

# TODMORDEN TOWN COUNCIL

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## MINUTES OF A MEETING OF EMERGENCY COMMITTEE OF TODMORDEN TOWN COUNCIL

Held remotely on  
Wednesday 6<sup>th</sup> May 2020 at 7:30pm

**Councillors present:** - Cllrs D Skelton, R Coleman-Taylor (Deputy Mayor], C Potter, The Revd G Kent and L Levick

**Councillors absent:** - None

**Officers:** Colin Hill – Town Clerk and Responsible Financial Officer and Susan Miles – Assistant Town Clerk (Minute Taker)

**Members of the Public:** No public present as meeting not open pending virtual meeting being established arising out of Covid 19 impact

2020(EC)019	<p><b><u>ITEM 1. Apologies for Absence</u></b> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting noting substitutions at late notice will be allowed <i>All present (Cllr Levick joined at 7.45pm due to technical difficulties)</i></p>
2020(EC)020	<p><b><u>ITEM 2. Declarations of Interest</u></b> To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest. <i>None made</i></p>
2020(EC)021	<p><b><u>ITEM 3. 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. <i>No public present owing to government restriction for public meetings and no availability currently for virtual participation.</i></p>
2020(EC)022	<p><b><u>ITEM 4- Minutes</u></b> To approve the draft minutes of the Town Council meeting held on the 8th April 2020.  <i>Proposed by Cllr R Coleman-Taylor and Seconded by Cllr the Revd G Kent Unanimous</i></p> <p><b><u>RESOLVED:</u></b> - <i>That the minutes of the meeting held on the 8<sup>th</sup> April 2020 are a true record.</i></p>
2020(EC)023	<p><b><u>ITEM 5. 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. <i>No public present owing to restriction on public meetings and no availability currently for virtual participation.</i></p>

2020(EC)024	<p><b><u>ITEM 6. Internal Auditors Report</u></b>  To receive the Internal Auditors report as at 31<sup>st</sup> March 2020.</p> <p><i>Proposed by Cllr r Coleman-Taylor and Seconded by Cllr the Revd G Kent Unanimous</i>  <b>RESOLVED: -</b>  <i>That Members of the Emergency Committee receive the internal Audit Report and accompanying certification for the financial year ending 31st March 2020  And that that Annual Internal Audit Report for 2019/20 included at page 4 of the Annual Governance and Accountability Return 2019/20 be noted.</i></p> <p><i>That Members of the Emergency Committee agree to appoint Yorkshire Internal Audit Services to undertake an interim internal audit in October and undertake the 2020-21-year end internal audit.</i></p> <p><i>That Members of the Emergency Committee agree that in the event of further applications for financial assistance be requested to support individuals, as opposed to the wider area/inhabitants, the comments of the Internal Auditor be taken into consideration.</i></p> <p><i>That Members of the Emergency Committee agree that this report is published on the Town Council web site.</i></p>
2020 (EC)025	<p><b><u>ITEM 7. Annual Governance and Accountability Return</u></b>  To receive and approve the Annual Governance and Accountability Return 2019/20</p> <p><i>Proposed by Cllr C Potter and Seconded by Cllr R Coleman-Taylor Unanimous</i>  <b>RESOLVED: -</b>  <i>That Members of the Emergency Committee approve Section 1 Annual Governance Statement 2019/20 for Todmorden Town Council on page 5 of the Annual Governance and Accountability Return 2019/20.and that the Chairman be authorised to sign on behalf of the Council.</i></p>
2020(EC)026	<p><i>That Members of the Emergency Committee approve Section 2 - Accounting Statements 2019/20 for Todmorden Town Council on page 6 of the Annual Governance and Accountability Return 2019/20 and that the Chairman be authorised to sign on behalf of the Council.</i></p>
2020(EC)027	<p><i>That Members of the Emergency Committee delegate the Responsible Financial Officer to send the signed AGAR return to the External Auditors, report back in due course with the outcome of the External Audit, and in the meantime, make arrangements for the period of exercise of public rights to be published.</i></p>
2020(EC)028	<p><i>That, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, <a href="#">SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020</a> and the Transparency Code for Smaller Authorities, Todmorden Town Council will publish the following documents on a public website:</i></p> <ul style="list-style-type: none"> <li><i>• Annual Internal Audit Report 2019/20,</i></li> <li><i>• Section 1 – Annual Governance Statement 2019/20,</i></li> <li><i>• Section 2 – Accounting Statements 2019/20, page 6</i></li> <li><i>• Analysis of variances</i></li> <li><i>• Bank Reconciliation to 31 March 2020</i></li> <li><i>• Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015 and that that the Notice of period exercise of public rights be published on 1st June 2020, effective between 15th June 2020 to 24th July 2020.</i></li> </ul>

