review investigation report into a staffing complaint. ***Proposed*** *by Cllr B Jancovich* ***Seconded*** *by Cllr S Martin* *Approved* ***Resolved:*** *That Members received the report and recommendations from the chair of Staffing.* *The outcome of the investigation will be fed back to the Town Clerk in the next few days as per the Councils Complaints Policy.*
The Town Clerk returned to the meeting	

2026(SC)008	**8. Staff Wellbeing – Decision required** To review concerns in regard to staff wellbeing ***Proposed*** *by Cllr P Taylor* ***Seconded*** *by Cllr D Skelton* *Approved* ***Resolved:*** *Members received and noted the concerns from the Town Clerk regarding staff wellbeing and communications with volunteer groups.* *The Committee recognises the Council's duty of care as an employer to ensure that employees are able to carry out their duties in an environment that is safe, respectful and free from intimidating, hostile or inappropriate behaviour.* *The committee expresses its support for the Town Clerk and all Council Officers in the discharge of their statutory and professional responsibilities.* *The Committee expects that all communications between Council officers and volunteer groups remain professional, courteous and respectful, and that concerns or disagreements are raised through appropriate Council procedures. And any concerns from Officers be reported to the Town Clerk immediately.* *The Committee requests that the Town Clerk contacts the Bandstand Group and the Bowls Committee and asks for copies of their complaints policies and procedures and to maintain civil Communications with the Council.* *The Committee requests that the matter be kept under review and that a further report be presented to the Staffing Committee if the situation does not improve or if additional measures are required.* *The Committee recommends to Full Council to ask if the Bowling Committee or the Bandstand Group would like a Councillor/Council representative on their committees in line with the Councils normal practices of working with outside bodies. As this would help build links and develop long term, positive partnership work and is inline with other organisations the Council work with.* *The Committee also thanked the Officers for their on-going hard work.*
2026(SC)009	**9. Staffing Capacity / Recruitment Proposal – Decision required** To receive report about recruitment requirements. ***Proposed*** *by Cllr S Martin* ***Seconded*** *by Cllr P Taylor* *Approved* ***Resolved:*** *That Members reviewed the presented Job Description and financial costing provided and recommend to Full Council the creation of an Events and Facilities Officer post for a period of 2 years.* *That the Committee request that the underspend from the Patmos Garden wall repair be redirected to cover the additional costs - £10,000 into the staffing EMR and £10,000 be transferred into the 26/27 staffing budget.*

	Members noted the current overtime expenditure and staffing pressures alongside this proposal. *Members considered this role as part of a wider review of operational capacity and service resilience.* *That the Interview panel will consist of Cllr M Carrigan, Cllr P Taylor and the Town Clerk.* *The timetable for recruitment is accepted to be recommended to Full Council.*
Meeting closed at 7.33pm	