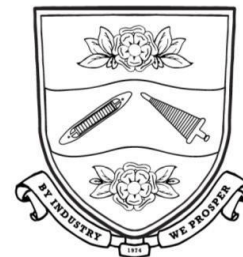


TODMORDEN TOWN COUNCIL

Town Clerk's Office,
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5th February 2020

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 12th February at 7.30pm**

C R Hill

Colin Hill
Town Clerk

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)

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 15th January 2020 (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 recommended year-end virements

7. Human Resources – outsourcing provision of advice and support

To receive a report considering different options for delivery.

8. Committee Structures and frequency of meetings.

To receive a report recommending a merger of committees and a focused timetable to achieve key deadlines

9. Internal Controls

To receive a report and associated internal controls document for approval.

10. Corporate Risk Management

To receive a report and associated Corporate and Financial Risk Register

11. Accounts closedown timetable

To receive a report and schedule of tasks to be completed to enable an effective year end close down of accounts.

12. Cash reconciliation and Payment to date

To receive a cash reconciliation and schedule of payments made to date.

13. Insurance

To receive a report confirming cover in place and schedule of cover.

14. Register of Outstanding Items

To receive an update on outstanding items for action.

15. Correspondence

To receive and consider any items of correspondence for consideration

16. Any items for discussion for a future agenda

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

17. Date of the next committee meeting

To note the date of the next committee meeting scheduled for Wednesday 25th March 2020 at 7.30pm, Todmorden Town Hall.