

## TODMORDEN TOWN COUNCIL

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22nd August 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 **Wednesday 28<sup>th</sup> August 2019 at 7.30pm**

*C R Hill*

Colin Hill  
Town Clerk

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### COMMITTEE MEMBERSHIP

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

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

M Holmstedt  
T Roberts  
D Skelton  
M Doyle

**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 question 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**

To approve the draft minutes of the General Purposes committee meeting held on 16<sup>th</sup> July 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. Financial update**

To receive an updated summary of the Council's financial position and detail by budget heading and cash reconciliation.

## **7. Internal Audit**

To advise Members of the need to appoint new internal auditors and to consider the frequency of inspection.

## **8. External Audit – Financial Risk Assessment**

To receive an update of queries raised by the external Auditor and the need to now carry out a financial risk assessment.

## **9. Banking Arrangements**

To receive an update of changes to services required from existing bankers.

## **10. Blue Plaques**

To receive an update on the Blues Plaque project

## **11. Production of a professional annual report and newsletter**

To consider and develop requirements for taking this forward including budget provision.

## **12. Certificate of Recognition during the Mayoral Year**

To consider and develop requirements for taking this initiative forward.

**13. Correspondence**

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

- Letter from Douglas Wilson re Blue Plaque Scheme-

**14. Town Charter**

To provide an update on this project.

**15. Scheme of Delegation**

To provide an update to Members.

**16. Cheques**

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

**17. Any items for discussion for a future agenda**

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

**18. Date of the next committee meeting**

To note the date of the next committee meeting scheduled for Wednesday 9<sup>th</sup> October 2019 at 7.30pm, Todmorden Town Hall.