

TODMORDEN TOWN COUNCIL

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MINUTES OF THE AMENITIES COMMITTEE MEETING

Held in the Council Chamber, Todmorden Town Hall, Bridge Street, Todmorden, on
Thursday 06th June at 7.30pm

Councillors Present:	Cllr D Skelton [Chair], C Williams [Vice-Chair], K White [Town Mayor – Ex-Officio from 8.06pm], M Carrigan, A Hollis, M Holmstedt, C Potter [from 8.10pm], P Ripley, P Taylor
Absent Councillors:	Cllrs A Greenwood, L Levick, C Baker
Observing Councillors (not a member of the committee):	None
Officers:	Safia Kauser – Locum Town Clerk/RFO (minute taker)
Members of the Public:	8 members of the public

2019(A) 004	<p><u>APOLOGIES FOR ABSENCE</u> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting</p> <p>Proposed by Councillor Williams and Seconded by Councillor Carrigan RESOLVED: That the apologies and reasons for absence received from C Baker, P Ripley and J Williams be approved.</p>
2019 (A) 005	<p><u>DECLARATIONS OF INTERESTS</u> 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.</p> <p>None declared.</p>
2019 (A) 006	<p><u>PUBLIC PARTICIPATION</u> 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.</p> <p>The Chair invited the members of the public who had submitted grant applications to address the committee in support of the funding requested.</p> <p><u>Calderdale Friends of Dorothy</u> This was a new constituted group with growing membership. A number of coffee morning and social events had taken place. The group provides research on housing, social care and support which will enable them to take on projects and will the assistance of grant funding they hope to become sustainable in the future. They currently have 15 members and would be able to manage the project if the Town Council were unable to award the full grant requested.</p>

Signed Chair:

Dated:

In the Park Productions

A steering working group had been set-up that had previously been involved in Robin Hood in the Vale Park productions. The group was also involved in the Tod fair and Folk festival. Almost 500 people had attended in a Punch and Judy show which took place in 2018. The groups aim is to focus on local community engagement and to create a warmer environment.

Tod Book Festival

The first book festival was held last year which had been a huge success. The voluntary group had now been transferred to a company. The Tod Tourism Centre was used last year to secure grant funding as the group did not have their own bank account. The group rents spaces across Tod to enable people to engage.

2019 (A) 007

MINUTES

2019/007.1 - To approve the draft minutes of the Amenities committee meeting held on the 27 March 2019

Proposed by Councillor Williams and Seconded by Councillor Holmsteadt, and

RESOLVED: That the draft minutes of the Amenities committee meeting held on the 27 March 2019 be approved as a true record of proceedings and signed by the Chair, subject to the following amendments:

- 1) minute reference 723, Hatfield to be deleted and replaced with Holmsteadt,
- 2) minute reference 725, the word Cockroft to be replaced with Cockcroft
- 3) minute reference 724, the missing word after budgetary heading to be confirmed by the previous Locum Clerk

2019/007.2 - To approve the draft minutes of the Amenities committee meeting held on the 18 May 2019

Proposed by Councillor Holmsteadt and Seconded by Councillor Carrigan, and

RESOLVED: That the draft minutes of the Amenties committee meeting held on the 18 May 2019 be approved as a true record of proceedings and signed by the Chair.

2019 (A) 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.

Prposed by Councillor Holmsteadt and Seconded by Councillor Williams, and

RESOLVED: That the agenda items for the meeting do not require the exclusion of the press and public and that they be allowed to remain for the duration of the meeting.

2019 (A) 009

GRANT APPLICATIONS

To consider and approve the grant applications enclosed:

Applicant	Amount Requested
Calderdale Friends of Dorothy	£1,500
Cockcroft House	£90.00 admin fee
Haptonstall Exhibitions Charity	£1,000
In the Park Productions	£3,208
Richard Naylor Charity	£1,000
Todmorden Book Festival Ltd	£3,000

Note: The Committee has the power to approve grant applications up to a maximum amount of £5,000. Any grants exceeding this threshold must be recommended to Full Council for approval.

Signed Chair:

Dated:

Calderdale Friends of Dorothy

Proposed by Councillor Williams and Seconded by Councillor Hollis, and
RECOMMENDED: That the sum of £1,500 be awarded to Calderdale Friends of Dorothy in accordance with the grant criteria terms and conditions. *(one abstention)*

Cockcroft House

The Chair informed members that this committee had previously approved a £900 grant however the group did not include their admin fee.

Proposed by Councillor Hollis and Seconded by Councillor M Taylor, and
RECOMMENDED: That the £90.00 admin fee be awarded to Cockcroft House in accordance with the grant criteria terms and conditions.

