

**Barnoldswick Town Council**  
**The Civic Hall, Station Road, Barnoldswick, BB18 5NA**  
**Tel 01282 788090**

**Minutes of the Annual Meeting of the Council held on 13<sup>th</sup> May 2026 at 7PM.**

**Present:** Chair Cllr John Spencer, Cllrs Leanne Barrett, Steven Szostak, Mandy Boardman, David Whipp, Callum Hird, Angela Moran, Chris Church, Lola Whipp, David Greaves and Jodie Greaves

**Members of the public:** 0

This meeting will be streamed on the Town Council's YouTube Channel

**26/1 Election of Chairman**

**RESOLVED:** Cllr Leanne Barrett was elected as Chairman of the Council for the civic year 2026/2027

**26/2 Chairman's Declaration of Acceptance of Office**

**RESOLVED:** Cllr Leanne Barrett signed the Declaration of Acceptance of Office

**26/3 Election of Vice-Chairman**

**RESOLVED:** Cllr Callum Bird signed the Declaration of Acceptance of Office

**26/4 Apologies for Absence**

Cllr Gillian Robinson

**26/5 Declaration of Interests**

Cllr Leanne Barrett's daughter is standing for council election.

New copies of Disclosable Pecuniary Interest forms were distributed and councillors reminded to update them as necessary.

**26/6 Open Forum**

No requests from members of the public.

**26/7 Minutes of the Last Meeting**

**RESOLVED:** To approve and accept the minutes of the last meeting of the Council held on 15<sup>th</sup> April 2026.

## **26/8 Financial Matters**

**RESOLVED:** To confirm approval of payments made by the Town Clerk since the last meeting of the Council and to delegate consent for payments to be made prior to the next meeting of the Council. In accordance with the Council's Financial Regulations.

**RESOLVED:** To urgently consider the appointment of an internal auditor qualified and experienced in parish and council accounts. If no auditor can be found to meet the AGAR deadline, we will revert to the existing auditor. **Action DN.**

**RESOLVED:** To appoint a further signatory for payment authorisation. Jodie Greaves appointed.

**RESOLVED:** To agree updated Financial Regulations prepared in line with 'Practitioners' Guide 2025' with amendments as discussed. To approve and complete document register at the next Full Council meeting.

## **26/9 Co-Option of Councillors**

Jane Pratt withdrew her application prior to the commencement of the meeting. Cllr Angela Moran suggested that unsuccessful candidates could potentially join working groups, should they wish. A ballot was taken. Cllr Leanne Barrett recused herself from the voting process.

**RESOLVED:** To co-opt Hollie Barrett and Zahra Nouman to the vacant positions on the Town Council.

## **26/10 Appointment to Outside Bodies**

**RESOLVED:** Cllr Leanne Barrett was appointed as West Craven Association Committee representative, with Callum Hird as an alternative representative; Cllr Gillian Robinson was appointed as Bancroft Mill representative.

## **26/11 Inspection of Deeds and Trust instruments**

Councillors invited to inspect deeds in the office by appointment.

## **26/12 Committees and Terms of Reference**

**RESOLVED:** To dissolve existing committees in preparation for the establishment of new committees.

**RESOLVED:** To agree amended Terms of Reference and membership for: HR and Staffing Committee; General Purposes Committee (including Allotments and Barlick Biospheres); and Public Spaces, Community and Culture Committee. To approve ToR and complete the document register for each committee at the next Full Council Meeting.

**RESOLVED:** To finalise membership for each committee at the next full meeting of the council. Each committee to elect their own chair at the first meeting of the relevant sub-committees.

## **26/13 Code of Conduct**

**RESOLVED:** To approve the Code of Conduct and complete the document register.

#### **26/14 Operational Management and Governance**

**RESOLVED:** To agree formal process for submission of agenda items one week in advance of scheduled meetings on an official form.

#### **26/15 Timetable of Meetings**

**RESOLVED:** To approve the schedule of Full Council meetings for 2026/2027: Wed 10 June, Wed 8 July, Wed 9 Sep, Wed 11 Nov, Wed 20 Jan, Wed 3 Mar (Town), Wed 10 Mar and Wed 12 May with sub-committee dates to be decided. No meetings will be held in April 2027.

#### **26/16 Grant Applications**

**RESOLVED:** To grant £400 to Make a Difference for equipment. To discuss procurement with the group to ensure they get best value. **Action DN and LB.**

**RESOLVED:** To agree to the use of the park for Park Run, subject to the group providing adequate public liability insurance. To additionally grant £1000 to Barlick Fell Runners and to offer advice for approaching other grant-funding bodies to acquire additional funds. **Action DN.**

#### **26/17 Countryside Access Report**

Defer to a future meeting when we have subscription renewal information. To consider preparing a footpath-renewal scheme to propose to the group.

#### **26/18 Urgent agenda item – loss of water at Victory Park**

**RESOLVED:** To share (50%) the cost of replacing two pumps at the Pavilion at Victory Park, total cost expected to be circa £8,000. **Action DN.**

#### **26/19 Exclusion of Public and Press**

The Chair requested the exclusion of the public per Schedule 12A of the Local Govt Act 1972, owing to the confidential nature of the business (Data Protection Act 1998).

**RESOLUTION:** Exclusion granted.

#### **26/20 Vote on urgent HR matter**

**RESOLVED:** to appoint Diane Nowell as an employee of the Council.

**RESOLVED:** To designate the Clerk as Proper Officer under the Local Government Act 1972.

**RESOLVED:** To appoint the Clerk as the Responsible Financial Officer (RFO).

**RESOLVED:** To align officer salaries (Events Officer and Council Support Officer) with the appropriate LGA pay scale and backdating to 1/4/26.

**RESOLVED:** To retain an HR professional to support the HR & Staffing Committee.

**RESOLVED:** To await ACAS communication on the current staffing dispute.

The meeting closed at 8.45PM

The next meeting of the Full Council is on Wed 10<sup>th</sup> June 2026 at 7PM.

**For further information, please contact:**

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