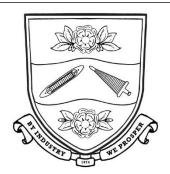
TODMORDEN TOWN COUNCIL

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MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE Held in the Cockcroft Room, Todmorden Town Hall, Bridge Street, Todmorden, on Wednesday 28th August at 7:30 pm

Councillors Present: M Carrigan (Chair), S Martin (Vice Chair) K White (Ex-Officio),

R Coleman - Taylor, A Hollis, L Levick, The Revd G Kent, S Martin, T Roberts,

M Taylor

Absent Councillors: D Skelton, M Doyle, P Ripley, M Holmstedt

Observing Councillors (not a member of the committee):

Officers: Colin Hill – Town Clerk (minute taker)

Members of the Public: 1 members of the public

2019(GP)29	ADDITIONAL ITEMS OF BUSINESS The chair requested approval to include two late items concerned with financial matters under Item 6	
	Mayors allowance IT update	
	Proposed by Cllr. T Roberts and seconded by Cllr. A Hollis Unanimous	
	RESOLVED: That additional items as proposed above are heard under Item 6	
2019(GP) 30	ITEM 1 . APOLOGIES FOR ABSENCE	
	To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting	
	Proposed by Cllr.K White and Seconded by Cllr. The Revd. G Kent Unanimous	
	RESOLVED:-	
	That the apologies and reasons for absence, namely Holiday, Course registration and illness, be received from Cllrs D Skelton, M Doyle, M Holmstedt	
2019(GP) 31	ITEM 2 . DECLARATIONS OF INTERESTS	
	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	

Signed Chair: Dated: 1

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. Cllr. K White declared an interest under item 6 Mayors Allowance 2019(GP) 32 **ITEM 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. No resolutions can be under public participation. No members of the public took part in public participation. 2019(GP) 33 ITEM 4 .MINUTES To approve the draft minutes of the General Purposes committee meeting held on 16th July 2019 (previously circulated) Cllr L Levick advised that Minute refence 2019(GP)025 Richard McVarlen should be Richard Macfarlane. Proposed by Cllr. S Martin and Seconded by Cllr. L Levick. **Unanimous** RESOLVED: That subject to the amendment above the minutes of the General Purposes committee meeting held on 16th July 2019 be confirmed as a true record and signed by the Chair. ITEM 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. Proposed by Cllr. K White and Seconded by Cllr. M Taylor Unanimous **RESOLVED:-**2019(GP) 34 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. **ITEM 6. FINANCIAL UPDATE** To receive an updated summary of the Council's financial position and detail by budget heading and cash reconciliation 6a) Mayors Allowance The Mayor Cllr. K White left the room whilst this item was discussed Item bought to clarify the payment of Mayors Allowance. Historically the Mayors Allowance has been paid on request up the approved budget figure and any unspent allowance at the discretion of the Mayor to use toward the Mayors Charity. Signed Chair:

Dated: 2 Members felt it was not right that the Mayor in attending numerous functions on behalf of the Town Council at any stage be out of pocket pending reimbursement of expenses.

Proposed by Cllr. K White and Seconded by Cllr. M Taylor

Unanimous

2019 (GP) 35

RESOLVED: That in the carrying out of Mayoral duties on behalf of the Town Council and in the fulfilment of this role that the Mayoral allowance be paid in lump sums as requested by the Mayor up to the level of approved budget and subject to any payments being authorised by other Councillors than the Mayor.

6b) IT update

The Town Clerk updated Members on a number of issues surrounding current IT provision and support and concerns regarding data integrity and security

The Town Clerk had invited an external provider to consider our current IT limitations following which an indicative cost may be in the range of £4,500 to resolve current deficiencies. The Town Clerk would draw up a broad tender based document and ask a number of the providers, including locally based ones to in due course submit proposals and prices to be considered by a sub-group of the GP Committee.

Members recognised these concerns and in discussions were keen to ensure that we get a correct once and for all fix of IT related matters and in this respect also wished to explore the provision of a Server, noting this would incur additional cost.

Proposed by Cllr. R Coleman- Taylor and Seconded by Cllr. M Taylor

Unanimous

2019 (GP) 36

RESOLVED: That a recommendation be submitted to Full Council to Earmark provision of £8,500 towards upgrading IT provision and for the Town Clerk to the take forward a tender process and invite Tenderers to present their proposal to a Sub-Group of Amenities Committee.

6c) Financial Update

The Town Clerk presented an update summary of the financial position as at 28th August 2019 together with code detail of specific budgets.

The Town Clerk advised that clarification is being sought regarding the PCSCO's contribution and to what periods these relate to.

Estimated Reserves at year end – Earmarked £75,000 General at moment of £88,300.

Subject to Full Council Approval after Earmarking IT provision of £8,500 - estimated Year-End General Reserves £79,800.

The Town Clerk advised that good governance indicates a minimum of 3 months of revenue spend e.g. for Todmorden Town Council Circa £60,000 General Reserves, so still within an acceptable level.

General discussion around Earmarked Reserves and agreed to bring to future Amenities Committee updates on Skate Park and Station Access Viability Proposals.

