

Barnoldswick Town Council
Minutes of the meeting of the Full Council held on the 11th March
2026.

Present: Chair John Spencer, Cllrs Gillian Robinson, David Whipp, Callum Hird, Angela Moran, Chris Church, Mandy Boardman, Lola Whipp & Jodie Greaves
This meeting will be streamed on the Town Council's YouTube Channel

25/93 Apologies for Absence

Cllr Steven Szostak, Dave Greaves & Leanne Barrett

25/94 Declaration of Interests

Councillors declared Other Registrable Interests in the items:

20i. Pendle Borough Council - Cllr D Whipp

23. Pendle Borough Council - Cllr D Whipp, Cllr C Church, Cllr L Whipp

25/95 Open Forum

Bands on the Square - Hickeys and Friends offered thanks to the Town Council for all their hard work. It was suggested that ideas for a replacement of BOTS would be welcomed.

25/96 Minutes of the Last Meeting

Cllr D Whipp asked for corrections to the minutes as follows:-

25/92 b) 2026/2027 Budget proposal - Barlick Pride and Parks Projects £16,500 & £20,000 – utilise both budgets towards Pride in Place projects. This budget proposal already includes the £10K reserved for park projects; it is not an extra allocation.

Also, that the Environmental Schemes budget was agreed at £10k, uncommitted for anything that comes up.

Cllr L Whipp was not listed as present at the Budget meeting - to be corrected and listed as present.

It was moved by Cllr D. Whipp and seconded by Cllr L Whipp to approve the minutes of the Full Council held on 21st January after the corrections have been made.

Resolved: To approve and accept the minutes after the corrections have been made.

25/97 Emergency Item

DW provided a quote from Pendle Borough Council to patch the potholes on the access road at Victory Park of £485.50.

Resolved: The quote was approved, allowing the work to proceed.

25/98 Finance

JS to respond to DW about authorisation and Singh's later in the meeting.

25/99 Committee Reports

Correction GR + all except DW

25/100 Proposal to increase frequency of Council Meetings

The Annual Meeting determines the frequency of the meetings and DW advised that April and May Full Council meetings have already been agreed.

Resolved: Accepted.

25/101 Establishment of a Staffing Committee

A proposal was presented by Cllr J Spencer with another Council's Terms of Reference as an example.

DW pointed out that the Committee do not have power in terms of appointments; the Council have appointed Special committees to make appointments.

4.1. Remuneration for staff - only Full Council can set the budget - should this be Full Council or add "within the budget of the Council".

4.3 Interview by Chair and Town Clerk - suggest amending to "any 2 members of the Committee, with the Clerk".

4.6 Payment of standing orders requires Full Council to consider at the budget meeting in January - conflict with DW suggestion - "recommend those matters to Full Council".

JS suggested removing implement DW said change. Callum noted covering to make recommendations standing orders in another.

4.11 Chair to act as Line Manager to Town Clerk.

Applications for the Staffing Committee must be submitted by April 11th. GR enquired about the method for receiving applications, and it was agreed that using application forms would be the most suitable approach.

2.1 DW asked to delete "after an ordinary election". Elections take place at the beginning of May.

4.13 Have delegated powers "to review pension arrangements" and make recommendation to the Council as this is a budget issue.

Cllr J Greaves, Cllr A Moran, Seconded by Cllr G Robinson

Resolved: Cllr J Spencer/Cllr L Barrett to revisit the draft document.

25/102 Role of the Clerk

Cllr J Spencer provided a draft Locum Clerk Job Description to the members. Cllrs J Spencer and L Barrett proposed making the role smaller, at 20 hours per week and just deal with the clerking responsibilities laid out, ie: finances, etc. DW asked if equivalent L4 could be removed/changed.

One application has been received for the Locum position.

Resolved: To note this

25/103 New Code of Conduct

JS presented a draft version which included more explanatory notes and appeared similar to Pendle Borough Council. JG questioned App 3.6 "other registerable interest" and if there was a conflict if members were crossover/involved in other Councils to be able to vote. DW said the Monitoring Officer at Pendle should be asked for his advice.

Resolved: JS to speak to Howard Culshaw.

25/104 Document Register

JS proposed introducing a register for important documents received.

JS, seconded by JG - All in favour.

Resolved: To introduce a register for important documents.

25/105 Visitors Book

JS suggested that a visitors' book should be held in the TC office.

Resolved: To agree a visitors' book to be held in the TC office.

25/106 Council payment of creditors

DW stated that Unity Trust Bank requires three individuals for payment - 1 purely for administration and 2 authorised signatories - at present this is LW, DW and CH.

Discussion took place around using a corporate credit card for paying for services but this is not possible, therefore JS suggested using a charge card that could be topped up.

LW said she would draft and implement a procurement policy.

DW proposed that Sam be added to "admin" so that she could input transactions.

Resolved:

25/107 Internal Audit

Not yet completed. DW suggested appointing Windle & Bowker as internal auditors.

DW, 2nd CH. All in favour.

Resolved: To appoint Windle & Bowker as internal auditors.

25/108 Contract with Singh's

DW reported that remedial work is required to the shed at the back of Singh's.

Quotes to be obtained and the rental agreement will be signed subject to this work being carried out and deducted from future rent.

AM agreed, CH seconded. All favour.

Resolved: Sam to ensure that remedial work is carried out.

25/109 Grant Application

a. Barlick Blokes

Room rental to be confirmed as payment in kind.

AM agreed and proposed, CC, DW, JG seconded. All in favour.

Resolved: To contact Michael and confirm rent in kind.

b. Barnoldswick Town Football Club

DW proposed putting £1000 towards groundwork and agree in principal subject to meeting to understand the proposal of 4G artificial pitch proposal (20b)

DW proposed, AM seconded. All in favour.

