

	A	B	C	F	G	H
	Number	Ongoing/Completed	Date Raised	Description	Actions	Outcome
2						
8	6		16.07.19	Future of raised growing beds in front of former Abraham Ormerod Centre	Letetr to be sent to Aldi to clarify what they are going to do. If they intend to remove the raised beds then plans should be made to relocate them. Future correspondence about this to be referred to the Development Committee - 16/7	
9	7		28.08.19	Changes required to the Scheme of Delegation	The changes/additions relating to the Climate Emergency Committee, Officer Scheme of Delegation and Banking arrangements will need to be incorporated into the overall scheme of delegation. This is to be brought to the GP meeting in due course - 28/08	This was finalised at GP meeting 16/7
10	8		28.08.19	Preservation of Town Charter	Clerk to set up meeting with Richard Macfarlane to include Cllr Levick	In course and budget approved to take this forward. Still o/s
11	9		28.08.19	Recognition for Mayor for outstanding community contribution	Clerk to develop a certificate and award letter and develop criteria in conjunction with the Mayor to bring back to Full Council for formal approval in due course - 28/08	
12	10		28.08.19	Need to produce a professional annual report and to consider regular production of a newsletter.	Clerk to bring forward a proposal in January 2020 - 28/08	
13	11		28.08.19	Need to progress blue plaques project	To identify property owners and seek permissions - 28/08	Finalising quotes for Brass plaques and new quotes sought for blue plaques. Permission given to place in Town Hall. Expected to finalise by end of February 2020.
14	12		28.08.19	Cotton Growers Additional bank account with £3645.91	To bring to agenda of Full Council	Written to charities commission
15	13		28.08.19	Follow on from External Audit	To carry out a financial risk assessment and to bring outcome of External Audit to Full Council in September - 28/08	Audit report submitted to Full Council.
16	14		28.08.19	Internal Auditors required	Clerk to approach the Yorkshire Association of Local Council to provide details of alternative Internal Auditors, prepare specification of requirements, seek quotations and make recommendations to the GP Committee and the Full Council to appoint new Internal Auditors on the basis of an annual visit pending full consideration to increase the frequency of the visit depending on turnover of the Town Council - 28/8	Exisitng Internal Auditor reaffirmed assistance for current financial year.
17	15		28.08.19	Issues with Ground Maintenance Contract with Calderdale MBC.	Need to clarify the Grounds Maintenance Contract with Calderdale MBC - 28/8	

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2	16		28.08.19	Issues around office IT	Initial estimate to resolve £4,500. Recommendation to be submitted to Full Council that £8,500 be allocated and that tendering process be started. Acquiring a new server would be additional cost. Tenderers to be invited to a sub-committee of the Amenities Committee - 28/8	Earmarked Reserve Established. Outcome dependant upon potenteil office relocation to Town Hall
18	17		28.08.19	No shared understanding of the payment of the Mayors Allowance. Historically the Mayor's Allowance has been paid on request up to the approved budget figure and any unspent allowance at the discretion of the Mayor to use towards the Mayor's Charity.	It was agreed that the Mayoral Allowance be paid in lump sums as requested by the Mayor up to the level of the approved budget and subject to any payments being authorised by other Councillors than the Mayor - 28/08	Approved
19	18		09.10.19	Non-Accrual at year end March 2019 of payment for Town Centre Security for period Jan-March 2019	That a virement of up to £10,000 is made from the Amenities Budget for Development Projects to Town Centre Security to provide for full costs in 2019/20, with any balance allocated towards Amenities Miscellaneous. To account for this properly going forward, to pay 4 normal instalments this financial year and accrue year end if the final quarter invoice is not received in time to pay before end of March 2020. 9/10	Approved.
20	19		09.10.19	Concern raised about the financial support given by TTC by way of contribution towards the provision of 2 PCSO's.	The Clerk to informally meet with the Police to establish the likely need for 202/21 and its value in relation to outputs being Delivered for Todmorden -9/10	Clerk Met and Presentation to Full Council by Partnership Manager and Inspector scheduled for 29th Jan 2020
21	20		09.10.19	No budget allocation in current financial year for the work of the Climate Emergency Committee	Initial budget of £2,500 to be allocated to the Climate Emergency Committee for the remainder of the financial year. The Town clerk to revisit all codes and collectively vire budgets across to create a new budget for the new Climate Emergency Committee to commence their work programme, without the need to impact General Reserves. The budget required for 2020/21 will likely to be larger and this will be factored into the the budget setting process. 9/10.	Approved
22	21		09.10.19	Query raised about the payment of the earmarked Reserve for £25,000	The Clerk to look into this and others regarding progress and future need. Clerk to report back to Committee in due course.	Investigated and re-established Earmarked Reserve following advice from West Yorks Combined Authority re Capital contribution required as part of agreed scheme .
23	22		09.10.19	Lack of on-line banking	The Clerk has set up on line banking but is currently trying to register and logon - 8/11	Intenet banking now established and operational
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2						
25	23		09.10.19	Concerns raised about availability of patient records, general availability of services provided at Todmorden and value for money achieved by recent moving of services, ability to treat minor injuries locally.	The Clerk to invite the Practice manager to a future meeting of the Town Council to provide update on the Practice and delivery of services to Todmorden residents including the planning in place for the continuation of the Calderdale Community Practice to be delivered in Todmorden. Town Clerk to offer members a facility for raising questions and these will be sent to the Practice Manager before the meeting - 9/10	Practice Manager and Partner attended Full Council 29th January 2020
26	24		09.10.19	Requirement for information from the Police and Ambulance Services to address Full Council	The Clerk to invite the Police and Ambulance Services to address the Full Council - 9/10	Police attended 29th January 2020. Response from Ambulance Service awaited.
27	25		15.1.20	Year budget	Finalise 2020/21 estimates from submission to FC	FC approved 29th Jan 2020 and precept demand to Calderdale issued.
28	26		15.1.20	Reserves and Treasury Policy	Finalise and submit to FC	FC approved 29th Jan 2020
29	27		15.1.20	Committee Structures	Finalise and submit to GP	Report to GP 12th Feb 20
30	28		15.1.20	Corporate Risk Management	Finalise and submit to GP	Report to GP 12th Feb 20
31	29		15.1.20	Accounts Closedown	Finalise and submit to GP	Report to GP 12th Feb 20
32	30		15.1.20	Insurance	Finalise and submit to GP	Report to GP 12th Feb 20
33	31		15.1.20	Human Resources	Finalise and submit to GP	Report to GP 12th Feb 20
34	32		15.1.20	Internal Controls	Finalise and submit to GP	
35	33		15.1.20	Cash Reconciliation	Finalise and submit to GP	Report to GP 12th Feb 20
36	34		15.1.20	Financial Risk Assessment	Finalise and submit to GP	
37	35		15.1.20	Payments Made Financial Year	Finalise and submit to GP	
38	36		15.1.20	Appointment of Internal Auditors	Finalise and submit to GP	
39	37		15.1.20	Review of Financial Regulations and Standing orders taking into account current practices and schemes of delegations	Finalise and submit to GP	
40	38		15.1.20	Communications Policy and Web site/social media	Finalise and submit to GP	
41	39		15.1.20	Health and safety Policy and underlying risk assessments	Finalise and submit to GP	