Heptonstall Exhibitions Charity

The Chair Cllr Skelton declared a non-pecuniary interest in this item and the Vice-Chair chaired the meeting for this item only. The group provides small grants to school children. All agreed that this was a great venture.

Proposed by Councillor Carrigan and Seconded by Councillor Holmsteadt, and
RECOMMENDED: That a £1,000 be awarded to Heptonstall Exhibitions Charity in accordance with the grant criteria terms and conditions. *(one abstention)*

In the Park Productions

Although the grant application was submitted for a sum of £3,208, the committee were restricted to a maximum ceiling of £3k as it exceeded the Councils grant terms.

Proposed by Councillor Carrigan and Seconded by Councillor Holmsteadt, and
RECOMMENDED: That the sum of £3,000 be awarded to In the Park Productions in accordance with the grant criteria terms and conditions and that the group be requested to find the remaining funds of £208.

Richard Naylor Charity

Proposed by Councillor M Taylor and Seconded by Councillor Hollis, and
RECOMMENDED: That the sum of £1,000 be awarded to the Richard Naylor Charity in accordance with the grant criteria terms and conditions.

Todmorden Book Festival

The Chair Cllr Skelton declared a non-pecuniary interest in this item. The Vice-Chair chaired the meeting for this item only. The committee commented on the groups brilliant work that had been carried out and were supportive of the grant application.

Proposed by Councillor Carrigan and Seconded by Councillor Hollis, and
RECOMMENDED: That the sum of £3,000 be awarded to Todmorden Book Festival in accordance with the grant criteria terms and conditions. *(one abstention)*

2019 (A) 010

GRANT APPLICATIONS (TOWN HALL HIRE REFUND)

To approve the town hall hire refund grant applications enclosed:

Todmorden Orchestra	£732.04
Todmorden Choral Society	£670.33

Proposed by Councillor Holmsteadt and Seconded by Councillor Hollis, and
RECOMMENDED: That the sum of £732.04 be awarded to Todmorden Orchestra group in accordance with the Town Hall Hire refund scheme.

Proposed by Councillor Carrigan and Seconded by Councillor Hollis, and
RECOMMENDED: That the sum of £670.33 be awarded to Todmorden Choral Society in accordance with the Town Hall Hire refund scheme.

Signed Chair:

Dated:

2019 (A) 011	<p><u>GRANT FEEDBACK FORMS</u> To receive the grant feedback forms inclusive of any audit expenditure receipts. The committee may request to recover any underspent grant funds previously authorized or may approve use of underspends to be allocated to another project.</p> <table border="1" data-bbox="319 331 1209 439"> <tr> <td colspan="2">Community Rights of Way</td> </tr> <tr> <td>Cornholme and Portsmouth Library</td> <td>£775.19 underspend</td> </tr> <tr> <td colspan="2">Friends of Overgate-Todmorden</td> </tr> </table> <p>The grant feedback forms were noted by the committee who then discussed the underspend from Cornholme and Portsmouth library. All members agreed that they were providing a good cause and that the underspend could be allocated for food towards the food bank.</p> <p>Proposed by Councillor Holmsteadt and Seconded by Councillor White, and RECOMMENDED: That Cornholme and Portsmouth library allocate the unspend of £775.19 towards food for the food bank and that they provide a report in six months' time confirming the expenditure to the Council.</p>	Community Rights of Way		Cornholme and Portsmouth Library	£775.19 underspend	Friends of Overgate-Todmorden	
Community Rights of Way							
Cornholme and Portsmouth Library	£775.19 underspend						
Friends of Overgate-Todmorden							
2019 (A) 012	<p><u>CORRESPONDENCE</u> To receive and consider any items of correspondence:</p> <ul style="list-style-type: none"> • Letters from residents relating to grit bin issues • Bandstand in Centre Vale park <p><u>Grit Bins</u> The Chair read out a summary relating to the issue of grit bins. The committee agreed that this was the responsibility of Calderdale Council however appreciated being kept informed by the member of public concerned regarding the lack of actions by Calderdale.</p> <p>Proposed by Councillor M Taylor and Seconded by Councillor Carrigan, and RESOLVED: That the Clerk responds to the letter, thanking the member of the public for keeping the council informed and that the Town Council supports the issues raised and that they are satisfactorily resolved by Calderdale Council.</p> <p><u>Bandstand in Centre Vale park</u> The Town Council had recently paid towards a feasibility study and the bandstand was currently in a state of disrepair. The letter outlined the concerns and requested that action be taken to get the bandstand up and running.</p> <p>Proposed by Councillor Skelton and Seconded by Councillor Hollis, and RESOLVED: That a copy of the feasibility study be made available online on the Town Council website and that the letter of concerns be forwarded to Calderdale Council.</p>						
2019 (A) 013	<p><u>TREE SAFETY INSPECTIONS</u> 2019/013.1 - To consider options (inclusive of any costs) for the tree inspections to be carried out across the Town Council's four sites. It is recommended that a tree inspection is carried out after major weather incidents or every three years as required.</p> <p>Calderdale Council had provided a quotation for the tree inspections across all town council sites. Members were in agreement with the quotation submitted and agreed that the work should be undertaken.</p> <p>Proposed by Councillor Skelton and Seconded by Councillor Carrigan, and RESOLVED: That the quotation from Calderdale Council for the tree inspections be accepted and that they be authorised to carry out the work.</p>						