Resolved: To organise a meeting with Barnoldswick Town Football Club

25/110 Review of Financial Regulations

DW proposed to approve.

3.3 LW £2000 authorisation limit.

3.5 Orders by payments of money not signed - authorised + Clerk or other officer as appropriate to cover another to input payments.

JG £3,000 to £25,000 requires quotes.

LW Approved subject to 3.3. CW seconded. Agreed.

Resolved: Discuss at the next meeting.

25/111 Review Standing Orders

DW asked to amend paragraph 47B Expenditure - Town Clerk or other authorised officer to issue electronic payments.

LW questioned the charge card and said it operated like petty cash system.

JS suggested Financial Regulations be revisited when the new Town Clerk is appointed.

Code of Conduct - DW paragraph 64A Change date/revise. Government introducing new standard framework. JR - 39 Change date. To DW and JG. All in favour.

Resolved: To amend the Standing Orders as above.

25/112 Town of Culture Bid

All groups have received the email and provided their feedback. Next step to complete Expression of Interest, then £60k to develop the bid.

JS put on record thanks to AM, GR, SS.

Resolved: To note this information

25/113 Correspondence received

- a) Scouts request to take part in further events. AM suggested involvement in the Bioscapes initiative.

Resolved: CC to invite Scout Leader to Bioscapes meeting on Monday 16th March.

- b) BTFC - artificial pitch proposal. DW to seek meeting to understand the proposal. AM raised concerns about the environmental and health impacts. As leaseholders BTFC would need planning from Pendle for a major change of land use.

Resolved: Meeting to take place with BTFC.

- c) Bin Report

Resolved: Noted

- d) Jenny and Andy Arnold request to use the square

DW advised that authorisation should be sought from Pendle Borough Council.

LW and CC - Accept. All in favour. Sam has already contacted Pendle BC and had this authorised.

Resolved: To approve this request

- e) Amber Wheeler request for a trading pitch

It was suggested that the car parking spot used by the fish van on Thursday could be used if Pendle Borough Council give permission to use the land. LW said the Town Council have discretion as licence holder for the town.

LW proposed amend, CC seconded. All in favour.

Resolved: Check with Pendle and agree to request

- f) Marie Brewer request to provide catering for Cricket Club

As there are already two sets of refreshments/café operating on the park, it

was rejected.

DW, JG seconded. All in favour.

Resolved: To decline this request

g) Adrian Lord request

This was rejected due to the football taking place in May.

JG, MB seconded. All in favour.

Resolved: To decline this request

h) Marshall Waddington request

Accepted, if there were no other activities taking place - £500 per day charge.

Resolved: To approve

i) Teen HAF event

As using BTC electrics, they will need to provide insurance/documents, etc.

DW proposed, LW seconded. All in favour.

Resolved: Ask HAF to provide insurance/documents, etc.

j) Christmas Lights contract

Lite are offering the same terms and conditions and keeping pricing to 2021 level. Will suspend regulation to go out to tender for over £10k as sufficient evidence of quality.

DW proposed LW seconded. All in favour.

Resolved: To approve the extension of the contract for 2 years

25/113 Council Email Addresses

CW proposed that from 1st April 2026 Councillors should use barnoldswick.gov.uk email and update website with these.

CH, JG seconded - 7 in favour.

Resolved: That all councillors use a barnoldswick.gov.uk email address for Town Council business

25/114 Greenberfield Allotments

CW proposed a reduced rent of £32.50 to encourage the new tenants.

Resolved: Reduce rent for new Greenberfield allotments to £32.50 for 2026/2027

25/115 Pride in Place

1. Create a Pump Track at Victory Park and renew ramps at the Wheel Park;
2. Create a small permanent performance space at back of the Town Square;
3. Complete pavement accessibility improvements on Newtown;
4. Extend and improve the Stream and Steam Heritage Trail, with new locations and digital access;
5. Extend Letcliffe Park's Sculpture Trail;
6. Create a tree nursery.

Council further notes that the town council budget includes £26,500 of match funding for the PIPF programme.

In accordance with previous resolutions, the town council resolves that:

1. The Impact Fund programme be welcomed and supported;
2. Match funding be allocated to projects 1, 4, 5 and 6 above, subject to work in Victory Park and Letcliffe Park including the replacement and provision of new litter bins as required;
3. The town council contribution be allocated according to the requirements of the programme;

4. In principle agreement be approved for use of land in the ownership of the town council for the proposed pump track; sculpture trail; heritage trail; and tree nursery, subject to further consideration of locations;
5. Sculpture Trail features include: a drystone wall circular aperture 'Iris'; viewpoint tactile landscape relief; and a set-paved design extending the current footpath; together with the renewal as necessary of existing sculptures at Letcliffe Park;
6. Future revenue consequences of the projects detailed in this resolution be met;
7. Pendle Borough Council be authorised to act as agents for the town council in respect of developing the PIPF programme.
8. An application be submitted to divert Footpath No 6 at Greenberfield in order to facilitate the possible provision of a pump-track on the land at Greenberfield.

Resolved: To approve the above.

25/115 BOTS and future events

Suggestions to go ahead with the work and exclude BOTS.

Resolved: To obtain quotes for events management consultancy or temporary staff in order to assist with the implementation of the Town Councils 2026/2027 events programme.

That a draft event management plan together with other necessary documentation be prepared and confirmation of insurance cover for each event be sought.

That quotations be obtained for temporary event infrastructure, suppliers and contractors based on the current year's programme

That applications for road closures be submitted for the town centre events during 2026/2027 as above.

The meeting closed at 10.00pm

Contact: The Clerk

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The next meeting of the Full Council is on the 8th April 2026