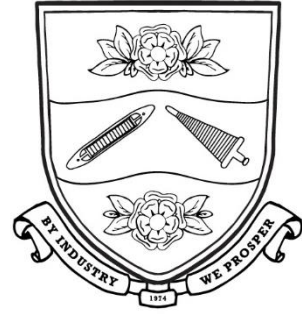


**TODMORDEN TOWN COUNCIL**

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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 9th October 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 D Skelton, M Doyle, P Ripley(joined at 7.40pm) , M Holmstedt

**Absent Councillors:** Cllrs M Taylor and R Coleman

**Observing Councillors (not a member of the committee):**

**Officers:** Colin Hill – Town Clerk (minute taker)

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

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|             | The Chair welcomed the recently appointed Assistant Town Clerk, Susan Miles to the meeting.  |
| 2019(GP) 38 | <p><b><u>ITEM 1 . APOLOGIES FOR ABSENCE</u></b></p> <p>To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting</p> <p>Proposed by Cllr M Holmstedt and Seconded by Cllr. A Hollis                      Unanimous</p> <p><b>RESOLVED:-</b></p> <p>That the apologies and reasons for absence, namely attendance at a scientific conference, be received from Cllrs M Taylor and R Coleman - Taylor</p>   |
| 2019(GP) 39 | <p><b><u>ITEM 2 . DECLARATIONS OF INTERESTS</u></b></p> <p>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 received</p> |

Signed Chair: .....

Dated: .....

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| 2019(GP) 40 | <p><b><u>ITEM 3 . PUBLIC PARTICIPATION</u></b></p> <p>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>Douglas Wilson raised a concern that there was no reference to the Blue Plaque scheme on the Agenda and was concerned that this had been forgotten. The Town Clerk reassured Mr Wilson that this was work in progress as part of handover to new staff.</p>  |
| 2019(GP) 41 | <p><b><u>ITEM 4 .MINUTES</u></b></p> <p><b>To approve the draft minutes of the General Purposes Committee meeting held on 28<sup>th</sup> August 2019 (previously circulated)</b></p> <p>Cllr A Hollis advised that Minute reference 2019(GP)034 proposer was not Cllr K White as this matter related to an item for the Mayor, and had left the room, and that he was happy for the record to reflect that he had acted as the proposer.</p> <p>Cllr L Levick raised the meeting regarding the Town Charter and it was agreed to rearrange to enable her presence at the meeting with Richard Macfarlane</p> <p>Proposed by Cllr. D Skelton and Seconded by Cllr. T Roberts. Unanimous</p> <p>RESOLVED: That subject to the amendment above the minutes of the General Purposes Committee meeting held on 28<sup>th</sup> August 2019 be confirmed as a true record and signed by the Chair.</p> |
| 2019(GP) 42 | <p><b><u>ITEM 5. EXCLUSION OF PRESS AND PUBLIC - PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960</u></b></p> <p>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>Proposed by Cllr. M Holmstedt and Seconded by Cllr. D Skelton Unanimous</p> <p><b>RESOLVED:-</b></p> <p>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.</p>   |
|             | <p><b><u>ITEM 6. FINANCIAL UPDATE</u></b></p> <p>To receive an updated summary of the Council's financial position and detail by budget heading and cash reconciliation</p> <p>An updated summary of the Councils financial position as at 9<sup>th</sup> October 2019 together with budget code detail was presented by the Town Clerk.</p> <p>A specific issue was raised regarding the Town Centre Security budget in that it had been established that the payment for the period Jan to March 2019 had not been accrued in the 2018/19 end of year accounts, and that to account for this properly going forward, we will need to catch up this year, by paying the normal four instalments but also accrue year end if the final quarter invoice is not received in time to pay before end of March 2020.</p>   |

Signed Chair: .....

Dated: .....

