



## **Padiham Town Council**

**Town Hall, Burnley Road, Padiham BB12 8BS Tel: 01282-968781**  
**Email: [contact@padihamtowncouncil.gov.uk](mailto:contact@padihamtowncouncil.gov.uk)**

**The Town Mayor**  
**Councillor Maureen Whittaker**

**Padiham Town Clerk**  
**Steve Watson**

30<sup>th</sup> January 2023

Dear Councillor

A meeting of the Padiham Town Council will be held on Monday 6<sup>th</sup> February 2023, commencing at 7:00pm in the Council Chambers, Padiham Town Hall.

All Councillors are summoned to attend to transact the business within the Agenda set out overleaf.

Yours sincerely

**Steve Watson**  
**Padiham Town Clerk**

To: Members of the Town Council  
Member of Lancashire County Council  
Police Sergeant  
Town Centre Manager



**Town Councillors are summonsed to attend a Padiham Town Council meeting which will be held on Monday, 6<sup>th</sup> February 2023 in the Council Chambers, Padiham Town Hall.**

**Meeting of Padiham Town Council**

**7:00pm Monday 6<sup>th</sup> February 2023**

**A G E N D A**

1. Apologies for absence and reasons given.
2. Declarations of Disclosable Pecuniary Interests (Members are invited to declare any Disclosable Pecuniary Interests they have may have in any matter identified for discussion at the meeting).
3. Formally adjourn the meeting to allow for Public Participation
  - a) Police Report
  - b) Town Centre Manager Report
  - c) Public Questions received in advance
  - d) County and Borough Councillor Reports
  - e) Padiham Organisation Reports
4. Formally reconvene the Town Council Meeting
5. Minutes
  - a) Minutes of the Town Council Meeting held on 5th December 2022 for approval.
6. Officer's Report including Administration, for information unless stated
  - a) Actions taken under the Minutes
  - b) Correspondence

**7. Report back from Working Groups**

- a) Events Working Group updates – Christmas Lights Switch On
- b) Planning Working Group Feedback

**8. Items for Discussion**

- a) Red Phone Box re-instatement and usage update
- b) Technical College Gates update
- c) Naming of the six benches in front of the Town Hall
- d) Local Plan

**9. Bookings Policy**

Members are asked to discuss a possible change to the bookings policy, in particular, to introduce a non-refundable deposit at the point bookings are made. It has been established that late cancellation of bookings for function rooms is causing the council unnecessary loss of revenue and precludes others from taking up their preferred dates.

**10. Finances**

- a) Budget Monitoring Report and Bank Reconciliations
- b) Payments of £6257.70 and Receipts of £589.04
- c) Petty Cash Report of -£468.21

**11. Date of next Town Council meeting: Monday 6<sup>th</sup> March 2023 at 7pm**