

**TODMORDEN TOWN COUNCIL**

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**MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE**  
**Held in the Cockroft Room, Todmorden Town Hall, Bridge Street, Todmorden, on**  
**Tuesday 16<sup>th</sup> July 2019 at 7.30pm**

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

**Absent Councillors:** Cllrs A Greenwood and D Skelton

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

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

**Members of the Public:** 1 member of the public

2019(GP) 017	<p><b><u>APOLOGIES FOR ABSENCE</u></b>          To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.</p> <p>Proposed by Councillor Martin and Seconded by Councillor Hollis, and  <b>RESOLVED:</b> That the apologies and reasons for absence received from Cllr Hollis be and Greenwood be approved.</p> <p>The committee wished Councillor Greenwood a speedy recovery.</p>
2019 (GP) 018	<p><b><u>DECLARATIONS OF INTERESTS</u></b>          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.</p> <p>None declared.</p>
2019 (GP) 019	<p><b><u>PUBLIC PARTICIPATION</u></b>          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.</p> <p>No members of the public took part in public participation.</p>

Signed Chair: .....

Dated: .....

2019 (GP) 020	<p><b><u>MINUTES</u></b> To approve the draft minutes of the General Purposes committee meeting held on 30th May 2019 (previously circulated)</p> <p>Proposed by Councillor Martin and Seconded by Councillor Kent, and <b>RESOLVED:</b> That the minutes of the General Purposes committee meeting held on 30<sup>th</sup> May 2019 be confirmed as a true record and signed by the Chair.</p>
2019 (GP) 021	<p><b><u>EXCLUSION OF PRESS AND PUBLIC - PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960</u></b> 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.</p> <p>The committee agreed there were no items on the agenda that required the exclusion of the press and public.</p>
2019 (GP) 022	<p><b><u>MEMORABILIA BLUE PLAQUES</u></b> To receive an update on the blue plaques project and consider any further actions required inclusive of any costs. Councillor Skelton and Jack will address the committee on this item.</p> <p>Cllrs Greenwood and Skelton were both involved in this project however both were absent at the meeting. The Locum Clerk provided costings on the blue plaques that were previously approved by the committee. Members were asked to approve the costings for the blue plaques:</p> <ul style="list-style-type: none"> <li>• Replace Geoffrey Wilinsons plaque – permission is needed</li> <li>• Produce Alderman Robert Jackson plaque</li> <li>• Produce a plaque commemorating Major Robert Barker, for either the Council Chamber or on his house</li> <li>• Produce a brass plaque for Norah Caveney and erect in the Council Chamber</li> </ul> <p><u>Costings including erection:</u></p> <ul style="list-style-type: none"> <li>• Blue plaque cost £307.00</li> <li>• Brass plaque cost £40.00</li> <li>• Total cost in the region of £694 to £961</li> </ul> <p>The Mayor suggested that a further plaque should be considered for Billy Holt.</p> <p>Proposed by Councillor White and Seconded by Councillor Holmstedt and <b>RESOLVED:</b> That the item is deferred to the next meeting for a full discussion when Councillors Greenwood and Skelton are present.</p>
2019 (GP) 023	<p><b><u>SCHEME OF DELEGATION</u></b> 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. This item was deferred from the last meeting.</p> <p>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.</p> <p>A discussion took place between members on the requirements of the Scheme and the inclusion of the new Climate Emergency committee terms and references. The</p>

Signed Chair: .....

Dated: .....

Locum Clerk addressed the committee and provided background information and answered questions raised by members.

