

Minutes of Padiham Town Council Meeting

7.00pm Monday 5th January 2026

1. Apologies for absence and reasons given

Daine O'Neill, Mac Harrison, Maureen Whittaker, John Harbour

Town councillors: A. Lewis (in the Chair), David Alexander, Keith Barsby, Maurice Duckworth, Peter Haigh, Peter McCann, Claire Pilkington, Vincent Pridden, Christopher Smith, Chris Turner, and Philip Turner.

Also present: Millie Towers (note taker).

RESOLVED: That the apologies are accepted.

2. Declarations of Disclosable Pecuniary Interests (members are invited to declare any Disclosable Pecuniary Interests they may have in any matter identified for discussion at the meeting).

There were no declarations of interest.

3. Formally adjourn the meeting to allow for Public Participation

a. Police Report

- i. No report submitted.

b. Town Centre Manager Report

- i. Report provided in a separate document.
- ii. Town Market: Burnley Council have said they can organise and sort it out because it is not in Padiham's hands. This was agreed at the meeting with the town centre manager. Burnley Council have decided to run it themselves and to not leave it to an outside tender, as this is the most cost effective. Preliminary dates provided to ensure no scheduling conflicts with events held by Padiham Town Council.
 1. Question regarding whether the town hall will be open due to needing toilets. Burnley have said they are working on ensuring the outside ones by the library will be open.
 2. If the ballroom is open for the market, it will need to be staffed. If this happens, Burnley will need to cover their wages for those dates. We need to ensure there are no unforeseen costs to Padiham Council.
 3. Will they need access to put things such as gazebos away – questions surrounding keys etc. Alun has said he will ensure they keep in touch as plans are only in their preliminary stages.
 4. Gazebos, chairs, and tables tend to be loaned out at cost – this will need to be priced up if Burnley intend to use them. Burnley have said at present they are thinking they will be providing their own. The pre-agreed upon tariff of £15 per gazebo and £10 for a table and two chairs would apply in the circumstance they are used.

- iii. Update on the empty properties was provided at Alun's meeting with the Town Centre Manager too.

c. Public Questions received in advance

- i. No questions submitted

d. County and Borough Councillor Reports

- i. No report submitted by County.
- ii. Borough: Alun has a meeting for updates on Padiham Flood Defences on 06.01.26. The benches that have been sponsored for the park have been put in place, an invoice should be expected soon.

e. Padiham Organisation Reports

- i. No report submitted.

4. Formally reconvene the Town Council Meeting

5. Minutes

a. Minutes of the Town Council Meeting held on 1st December 2025 for approval.

Amendments to spelling on precept

RESOLVED: The minutes of the Town Council meeting held on 1st December 2025 were considered and approved following typo amendments.

6. Officer's Report including Administration, for information unless stated

a. Actions taken under the minutes

- i. Page 1:
 - 1. Following Vetrano's break-in – emailed and got no response. Maurice said he will chase this but has had problems in getting the inspector to respond.
- ii. Page 2:
 - 1. Town centre manager meeting was held.
 - 2. Stairs – signs have not been put in place yet for out of bounds but will be made and put up.
- iii. Page 3:
 - 1. No update regarding the banking situation.
- iv. Page 4:
 - 1. Response for proposed HMO has been received – Alun will have a look to see when this goes to planning by checking the website. Everything will be reviewed by officers first with a recommendation to then be made to planning committee.
 - 2. When was everything last PAT tested? This needs to be chased with Mark. He will be emailed.
- v. Page 5:
 - 1. Did we send anything to the telephone box upkeep – this will be emailed to chase up regarding the upkeep cost.
 - a. Resolved: £100 to be sent regarding the upkeep cost if needed – this will be investigated and sorted by the next meeting.

2. Proposal to include a ballroom manager's report for every town council meeting. Agreed to be on the agenda for each meeting.
 - a. The line dancing group – proposed reduced rate at £30 per session for 5 sessions was agreed and then was moved to £45 on the 6th session as per agreement. The time period agreed for hiring the ballroom was 6.45pm to 8.15pm. This then moved to 6pm but has still been paying the £45. Set up and clear up should be from 5.30pm – 9pm.

No money is being made at the bar, despite assurances that they would make the money back there (about £30 has been made across the first two times the bar was open).

It should be £105 for the times she is now using the ballroom 5.30pm – 9pm. She is asking to have the hall for free. There is the alternative that if she is unhappy that she has to fill out a new booking form with adjustments in amount paid, the Burnley Mechanics group could use the space as they have expressed interest.

