

# TODMORDEN TOWN COUNCIL

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23<sup>rd</sup> May 2019

**YOU ARE HEREBY SUMMONED** to attend a meeting of the **General Purposes Committee** which will be held in the Cockroft Suite, Todmorden Town Hall, Bridge Street, Todmorden on **Thursday 30<sup>th</sup> May 2019 at 7.30pm**

*S. Kauser*

Ms Safia Kauser  
**Locum Town Clerk**

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## COMMITTEE MEMBERSHIP

M Carrigan (Chair)  
P Ripley  
R Coleman-Taylor  
A Hollis

S Martin (Vice-Chair)  
L Levick  
G Kent  
M Taylor

M Holmstedt  
T Roberts  
D Skelton  
C Baker

**12 Committee members and Town Mayor (Ex-Officio)**

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## Recording of Council Meetings

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted

## Public Participation

- Notice is hereby given that members of the public may make representations, answer questions and give evidence at a meeting in respect of the business on the agenda, with agreement of the Council or committee (ideally notified in advance to the clerk).
  - Any member of the public shall not speak for more than five minutes, unless the time period is extended by resolution of the Council or committee.
  - A question asked by a member of the public shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
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# **AGENDA**

## **1. Apologies for Absence**

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting

## **2. Declarations of Interests**

To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

## **3. Public Participation**

To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting.

Note: No resolutions can be under public participation

## **4. Minutes**

4.1 To approve the draft minutes of the General Purposes committee meeting held on 20 March 2019 (previously circulated)

4.2 To approve the minutes of the General Purposes committee meeting held on the 18<sup>th</sup> May 2019 (previously circulated)

## **5. Exclusion of Press and Public - Public Bodies (admission to meetings act) 1960**

To consider and confirm any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

## **6. Scheme of Delegation**

To consider the draft Scheme of Delegation that contains the delegations to officers and terms of reference to each standing committee in accordance with the Local Government Act 1972, section 101.

Note: At the Annual Council meeting, the Council is required to delegate terms of reference to each standing committee. The Scheme of Delegation document is a procedural document that will provide the council with a framework which sets out the detailed delegated powers given to committees and officers.

## **7. Correspondence**

7.1 To receive and consider any items of correspondence for consideration:

- YLCA White Rose Update Edition May 2019

7.2 To receive an update on previous items of correspondence considered and agree any further actions required:

- Response from Huddersfield Royal Infirmary (podiatry services)

## **8. Member Training Programme**

8.1 To confirm the date, time and venue to deliver new member induction training

8.2 To receive the YLCA training Programme and identify any training needs for members

## **9. Grants Application Form**

To recommend to Council to adopt the updated grant application form which now includes the updated GDPR consent information (enclosed)

## **10. Financial Matters for Consideration**

10.1 To consider the changes to the bank mandate and confirm the signatories for the Town Council. The current Financial Regulations do not confirm whom the signatories shall be. The Clerk recommends that the regulations are fully reviewed at a future meeting.

10.2 To note that the annual accounts are scheduled to be prepared by RBS on the 30<sup>th</sup> May 2019

10.3 To note that the internal auditor is scheduled to carry out the second internal audit visit for 2018/19 financial year on 6<sup>th</sup> June 2019

## **11. Cheques**

To receive the schedule of cheque payments that require signing in accordance with the Financial Regulations.

## **12. Any items for discussion for a future agenda**

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

- Memorable Blue Plaques

## **13. Date of the next committee meeting**

To note the date of the next committee meeting scheduled for Tuesday 16<sup>th</sup> July 2019 at 7.30pm, Todmorden Town Hall.