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| 2019 (GP) 43 | <p>The Town Clerk proposed that rather than increase the overall budget of the Council impacting on forecast General Reserves for the year end, we for this year only, vire the £10,000 budget currently unused in the Amenities budget under Development Projects to the Town Centre Security budget, with any unused element following recalculation of the Town Security Budget needed, to be vired to Amenities Miscellaneous/Contingency Budget.</p> <p>Cllr D Skelton as Chair of Amenities made Members aware that budgets were already tight but recognised the need for this.</p> <p>Proposed by Cllr. D Skelton and Seconded by Cllr. M Holmstedt Unanimous</p> <p><b>RESOLVED</b> : 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</p> <p>The Town Clerk also raised with this Committee the first meeting of the Climate Emergency Committee that had taken place earlier in the evening, and a request for an initial budget of £2500 for the remainder of this financial year, to be made available. The Town Clerk advised that he would revisit all codes to collectively vire budgets across to create a new budget for the Climate Emergency Committee, but within the overall budget set without the need to impact on General Reserves.</p> <p>The Town Clerk also advised the Committee that this amount was effectively to enable the Climate Emergency Committee to commence their work programme, but that a likely future budget for 2020/21 may need to be set at an increased figure, and will need to be factored into the setting of budget process.</p> |
| 2019 (GP) 44 | <p>Proposed by Cllr. K White and Seconded by Cllr.D Skelton Unanimous</p> <p><b>RESOLVED</b> : That a new budget of £2,500 is established within the Overall budget approved by Todmorden Town Council and the Town Clerk undertake virements as appropriate from within existing budgets to achieve this outcome.</p> <p>Members raised their concerns about the financial cost of support given by Todmorden Town Council by way of contribution towards the provision of two PSCO's and it was agreed that the Town Clerk would informally meet with the Police to establish the likely need for 2020/21 and its value in relation to outputs being delivered for Todmorden.</p> <p>Cllr. A Hollis queried the Earmarked Reserve of £25,000 and thought this should have been paid. The Town Clerk advised that his understanding was that it had not, but that this is another Earmarked Reserve that he is currently looking into as to progress/future need and will in due course report back accordingly.</p>   |
| 2019 (GP)45  | <p><b><u>ITEM 7 - EXTERNAL AUDIT</u></b></p> <p>To advise Members of the Conclusion of Audit by External Auditors with comments made and that Notice has duly been published</p> <p>Members noted the report and that this will then be sent to the next Town Council meeting in order for all Members of the Council to receive this report.</p>   |
| 2019 (GP)46  | <p><b><u>ITEM 8 - BANKING ARRANGEMENTS</u></b></p> <p>To receive an update of changes to services required from existing bankers</p>  |

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|             | <p>The Town Clerk advised that subject to one more signatory on a mandate Yorkshire Bank would be in a position to take things forward with an expected timescale of 4 weeks for availability of internet banking and debit card use.</p>   |
| 2019(GP)47  | <p><b><u>ITEM 9 – Patient Participation Group</u></b><br/> To receive a report from Cllr. M Holmstedt- previously circulated.</p> <p>Members thanked Cllr Holmstedt for the update.</p> <p>Issues raised by way of general discussion covered</p> <ul style="list-style-type: none"> <li>- Concerns about availability of patient information between different sites for treatment of patient medical records.</li> <li>- General availability of services provided at Todmorden and value for money achieved by recent moving of services.</li> <li>- Concern about ability to treat minor injuries locally.</li> </ul> <p>Discussion also took place about inviting the Practice Manager to come to present to Full Council an update on local service delivery. Some members felt strongly that as an alternative we should offer to host a public meeting for Members of the public to be able to raise issues rather than have a presentation to Full Council. Members noted that at such a presentation they would have the opportunity to raise such issues anyway.</p> <p>The Town Clerk offered to facilitate the potential for questions to be raised by seeking from Members any such questions prior to the update being given as a matter of courtesy for the Practice Manager to come prepared to respond to such questions.</p> <p>Cllr M Holmstedt suggested that any Members may wish in a personal capacity to sit on the Patient Participation Group</p> <p>Proposed by Cllr M Holmstedt and seconded by Cllr A Hollis    11 For    Abstentions 3</p> <p>RESOLVED: That the Practice Manager for Todmorden Group Practice be invited to a future meeting of the Town Council to provide an 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.</p> |
| 2019(GP) 48 | <p><b><u>ITEM 10 CORRESPONDENCE</u></b></p> <p>None received</p>  |
| 2019(GP) 49 | <p><b><u>Cheques for signature</u></b></p> <p>There were 16 cheques totalling £6,233.97 presented for signature.</p> <p>Members noted these cheques and all confirmed agreement for Cllr. M Carrigan and Cllr A Hollis to sign the presented schedule authorising payment and accompanying cheques.</p>   |
| 2019(GP) 50 | <p><b><u>Any Items for Discussion for a future agenda</u></b></p> <p>To invite representatives from the Police and Ambulance Services to address Full Council</p>   |
| 2019(GP) 37 | <p><b><u>DATE OF THE NEXT COMMITTEE MEETING</u></b></p> <p>The date of the next committee meeting was noted – Wednesday November 20<sup>th</sup> at 7.30pm, Todmorden Town Hall.</p> <p>There being no further business, the Chair closed the meeting at 9.00pm.</p>  |

Signed Chair: .....

Dated: .....



Signed Chair: .....

Dated: .....