2020(EC)029	<p><b><u>ITEM 8. Start of Year Budgets</u></b>  To receive a report updating Members on the receipt of Precept and start of year budgets following completion of year end procedures and agreed carry over of underspends to budget from last year.  <i>Proposed by Cllr the Revd G Kent and Seconded by Cllr L Levick      Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That Members of the Emergency Committee note the start of year budgets with an estimated General Reserves for 31st March 2021 of £86,162.</i></p> <p><i>That the Town Clerk bring to the next meeting recommendations for movement from General Reserves into Earmarked Reserves together with amendment to in year budgets to reflect such proposals.</i></p>
2020(EC)030	<p><b><u>ITEM 9. Schedule of Payments</u></b>  To receive a schedule of payments made as at 30<sup>th</sup> April 2020</p> <p><i>Proposed by Cllr C Potter and Seconded by Cllr R Coleman-Taylor      Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That the Chairman of the Emergency Committee sign a schedule of 13 payments made as at 30<sup>th</sup> April 2020 totalling £14022.22</i></p>
2020(EC)031	<p><b><u>ITEM 10. Financial Summary as at 30<sup>th</sup> April 2020</u></b>  To receive a financial summary and detailed income and expenditure as at 30<sup>th</sup> April 2020</p> <p><i>The Clerk advised members that he had opened a cash management account with Yorkshire Bank and moved the majority of the balance from the current account (to manage risk). He will explore ways with Yorkshire Bank to improve the management of the funds. Members thanked the Clerk for his work on this.</i></p> <p><i>Proposed by Cllr R Coleman-Taylor and Seconded by Cllr L Levick      Unanimous</i></p> <p><b>RESOLVED: -</b>  <i>That Members of the Emergency Committee receive the financial summary as at 30<sup>th</sup> April noting the forecast year end General Reserves figure at £87,191 following the receipt of grant refund income.</i></p>
2020(EC) 032	<p><b><u>ITEM 11. Cash Reconciliation</u></b>  To receive a cash reconciliation as at 30<sup>th</sup> April 2020</p> <p><i>Proposed by Cllr C Potter      and Seconded by Cllr R Coleman-Taylor      Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That Members of the Emergency Committee accept the cash reconciliation as at 30<sup>th</sup> April 2020 and that the Chairman be authorised to sign such</i></p>
2020(EC)033	<p><b><u>ITEM 12. Earmarked Reserves</u></b>  To receive a report recommending movement of funds from General Reserve to Earmarked Reserves</p> <p><i>Proposed by Cllr the Revd G Kent      and Seconded by Cllr L Levick      Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That Members of the Emergency Committee agree to a transfer of £40,000 from Revenue Budgets to Earmarked Reserves as detailed below:</i></p>

<b>Earmarked Reserve</b>	<b>Balance 31<sup>st</sup> March 2020</b>	<b>Transfer</b>	<b>New balance</b>
Emergency Flood Repair	£20,000	Nil	£20,000
Skate Park	£10,000	Nil	£10,000
Community Development	£15,000	£35,000	£50,000
Elections	£5,000	£5,000	£10,000
Station Access	£25,000	Nil	£25,000
IT upgrade	£8,500	Nil	£8,500
<b>Total Earmarked Reserves</b>	<b>£83,500</b>	<b>£40,000</b>	<b>£123,500</b>

**ITEM 13. Cotton Growers Fund**

To receive a report recommending re-designation of this fund to a “Covid 19 Emergency Assistance Fund” and to agree a specific scheme of Delegation and Terms of Reference to enable speedy distribution of funds in the event of need.