The agreed rates that were previously agreed regarding the standard hiring out of the ballroom should be applied. The discounted rate was only put in place, as is the agreed case for beginning groups, to give them a helping hand over their first three months. She needs to be paying for the extra time, instead of the original hour and a half. The bar should not be considered as it is not related to the hiring of the ballroom. She is more than welcome to attend the council with a public question.
 - b. RESOLVED: Business to be charged at full standard rate for the entire time she is renting out the ballroom for. The reduced rate time period has expired. As a gesture of good will, the council has agreed the times she has not previously paid the amount for the entire time period the ballroom was used for, will be waved so long as the full amount is paid going forward. Rates will be reviewed at the start of the next financial year. She will be informed of the change in rates prior to Thursday by text and by email. The set up and clean down times will also be included with all events from this point forward – this will also effect wages as the extra half an hour needs to be funded.

b. Correspondence

7. Finances

a. Budget 2026 – 2027

- i. Separate document provided

- ii. 2025/26 figure is the budget that we set for this year. The figures on the right are the figures when you add 21.1% increase to this years – but not equally attributed this in each cross-section. To end up with a functional budget, then you need to apply 21.1% increase to the precept.
- iii. A question was raised regarding what Steve had based this figure on. It was the understanding it was due to increase in cost of living.
- iv. Figures seen by Maurice did have a £20,000 variation – which was assumed to be a typo. Budget has been cut where possible by Steve. The end figures were affected by the typo so cannot be used to make a decision. Every time something needs to be paid, money is moved from business reserve account to council account due to interest.
- v. We have £25,000 in the bank now based on Steve’s explanation. We will have a little more coming in. That said council bookings that were cancelled for Jan/Feb for toilets were cancelled, and now that this will be taking place later will be effected.
- vi. Money for salaries (£10,000), and money for gents toilets (£10,000). We will end up with £5,000 in bank at year end. It is positive we have underspent as we expected to need to use reserves. Maurice’s additional documentation needs to be updated, as confirmed by ballroom manager.
- vii. Decision needs to either be followed either for version one sheet (provided at meeting) to assume we will have money, as the figures are gone through. Any problems that are caused would then be addressed next year.
- viii. As well as this, Maurice raised that the residents of Padiham experiencing a 21.1% increase would be problematic. There is the option that Burnley may support the town council and prevent having to increase these costs by this percentage. Burnley do already assist in the funding of events (e.g., security), but it must be noted that this decision to ask for assistance may impact this.
- ix. Decision was made to go through budget line by line to ensure it all makes sense:
 - 1. £15,000 expected to be taken, but the actual figure is nowhere near this. Expecting to go to £23,000 next year may be unrealistic.
 - 2. Community room:
 - a. £300 taken this year in income.
 - b. The flat rate is currently £30 per session. If it is a charity they get £15 per session. Calico are charged £15.
 - c. Hire charges are shown as £2,500.
 - d. Do we think we will make £2,500 next year?
 - e. Correct charges need to be implemented – question regarding if Calico should be paying full rate, not half price. Terms of agreement need to be considered – does it state “not for profit”?
 - f. RESOLVED: Figure to be left at £2,500
 - g. Action: At a separate strategy meeting, rates need to be considered and increased.
 - 3. Archive room:

- a. RESOLVED: Figure to be left at £1,000
- 4. Concert hall:
 - a. Ballroom hire:
 - i. Last recorded figures were £7,000 but is believed these are out of date.
 - ii. If the figure is left at £23,000, this will increase the precept.
 - iii. Large bookings in the ballroom are being carefully considered due to gents toilets. It will be signed on relevant forms that the toilets may be affected. To be actioned by Andy – individual who has been trying to book will be informed that the toilet date has now been pushed back so should be okay.
 - iv. RESOLVED: figure to be left at £23,000
 - b. Bar takings:
 - i. Now in control of the bar
 - ii. In the two – three months that the bar has been in ownership of the council, it has made £2000.
 - iii. RESOLVED: figure to be left at £10,000.
- 5. Other income:
 - a. Beer festival:
 - i. RESOLVED: Figure to be left at £0
 - b. Council chamber:
 - i. Offset against expenditure is the goal.
 - ii. No bookings were made for the council chamber this year.
 - iii. RESOLVED: Figure to left at £1,200.
 - c. Duck race:
 - i. RESOLVED: Figure to be dropped to £280
 - d. Party in the Park:
 - i. RESOLVED: Figure to be left at £300
 - e. Christmas Light Switch On:
 - i. RESOLVED: Figure to be left at £280
 - f. Sponsorship:
 - i. RESOLVED: figure to be left at £1000
- x. Expenditure:
 - 1. Salaries and wages:
 - a. Town clerk salary:
 - i. RESOLVED: Figure to be left at £32,700
 - b. Ballroom manager:
 - i. RESOLVED: Figure to be left at £9,500
 - c. Town Clerk Cover:
 - i. Questions over what this purpose is.
 - ii. RESOLVED: Figure to be left at £3,000
 - d. Payroll Admin Charge:
 - i. RESOLVED: Figure to be left at £300
 - e. Pensions and NI Contributions:
 - i. RESOLVED: Figure to be left at £2,500

