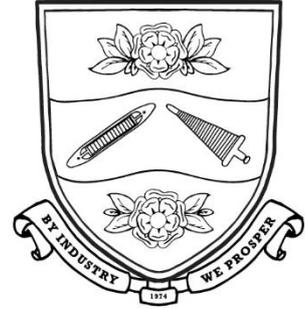


# TODMORDEN TOWN COUNCIL

Town Clerk's Office,  
Todmorden Community College,  
Burnley Road, Todmorden OL14 7BX  
01706 548135

townclerk@todmorden-tc.gov.uk  
www.todmorden-tc.gov.uk



## MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE Held in the Cockroft Room, Todmorden Town Hall, Bridge Street, Todmorden, on Saturday 30<sup>th</sup> May 2019 at 7.30pm

**Councillors Present:** Cllr M Carrigan [Chair], S Martin [Vice-Chair], K White, Town Mayor [Ex-Officio]  
Cllrs C Baker, P Ripley, R Coleman-Taylor, L Levick, G Kent, M Taylor, M Holmstedt, T Roberts, D Skelton

**Absent Councillors:** Cllr A Hollis

**Observing Councillors (not a member of the committee):** None

**Officers:** Safia Kauser – Locum Town Clerk/RFO [minute taker]

**Members of the Public:** 2 members of the public

### 2019(GP) 004 **APOLOGIES FOR ABSENCE**

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

**RESOLVED:** That the apologies and reasons for absence received from Cllr Hollis be approved.

### 2019 (GP) 005 **DECLARATIONS OF INTERESTS**

Members are reminded of the legal requirements concerning the declaration of interests. A Member 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.

None declared.

### 2019 (GP) 006 **PUBLIC PARTICIPATION**

To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.

There were two members of the public present. One member of the public requested to address the committee on matters relating to crime. As the item was not on the agenda of the meeting, the member of public was requested to submit his concerns in writing to the Locum Town Clerk.

Signed Chair: .....

Dated: .....

2019 (GP) 007 **MINUTES**  
**2019/007.1 - To approve the draft minutes of the General Purposes committee meeting held on 20<sup>th</sup> March 2019 (previously circulated)**

**RESOLVED:** That the minutes of the General Purposes committee meeting held on 20<sup>th</sup> March 2019 be confirmed as a true record and signed by the Chair.

**2019/007.2 - To approve the minutes of the General Purposes committee meeting held on the 18<sup>th</sup> May 2019 (previously circulated)**

**RESOLVED:** That the minutes of the General Purposes committee meeting held on 18<sup>th</sup> May 2019 be confirmed as a true record and signed by the Chair.

2019 (GP) 008 **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.

The committee agreed there were no items on the agenda that required the exclusion of the press and public.

2019 (GP) 009 **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.

The locum clerk explained the purpose of the document and how it will assist both members and officers. Members commented on the usefulness of the document, however it was felt that there was a lot of information to digest and it was agreed to defer the item to the next meeting.

**Action:** Councillors to contact the Clerk if any clarification is required

2019 (GP) 010 **CORRESPONDENCE**  
**2019/010.1 - To receive and consider any items of correspondence for consideration:**

- YLCA White Rose Update Edition May 2019  
This was noted by the members.

**2019/010.2 - To receive an update on previous items of correspondence considered and agree any further actions required:**

- Response from Huddersfield Royal Infirmary (podiatry services)  
This was an ongoing item in relation to Podiatry appointments which could not be booked from the health centre. Although a response had been received from Huddesfield Royal Infirmary, it didn't answer the question raised. A discussion took place regarding the patient participation group and if the issues could be raised via that avenue or healthwatch Calderdale.

**Action:** Cllr Holmstedt to raise issue at the next Patient Participation Group and to

Signed Chair: .....

Dated: .....

request if there can be official representation on the group from the Town Council

**Action:** Clerk to respond to the letter and clarify why the appointments cannot be booked from the health centre.

2019 (GP) 011

**MEMBER TRAINING PROGRAMME**

**2019/011.1 - To confirm the date, time and venue to deliver new member induction training**

The former locum Clerk Ken Eastwood had submitted a number of dates and times including evenings and Saturday mornings for the new member training sessions to be delivered. The training session would last up to 3 hours. Enquires had been made with YLCA on new member training, however YLCA had encouraged members to attend the pre-arranged training sessions which were at a cost of £115 per delegate. The committee agreed it would be cost effective to go ahead with Ken Eastwood and if required, a second session could also be arranged.

**RESOLVED:** That the costs of approximately £360 for new member induction training be authorized for Ken Eastwood to deliver on site.

**Action:** Clerk to circulate dates and times to all the members. The training is to be confirmed subject to the most popular date/time requested by the majority of members.

**2019/011.2 - To receive the YLCA training Programme and identify any training needs for members**

This item was briefly discussed. The committee felt that the YLCA training programmes were not cost effective.

2019 (GP) 012

**GRANTS APPLICATION FORM**

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

The GDPR consent paragraph inserted into the current grant forms was reviewed by the committee. The Clerk informed the committee that a full review of the grant forms was due to take place via the Amenities committee and brought back to the General Purposes committee before they are recommended to full council to adopt.

Proposed by Councillor Martin and Seconded by Councillor Skelton

**RECOMMENDED:** That the General Purposes committee recommends that the updated grant application form which includes the GDPR consent form is adopted by full Council subject to the period of 10 years to be changed to 6 years.

2019 (GP) 013

**FINANCIAL MATTERS FOR CONSIDERATION**

**2019/013.1 - 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.**

The Clerk informed members that the current financial regulations don't include any provisions which stipulate whom the council signatories should be. The Clerk recommended that the regulations should be updated at a future meeting.

**RESOLVED:** That the Council signatories shall comprise of the Mayor, Deputy Mayor and all the Chairs and Vice-Chairs of each standing committee.

**Action:** Cllr Carrigan to arrange the change of signatories form to be updated and dropped off to Yorkshire Bank.

**Action:** That the Clerk investigates alternative banking options with Lloyds bank.

Signed Chair: .....

Dated: .....

**2019/013.2 - To note that the annual accounts are scheduled to be prepared by RBS on the 30<sup>th</sup> May 2019**

The Accountant from RBS software had completed the year-end annual accounts earlier this afternoon. The Council's general reserves were reduced in comparison to the last year. The Clerk informed members that an Extraordinary Council meeting will need to be called to ensure that the accounts are approved by the statutory deadline of 30 June and that the public inspection window must include the first 10 days of July.

**2019/013.3 - 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**

This was noted by members.

2019 (GP) 014 **CHEQUES**

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

It was unclear whom the current signatories were. The former mayor Cllr Hollis was on holiday and Cllr Skelton was unsure if he was a current signatory. The cheques could not be signed at the meeting. It was agreed to refer these to the next committee meeting for signing.

2019 (GP) 015 **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

2019 (GP) 016 **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.