Signed Chair:

Dated:

	<p>2019/013.2 - To consider the development of a Tree Safety Inspection Policy. The Clerk provided members with some background information relating to tree inspections and the importance of having a policy that would assist the members with tree inspections. The policy would outline the Councils responsibilities and would itemise the site and location for each tree on town council land.</p> <p>Proposed by Councillor M Taylor and Seconded by Councillor Carrigan, and RESOLVED: That a Tree Safety Inspection policy be developed and brought back to the next meeting for review.</p>
2019 (A) 014	<p><u>REVIEW OF THE GRANT APPLICATION FORMS</u> To make recommendations to the General Purposes committee to review and update the grant application forms, inclusive of the grant award criteria feedback forms and the grant award process. The committee may wish to consider two grant funding schemes with a maximum grant threshold for each scheme.</p> <p>A discussion took place between members regarding the lack of any specific terms and conditions on the grant forms including the lack of any publicity given to the Town Council. The Clerk commented that all the forms required a review and a structure to differentiate between the grant forms and the Town Hall hire grant refund scheme. The updated forms would be accessible and understandable. The forms were unclear on the type of grant that was being requested as the Council have a general grants budget, in addition to education and entertainment, arts and recreation. As the committee receive a large number of grants, it was suggested that the process is reviewed.</p> <p>Proposed by Councillor Carrigan and Seconded by Councillor White, and RESOLVED: 1) That the Clerk updates all the grant forms including the addition of terms and conditions and brings back to the next meeting 2) That the Clerk provides a full options appraisal on the grant structure for consideration at the next meeting.</p>
2019 (A) 015	<p><u>BOUNDARY SIGNS</u> 2019/015.1 - To receive an update on the county boundary signs (Friends of Real Lancashire) and consider the costs for the erection of one boundary sign and an upgrade of an existing sign. This was an ongoing item that had been brought forward from a previous meeting. The Friends of Lancashire had requested that the Town Council provide funding to the County Lancashire boundary sign that was currently erected on one post. The quote was for an updated sign and an additional post.</p> <p>Proposed by Councillor White and Seconded by Councillor Skelton, and RESOLVED: That the Friends of Lancashire group are referred to Lancashire County Council for supporting the costs of an upgraded boundary sign.</p> <p>2019/015.2 - To consider new Town Council boundary signs for the three entrances into the Todmorden The Clerk explained that this item had arisen as a result of the request from the Friends of Lancashire and the observations made driving in and around Todmorden. The current signs did not indicate any welcome comments from Todmorden Town Council. Members confirmed that there were currently four signs.</p> <ol style="list-style-type: none"> 1) Sign coming in from Rochdale 2) Sign from Walsden ward? 3) Sign from Burnley road entrance 4) Sign coming in from Bacup <p>Proposed by Councillor White and Seconded by Councillor Williams, and RESOLVED: That Councillor Carrigan is tasked to take photos of the current signs and bring back to the next meeting for a full review.</p>

2019 (A) 016	<p><u>CHEQUES</u> To receive the schedule of cheque payments that require signing in accordance with the Financial Regulations.</p> <p>Five cheques were presented for signature to the value of £2,217.43.</p> <p>Proposed by Councillor Skelton and Seconded by Councillor White, and RESOLVED: That the cheques be signed in accordance with Council procedures.</p>
2019 (A) 017	<p><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u> To notify the Clerk of any matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> • Draft Tree Inspection Policy • Photos of the current Todmorden Boundary signs • Updated grant forms including the terms and conditions
2019 (A) 018	<p><u>DATE OF THE NEXT COMMITTEE MEETING</u> The date of the next committee meeting was noted - Thursday 25th July 2019 at 7.30pm, Todmorden Town Hall.</p> <p>Councillor Williams gave her apologies in advance for the next meeting.</p> <p>There being no further business, the Chair closed the meeting at 9.00pm.</p>

Signed Chair:

Dated: