

BARNOLDSWICK TOWN COUNCIL

The Civic Hall, Station Road, Barnoldswick, BB18 5NA

Tel: 01282 788090

Email: clerk@barnoldswicktowncouncil.gov.uk

To: Members of the Full Council and press

You are summoned to attend Barnoldswick Town Council's Annual Meeting to be held on Wednesday, 13th May 2026 at 7pm at The Civic Hall, Station Road, Barnoldswick, for the purpose of transacting the business on the agenda below.

Members of the public are invited to send any questions to the Clerk by 12 noon on the day of the meeting. The live chat facility will be available on the YouTube Channel until the end of the open forum part of the meeting.

This meeting will be livestreamed on the Town Council YouTube Channel and this can be accessed via this link <https://youtube.com/live/kcedzaFpoek?feature=share>



Diane Nowell – Town Clerk

AGENDA

1. Election of Chairman

To elect a Chairman of the Council for the civic year 2026/2027

2. Chairman's Declaration of Acceptance of Office

To receive the Chairman's Declaration of Acceptance of Office, or, if not then received, to determine when it shall be received.

3. Election of Vice-Chairman

To elect a Vice-Chairman of the Council for the civic year 2026/2027.

4. Apologies for absence

To receive and record apologies for absence.

5. Declarations of Interest

To receive declarations of interest in accordance with the Council's Code of Conduct. Members are also invited to confirm or update their Register of Interests where any changes have occurred.

6. Public Participation (Open Forum)

To allow members of the public to make representations to the Council in accordance with Standing Order 27 (maximum 15 minutes in total).

7. Minutes

To approve and accept the minutes of the Full Council meeting held on 15th April 2026.

8. Financial Matters

- a) To approve payments made since the last meeting and to approve the schedule of payments due before the next meeting in accordance with the Council's Financial Regulations.
- b) To consider the appointment of an internal auditor qualified and experienced in parish and council accounts.
- c) To review and agree to update Financial Regulations in line with the 'Practitioners' Guide 2025'.

9. Co-option of Councillors

To consider applications for co-option from Hollie Barrett, Zahra Nouman, Alan Waggott, Jane Pratt and Matthew Taylor to fill vacant seats on the Council. A decision will be reached by ballot.

10. Appointment to Outside Bodies

To appoint representatives to the following outside bodies: Barnoldswick Bancroft Mill; West Craven Area Committee.

11. Inspection of Deeds and Trust Instruments

To confirm that all deeds and trust instruments are held securely by the Council and can be viewed at the request of a Councillor.

12. Committees and Terms of Reference

- a.) To review the existing committee structure and resolve to dissolve and reconstitute committees for 2026/2027 where required, to ensure compliance with governance regulations.
- b.) To consider and approve Terms of Reference and membership for the HR and Staffing Committee; General Purposes Committee (including Allotments); and Town Square, Community and Culture Committee.
- c.) To elect a Chair and Vice-Chair for each approved committee.

13. Code of Conduct

To consider and approve following proposed amendments to the Code of Conduct and to complete the document register.

14. Operational Management and Governance

To agree a process for submission of agenda items to the Proper Officer, including a minimum notice period of ten working days, and to review a new BTC agenda template.

15. Timetable of Meetings

To consider and approve a schedule of meetings for 2026/2027

16. Grant Applications

- a.) To consider a grant application from Make a Difference for £400 towards the cost of equipment.
- b.) To consider a grant application from Barlick Fell Runners for £4,000 to support the establishment of a Park Run at Victory Park.

17. Countryside Access Report

To receive a report on the Enhanced Countryside Access contract and consider renewal of the subscription.

18. Correspondence/Items of Information

To note any correspondence or information from the Chairman and/or Town Clerk.

19. Exclusion of Press and Public

To consider a resolution to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted, specifically relating to staffing matters.

20. Confidential Items – HR and Staffing

- a.) Appointment of Clerk: To resolve to appoint an individual as an employee of the Council.
- b.) Proper Officer: To designate the Clerk as Proper Officer under the Local Government Act 1972.
- c.) Responsible Financial Officer: To appoint the Clerk as the Responsible Financial Officer (RFO).
- d.) Pay and Contract: To approve the pay scale and terms of employment.
- e.) Salary Review: To consider aligning officer salaries with the LGA pay scale and backdating to 1/4/26.
- f.) HR Support: To consider the retention of an HR professional to support the HR & Staffing Committee.
- g.) ACAS engagement: to receive an update regarding engagement with ACAS in relation to an ongoing staffing matter.

For further information please contact:

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