

**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 15th January 2020 at 7:30 pm**

**Councillors Present:** M Carrigan (Chair), S Martin (Vice Chair) K White (Ex-Officio),  
 A Hollis, L Levick, The Revd G Kent, T Roberts, D Skelton, M Doyle, P Ripley,  
 M Holmstedt, M Taylor and R Coleman - Taylor

**Absent Councillors:** None

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

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

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

2019(GP) 52	<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><i>All Members present.</i></p>
2019(GP) 53	<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><i>None received</i></p>
2019(GP) 54	<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><i>No items raised from the public</i></p>
2019(GP) 55	<p><b><u>ITEM 4 .MINUTES</u></b></p> <p><b>To approve the draft minutes of the General Purposes Committee meeting held on 9<sup>th</sup> October 2019 (previously circulated)</b></p> <p><i>Proposed by Cllr. M Holmstedt and Seconded by Cllr. T Roberts      Unanimous</i></p>

Signed Chair: .....

Dated: 12<sup>th</sup> Feb 2020.....

	<p><i>RESOLVED: That the minutes of the General Purposes Committee meeting held on 9<sup>th</sup> October 2019 be confirmed as a true record and signed by the Chair.</i></p>
2019(GP) 56	<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><i>Proposed by Cllr. M Holmstedt and Seconded by Cllr. D Skelton Unanimous</i></p> <p><b>RESOLVED:-</b></p> <p><i>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.</i></p>
2019 (GP) 57	<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><i>An updated summary of the Councils financial position as at 15<sup>th</sup> Jan 2020 together with budget code detail was presented by the Town Clerk.</i></p> <p><i>The Town Clerk advised that there may be some pressure on budget as we approach year – end but that he felt overall we would end up with around £80,000 /£85,000 as our outturn figure for general reserves.</i></p> <p><i>The Town Clerk reminded Members that we will also see around £30k overspent to start of year budget and that this reinforced the need for an effective Reserves policy as the control mechanism to focus Members attention when considering increasing spend/making financial commitments in excess of that originally budgeted for.</i></p>
2019 (GP)58	<p><b><u>ITEM 7 - RESERVES POLICY AND INVESTMENT STRATEGY</u></b></p> <p><i>To receive a draft Reserves Policy and Investment Strategy and to consider recommending to Full Council for adoption</i></p> <p><i>The Town Clerk outlined to Members the purpose behind introducing this policy from both good financial management but also good Governance arrangements. It was agreed to amend the title Investment Strategy to Treasury Management.</i></p> <p><i>Members considered existing Earmarked Reserves and their continuing need and agreed to recommend to Full Council that the Playgrounds Reserve should be removed and replaced by a new Community Development Reserve.</i></p> <p><i>Members also supported the suggestion by the Town Clerk to set the General Reserves level at £80,000</i></p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr R Coleman- Taylor Unanimous</i></p> <p><b>RESOLVED :</b></p> <ol style="list-style-type: none"> <li>1. <i>That the General Purposes submit a report to Full Council recommending that;</i></li> </ol>



2019(GP)61	<i>RESOLVED: That the higher specification brass plates be commissioned, the original crest used, 20 inch plaques be commissioned and budget provision of £1300 be made by virement from within the Amenities cost centre - miscellaneous code.</i>
2019(GP) 62	<b>ITEM 10 REGISTER OF OUTSTANDING ITEMS</b> To receive an update on outstanding items for action.  <i>Members noted the update</i>
2019(GP) 63	<b>ITEM 11 CORRESPONDENCE</b> To receive and consider any items of correspondence for consideration  <i>No items received</i>
2019(GP) 64	<b>ITEM 12 PAYMENTS</b> To receive a schedule of payments to be made by Internet Banking that are in excess of the approved Scheme of Delegation for the Town Clerk to make, that require approval in accordance with the Financial Regulations.  <i>Proposed by Cllr K White and seconded by Cllr A Hollis Unanimous</i>  <b>RESOLVED:</b> <i>That a schedule of payments made by the Town Clerk/RFO by internet/debit card/direct debit under delegated powers be ratified totalling £ 5,837 and that a separate cheque for £3,051 be signed in respect of an overpayment received from HMRC regarding VAT.</i>
2019(GP)65	<b>ITEM 13 GOVERNANCE REQUIREMENTS OUTSTANDING</b> To advise Members of items that are required to be completed before the visit by Internal Audit and or financial year end.  <i>The Town Clerk/RFO outlined the holistic approach to pulling together a number of missing strands in relation to good Governance that he felt were missing given Council turnover level is now likely to exceed £200,000 per annum.</i>  <i>Members noted both the requirements and the extensive level of work needed.</i>
2019(GP)66	<b>ITEM 14 ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</b> To notify the Clerk of any matters for inclusion on the agenda of the next meeting <ul style="list-style-type: none"> <li>• Internal controls document</li> <li>• End of year accounts timetable and actions</li> <li>• Financial Risk Assessment</li> <li>• HR Management</li> <li>• (weaknesses identified in HR Policies and Processes)</li> <li>• Cash reconciliation</li> <li>• Payments made this financial year</li> <li>• Annual Insurance review</li> <li>• Proposed realignment of Committee structures and frequency of meeting dates</li> </ul>
2019(GP) 67	<b><u>DATE OF THE NEXT COMMITTEE MEETING</u></b> The date of the next committee meeting was noted – Wednesday 12 <sup>th</sup> February at 7.30pm, Todmorden Town Hall.  There being no further business, the Chair closed the meeting at 8.50pm.

Signed Chair: .....

Dated: 12<sup>th</sup> Feb 2020.....