2. Expenses:
 - a. RESOLVED: Figure to be left at £0
3. Professional charges:
 - a. RESOLVED: Figures to be left at £1,900 and £1,500 respectively.
- xi. Town council office and admin:
 1. Rent
 - a. RESOLVED: Figures left at £600
 2. NNDR:
 - a. Unknown what this is
 - b. RESOLVED: Figures left at £2,080
 3. Service charge
 - a. RESOLVED: Figure to be left at £13,000
 4. Bank charges:
 - a. RESOLVED: Figure to be left at £0
 5. Office equipment:
 - a. RESOLVED: Figure to be left at £700
 6. Website and internet support:
 - a. Expensive due to website – waste of money as it does not work
 - b. Query
 - c. RESOLVED: Figure to be left at £2,100
 7. Stationery
 - a. RESOLVED: Figure to be left at £900
 8. Postage:
 - a. RESOLVED: Figure to be left at £50
 9. Printer and copying
 - a. Exploration of using tablets instead needs to be explored and added to agenda for next meeting.
 - b. RESOLVED: Figure to be changed from £2000 to £1025.
 10. Printing (external)
 - a. RESOLVED: Figure to be left at £400
 11. Recruitment
 - a. RESOLVED: Figure to be left at £0
 12. Advertising
 - a. RESOLVED: Figure to be left at £0
 13. Computer hardware:
 - a. RESOLVED: Figure to be left at £350
 14. Computer software:
 - a. Query over where the costs are coming from
 - b. Have these figures been set to justify the 21.1% increase in the precept? Are these realistic?
 - c. RESOLVED: Figure to be left at £1000
 15. Gifts and hospitality:
 - a. RESOLVED: Figure to be left at £0
- xii. Concert hall:
 1. Rent:
 - a. RESOLVED: Figure to be left at £1

2. NNDR Ballroom:
 - a. Query: does it mean you can only put 4 officers in the ballroom? The NNDR is set by Burnley, not us.
 - b. RESOLVED: Figure to be left at £8,320
3. NNDR Storeroom:
 - a. RESOLVED: Figure to be left at £425
4. Maintenance/supervisor:
 - a. RESOLVED: Figure to be left at £9,000
5. Licences and performing rights:
 - a. RESOLVED: Figure to be left at £4,500
6. Laundry:
 - a. RESOLVED: Figure to be left at £400
7. Cleaning Materials
 - a. RESOLVED: Figure to be left at £1,200
8. Publicity
 - a. RESOLVED: Figure to be left at £0
9. Cleaning:
 - a. Now a £0 due to Andy now doing it.
 - b. RESOLVED: Figure to be changed to £0
10. Ballroom wi-fi:
 - a. RESOLVED: Figure to be left at £1150
11. Kitchen deep clean:
 - a. The last deep clean cost £400. Agreement this was a high cost.
 - b. RESOLVED: Cost to be changed to £0.
12. Bar stock/barrelage:
 - a. Bar should be ran separately as its income would make this a nil cost.
 - b. The figure seems to be inappropriate.
 - c. RESOLVED: Cost to be omitted.
13. Archive group:
 - a. Rent – archive office:
 - i. RESOLVED: Figure to be left at £2,000
 - b. NNDR:
 - i. RESOLVED: Figure to be left at £1,362
14. Community room:
 - a. Rent – community room:
 - i. RESOLVED: Figure to be left at £0
 - b. NNDR:
 - i. RESOLVED: Figure to be left at £916
15. Council chamber/weddings:
 - a. Question regarding who is doing publicity now person responsible has left?
 - b. Wedding licence fee:
 - i. RESOLVED: Figure to be left at £200
 - c. Weddings General/Publicity:
 - i. RESOLVED: Figure to be left at £1,000
 - d. Floral Decorations:

i. RESOLVED: Figure to be left at £0

16. Mayoralty

- a. Mayoralty inc chains, expenses etc:
 - i. RESOLVED: Figure to be left at £700
- b. Mayor making:
 - i. RESOLVED: Figure to be left at £578
- c. Mayor at home:
 - i. RESOLVED: Figure to be left at £151
- d. Mayoral ball/hospitality:
 - i. RESOLVED: Figure to be left at £750
- e. Mayoral invitations:
 - i. RESOLVED: Figure to be left at £140
- f. Deputy Mayors Chains:
 - i. RESOLVED: Figure to be left at £0

