



Padiham Town Council

Town Hall, Burnley Road, Padiham BB12 8BS Tel: 01282-968781

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**The Town Mayor
Councillor Alun Lewis**

**Town Clerk
Steve Watson**

28th May 2025

Dear Councillor

The next **Town Council Meeting** for the above named Town is being held on Monday 2nd June 2025 in the Council Chambers, Padiham Town Hall, commencing at 7:00pm and all Councillors are summoned to attend to transact the business within the Agenda set out below.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Steve Watson'.

**Steve Watson
Town Clerk**



Town Councillors are summoned to attend a Padiham Town Council meeting which will be held on Monday, 2nd June 2025 in the Council Chambers, Padiham Town Hall.

Meeting of Padiham Town Council

7:00pm Monday 2nd June 2025

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. Formal vote of thanks for retiring Councillor Andy Tatchell
6. Request for leave of absence from Councillor Peter Haigh
7. Minutes
 - a) Minutes of the Town Council Meeting held on 7th April 2025 for approval.
8. Officer's Report including Administration, for information unless stated
 - a) Actions taken under the Minutes
 - b) Correspondence

9. Finances

a) 3rd April – 30th April 2025

	Starting Balance	Payments	Receipts	Transfers Out	Transfers In	
Current	£1,997.07	£11,775.36	£105,651.00	£147,000.00	£55,000.00	£3,872.71
Ballroom Management	£4,519.61	£958.50	£1,224.51	£0.00	£0.00	£4,785.62
Business Reserve	£74,562.72	£0.00	£0.00	£55,000.00	£97,000.00	£116,562.72
Petty Cash	£0.00	£0.00	£0.00	£0.00	£0.00	0
Credit Card	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£81,079.40	£12,733.86	£106,875.51	£202,000.00	£152,000.00	£125,221.05

b) Annual Statement of Accounts

c) Internal Auditor

10. Working Groups reports

a) Events Working Group

i. Staff sweatshirts

b) Planning Working Group

c) Strategic Planning & Finance Working Group

i. Recommendations

- Recommendation to Council on a new Bar Manager employed position.
- Recommend to Council a process for recruitment to any new positions. Includes an advertising, short-listing and interview procedure.
- Recommend to Council a Recruitment Budget.
- Consider and make a recommendation if required on the Building Managers request for a review of salary on Bank Holidays
- Recommend to Council that the Clerk attends BIIAB Level 2 Award for Personal Licence Holders at the Council's expense
- Recommend to Council that the Council pays for a personal license for alcohol for the Clerk

11. Items for Discussion

12. Mayor's Business

13. Date of next Town Council meeting for Mayor Making: Monday 7th July 2025 at 7pm