Members noted the financial Information presented.

Town Clerk actions:-

Signed Chair:	Dated:

- 1. Clarify for Amenities Committee the position re Skate Park and Station Access Earmarked Reserves and include on future Amenities Committee Agenda
- 2. Clarify PCSCO's contribution and seek update from Police on effectiveness for Todmorden.
- 3. Clarify Grounds Maintenance Contract with Calderdale Council.

ITEM 7 - INTERNAL AUDIT

To advise members of the need to appoint new internal auditors and to consider the frequency and cash reconciliation

The Town Clerk brought to Members attention that the current Internal auditors will not be continuing and that an approach will be made to Yorkshire Association of Local Councils to provide details of alternative Internal Auditors used.

The Town Clerk also brought the attention of the Committee that a quarterly cash reconciliation should be carried out by a Member of the Committee.

Proposed by Cllr. M Carrigan and Seconded by Cllr. A Hollis

2019 (GP)37

RESOLVED: That the Town clerk contact YALC to identify alternative Internal Auditors, prepare specification of requirements, seek quotations and make recommendations to General Purposes Committee and subsequently to Full council to appoint new Internal Auditors on the basis of an annual visit pending consideration to increase the frequency of visit depending upon the turnover level of the Town Council

That Cllr M Taylor undertake a quarterly cash reconciliation.

ITEM 8 - EXTERNAL AUDIT - FINANCIAL RISK ASSESSMENT

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

2019 (GP)38

The Town clerk updated Members on queries raised by the External Auditor and responses made.

The Town Clerk also advised of the Bank Account held with £3645.91 and that this will be brought to Full Council in due course to seek advice of how this should be treated noting it has not been included in the formal funds that the Council uses for operational purposes.

Town Clerk Action:

- 1. To bring to Full Council outcome of External Auditor Report expected end of September 2019.
- 2. To table on future Full Council Agenda treatment of miscellaneous Bank Account
- 3. To bring to General Purposes Committee in due course a Financial Risk Assessment for consideration.

2019 (GP)39

ITEM 9 - BANKING ARRANGEMENTS

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

The Town Clerk advised Members that matters were now progressing but that it is likely:-

- I. Debit Card will have to be issued in personal name of Town Clerk albeit attached to Town Council Bank Account.
- II. Internet banking can only be carried out on single authorisation that of Town Clerk.

Signed Chair:	Dated:
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Both of these conditions mean that the Town Clerk will have full access to the Bank Accounts of the Council in the role, of Responsible Financial Officer (RFO) Members noted the extent of control that would be exercised by the RFO recognising that Fidelity Guarantee Insurance in an amount of £500,000 is in place in the case of any malfeasance arising, and were happy therefore to accept the operational restrictions of internet Banking and the use of a Debit Card. Town Clerk Action: I. To meet with Bankers to take forward the necessary arrangements 2019(GP)40 ITEM 10 - BLUE PLAQUES To receive an update on the Blues Plaque project Members noted that progress is now being taken forward to identify property owners and seek permissions ITEM 11 - PRODUCTION OF A PROFESSIONAL ANNUAL REPORT AND 2019 (GP)40 NEWSLETTER To consider and develop requirements for taking this forward including budget provision Members discussed the need to produce a professional annual report and to consider regular production of a newsletter. Town Clerk Action: 1. To bring forward a proposal in January 2020 2019 (GP) CERTIFICATE OF RECOGNITION DURING THE MAYORAL YEAR To consider and develop requirements for taking this initiative forward. Members supported this initiative to have some formal recognition outside of Mayors Day for outstanding community contribution. Town Clerk Action:-1. 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. CORRESPONDENCE 2019(GP) 34 00.1 - To receive and consider any items of correspondence for consideration: Letter from Douglas Wilson re Blue Plaque Scheme Member noted the letter and assistance with contacting one of the proposed recipients

Signed Chair:	Dated:
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	TOWN CHARTER
2019(GP) 34	To provide an update on this project
	Members were advised that contact has been made with Richard Macfarlane to review the document and make recommendations for its preservation.
	Town Clerk Action:-
	Invite Cllr. L Levick to meeting
	SCHEME OF DELEGATION
2019(GP) 34	To provide an update to Members
	The Town Clerk advised that recent changes/additions relating to :-
	 Climate Emergency Committee Officer Scheme of Delegation Banking Arrangements
	Will all need to be incorporated into an overall scheme of delegation to be bought to General Purposes in due course.
2019(GP) 35	Cheques for signature
	There were 11 cheques totalling £15,171.56 presented for signature.
	Members noted these cheques and all confirmed agreement for Cllr. M Carrigan and Cllr R Coleman-Taylor to sign the presented schedule authorising payment and accompanying cheques.
2019(GP) 36	Any Items for Discussion for a future agenda
	None
2019(GP) 37	<u>DATE OF THE NEXT COMMITTEE MEETING</u> The date of the next committee meeting was noted – Wednesday 9 th October at 7.30pm, Todmorden Town Hall.
	There being no further business, the Chair closed the meeting at 9.10pm.

Signed Chair:	Dated:
	6