17. Projects:

- a. General Donations and Grants
 - i. RESOLVED: Figure to be left at £500
- b. Additional projects:
 - i. RESOLVED: Figure to be left at £2,500
- c. Town centre improvement scheme:
 - i. RESOLVED: Figure to be left at £1,000
- d. Business Voucher Scheme:
 - i. RESOLVED: Figure to be left at £100
- e. Publicity:
 - i. RESOLVED: Figure to be left at £0
- f. Tea and toast:
 - i. RESOLVED: Figure to be left at £200
- g. Equipment Replacement program:
 - i. RESOLVED: Figure to be left at £4,000
- h. Stage curtains:
 - i. Curtains – this is the figure that was provided for back curtains – waiting on confirmation from Burnley regarding front curtains.
 - ii. RESOLVED: Figure to be left at £4,000
- i. Piano bar improvements
 - i. Cost to be omitted for now
 - ii. RESOLVED: Figure to be changed to £0

18. Events:

- a. Christmas lights:
 - i. figure from last year was about £16,000 to cover next year worked out.
 - ii. Agreed at strategy meeting to inflate by 10% to meet inflation costs.
 - iii. Burnley must have spent quite a few hundred.
 - iv. RESOLVED: Figure to be changed to £17,600.
- b. Duck race/summer fair:
 - i. RESOLVED: changed to £6,500
- c. Halloween party:

- i. RESOLVED: Figure to be left at £300
 - d. Party in the park:
 - i. Questions regarding inflated costs compared to last year, felt £7150 was too little
 - ii. RESOLVED: Figure to be changed to £7,500
 - e. Remembrance Sunday:
 - i. RESOLVED: Figure to be left at £3,500
 - f. Beer festival:
 - i. overspent by £1747 last year. Inflation at that time was 3.8%
 - ii. RESOLVED: Figure to be left at £1,450
 - g. Padiham on parade:
 - i. RESOLVED: Figure to be left at £3000
 - h. Remembrance concert:
 - i. RESOLVED: Figure to be left at £0
 - i. Painting Padiham:
 - i. RESOLVED: Figure to be left at £1000
 - j. Increase of £3,450 on events expenditure. We are taking out of these figures piano bar improvements (-3038), bar stock (-5000), kitchen deep clean (-2000), council chamber hire (+750), computer software to be left as it is, website to be left as it is, NNDR – needs to be left at 8320, printer and copying needs to go onto agenda for discussion and (-1000 to be taken out of this figure).
- 19. It needs to be established if the £56,000 for the bank investment needs to be taken off. We need to end up at year end with a percentage of total income (6 months of running costs). We have ended up where we should be.
- 20. Sponsorship has gone down – but there have been issues in securing sponsorship. Everyone only wanted the light switch on as is understood by Steve.
- 21. Town council administration – all kept the same but
 - a. £56,000 for bank investment
- b. Summary:
 - i. Take aways:
 - 1. £3038 (piano bar improvements)
 - 2. £5000 (bar stock)
 - 3. £900 (printing equipment)
 - 4. £2000 (kitchen deep clean)
 - 5. £350 (office equipment)
 - ii. Increase:
 - 1. £3,450 increase in events
 - iii. Net goes to - £7838
 - iv. Then applied to total expenditure:
 - 1. Goes from £166,571 - £7838 = £158,733
 - 2. Precept goes to £117,162 from £125,000

3. Band A goes to £4.90 which is not the concern – the concern is more so the figure of 21.1%. 40.8p per month that this will increase by.
4. 11.69% increase
5. It needs to be considered that LGR may affect things. It may be beneficial to have a budget that is slightly more than what we need as otherwise there may be money taken away so the council has very limited resources. It also ensures that the town council continues to exist going forward for the sake of the community.
6. Decision on either 11.69% or the 21.1% against the figures that Steve has given us.
7. When precept is submitted to Burnley Council – only a figure is provided. 10% difference between figures, so 5% could be added to 11.69% to come to a middle ground.
8. The ballroom is currently being run at a loss (with curtains, and equipment replacement costs etc). This needs to be discussed by strategic finance group.
9. Do we need to spend £10,000 on gents toilets? Burnley mechanics said it was one of the best decisions they ever made. Burnley is also paying for the vast majority of it. Money is already to one side for it from this year's budget so will not affect next year's.
10. Could we save the town centre improvement budget that is £3,500 currently due to improving the toilets? The events are the main thing that the public see. Potential option to close the ballroom but this is also part of what the council provides to the town. This is not viable at this stage
11. Options:
 - a. £120,600 for the precept at approximately 15% increase.
 - i. 9 hands held
 - b. £117,000 at the 11.69% increase.
 - i. 2 hands held
 - c. 21.1% increase
 - i. 0 hands
 - d. RESOLVED: 15% increase is carried. Final figure to be £120,600. PP1 needs to be signed by the mayor and the town clerk (Alun to check who the second individual needs to be due to staff absence).

c. Precept 2026 – 2027

i.

8. Date of next Town Council meeting: Monday 2nd February 2026 at 7pm