The following changes were agreed:

- 1) Remove all references relating to the appointment of non-committee members and voting rights for all the committee terms of reference.
- 2) Page 4 – reference 4.1, change the wording to strictly or non-voting
- 3) Page 6 – Item 13, remove the comma on £5,00
- 4) Page 7 – Remove non-councillors, remove item number 2. Add additional terms of reference relating to approval of grant applications and town hall hire refund scheme. Reference 6, add additional wording ‘agreed securing measures for example PCSO’s’.
- 5) Page 8 – Reference 5, add the Chair, Deputy Chair or the Mayor. Add an additional term of reference, ‘To oversee the development and implementation of the neighbourhood plan and make recommendations to Full Council if and when required.
- 6) Page 10 – Rename the committee to Finance and General Purposes
- 7) Page 12 - Item 17, strike out the Councillors handbook and add into the Finance and GP committee terms of reference.
- 8) Page 12 – Item 3, strike out the last sentence.
- 9) Page 14 – Item 6.11 - Remove references to the Centre. Item 6.15 – add the wording in consultation with the Chair of the relevant committee or the Mayor of the Full Council.
- 10) That the terms of reference are included for the new Climate Emergency committee.
- 11) Complete a spellcheck on the document.

Proposed by Councillor Carrigan and Seconded by Councillor Hollis, and **RECOMMENDED:** That subject to the changes made to the draft Scheme of Delegation, the full Town Council adopts the updated Scheme of Delegation incorporating the committee terms of reference for all the Standing Committees and the inclusion of the new Climate Emergency Committee.

Proposed by Councillor Holmstedt and Seconded by Councillor Hollis, and **RESOLVED:** That the committee expresses thanks to the Locum Town Clerk for developing the draft Scheme of Delegation incorporating the Committee Terms of Reference.

2019 (GP) 024

**CORRESPONDENCE**

**2019/024.1 - To receive and consider any items of correspondence for consideration:**

- Incredible Edible – Correspondence received.  
The letter raised concerns regarding the raised growing beds in front of the former Abraham Ormerod Centre. A letter of support was requested from the Council to be written to Aldi to clarify what they intended to do with the beds.

Proposed by Councillor Carrigan and Seconded by Councillor Holmstedt, and

- RESOLVED:**
- 1) That a letter is written to Aldi to clarify what they intend to do with the raised beds and if they are removed then plans are made to relocate them.
  - 2) That any future correspondence relating to this item is to be referred to the Development committee.

Signed Chair: .....

Dated: .....

	<p><b>2019/024.2 - To receive an update on previous items of correspondence considered and agree any further actions required:</b></p> <ul style="list-style-type: none"> <li>• No items were reported</li> </ul>
2019 (GP) 025	<p><b><u>TOWN CHARTER FROM 1896</u></b>  To consider the costs to conserve and display the original Town Charter from 1896 in the Heritage Centre. The Charter has currently resided in the Heritage room amongst archive material.</p> <p>The Mayor provided the committee with an update on the current condition of the Charter and options for display and preservation.</p> <p>Proposed by Councillor Levick and Seconded by Councillor Kent, and  <b>RESOLVED:</b> 1) That the Officer Richard McVarlen from Calderdale Council museums department is contacted to come and inspect the charter and provide advice and guidance on preserving the charter and options for display.  2) That the Mayor is authorised to contact his friend in Thornton to come down to the Town Hall and inspect the charter and the Town Council to meet any travel costs incurred.</p>
2019 (GP) 026	<p><b><u>CHEQUES</u></b>  To receive the schedule of cheque payments that require signing in accordance with the Financial Regulations.</p> <p>There were no cheques presented for signing.</p>
2019 (GP) 027	<p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b>  To notify the Clerk of any matters for inclusion on the agenda of the next meeting:</p> <ul style="list-style-type: none"> <li>• Blue plaques</li> <li>• Condition of the benches (Refer to the amenities committee)</li> <li>• Production of a professional annual report and newsletter</li> <li>• Certificate of recognition during the mayoral year</li> </ul>
2019 (GP) 028	<p><b><u>DATE OF THE NEXT COMMITTEE MEETING</u></b>  The date of the next committee meeting was noted as Wednesday 28<sup>th</sup> August 2019 at 7.30pm, Todmorden Town Hall.</p> <p>The Locum Town Clerk and the Chair of Staffing provided an update to the committee on the appointment of the Town Clerk CEO and RFO.</p> <p>There being no further business, the Chair closed the meeting at 9.00pm.</p>

Signed Chair: .....

Dated: .....