*It was noted that the discussion at the Informal Meeting of the Town Council on 22 April, where members agreed to allocate £1,000 to Todmorden Food Bank and £500 to Cornholme Food Bank was an informal decision. It was also noted that the grant of £500 to the Cornholme Food Bank had taken place but that the grant to Todmorden Food Bank had not been taken up.*

*The new fund would be advertised, and local groups invited to apply for grants.*

*Proposed by Cllr C Potter and Seconded by Cllr the Revd G Kent Unanimous*

**RESOLVED:**

*That Members of the Emergency Committee authorise the redesignation of this fund from British Cotton Growers Fund to one entitled Covid 19 fund.*

*That Members of the Emergency Committee authorise that a Covid 19 budget heading be established within the Town Council accounts on an imprest account basis and that funds currently held in an account entitled British Cotton Growers be transferred in full to the Town Council current bank account to enable subsequent distribution.*

*That Members of the Emergency Committee authorise that Members agree to Terms of Reference and a Scheme of Delegation as detailed in Appendix 1.*

*That Members of the Emergency Committee authorise that all funds emanating from this source will be distributed within this financial year.*

*That Members of the Emergency Committee authorise that Members ratify the urgent decision made to donate £500 to the Cornholme Food Bank.*

2020(EC)034

2020(EC)035

**ITEM 14. Policy Development**

To receive a report outlining gaps in current policy provision and recommending a phased work plan for completion.

*The clerk confirmed that it was not clear at this stage which of the employment policies would be part of the Staff Handbook and which would be standalone. However, these policies would be presented to the Staffing Committee. It was noted that the schedule is ambitious, but the aim is to have as many policies in place by the next audit.*

*Proposed by Cllr L Levick and Seconded by Cllr R Coleman-Taylor Unanimous*

**RESOLVED:**

*That Members of the Emergency Committee note the position regarding Policy provision and accept the proposed timetable for completion of outstanding Policy work as outlined in Appendix 1.*

2020(EC)036	<p><b><u>ITEM 15. Website</u></b>  To receive a report recommending establishing a “task and finish” working group and delegating responsibility to the Town Clerk for delivery of a more accessible and transparent web site.</p> <p><i>Proposed by Cllr R Coleman-Taylor and Seconded by Cllr C Potter Unanimous</i></p> <p><b>RESOLVED: -</b>  <i>That Members of the Emergency Committee agree to the commissioning of a new website.</i></p> <p><i>That Members of the Emergency Committee agree that a working group of four labour and two other councillors be established to take this forward in association with the Town Clerk on a task and finish basis and that such group be formed by 20<sup>th</sup> May 2020. Nominations to be received by 14 May.</i></p> <p><i>That Members of the Emergency Committee authorise the Town Clerk to contract for development of this Web Site within the agreed budget of £1,500.</i></p>
2020(EC)037	<p><b><u>ITEM 15a – Removal of Household Waste from Todmorden (Additional Item Raised by the Chair)</u></b></p> <p><i>It was mentioned that several Councillors had been discussing what the Council could practically do to improve the situation for residents as the lockdown eases. One suggestion was that the Council could investigate the funding of skips at various locations in the area (list provided by Cllr Greenwood) so that residents could remove the accumulation of rubbish in their homes since the closure of the tips. It was thought that this would help prevent fly tipping.</i></p> <p><i>Proposed by Cllr R Coleman-Taylor Seconded by Cllr C Potter Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That the clerk should investigate options for the removal of rubbish and produce a scheme for this with a budget of £7,500. Companies providing skips <b>should also be asked if they would consider contributing to the cost incurred. This proposal would be brought to the next meeting of the Emergency Committee for ratification.</b></i></p>
2020(EC)038	<p><b><u>ITEM 16. Grant Requests</u></b>  To consider request for grant assistance as below and related reports: -</p> <p><b>16 a Empowering People</b></p> <p><i>Proposed by Cllr the Revd G Kent Seconded by Cllr C Potter Unanimous</i></p> <p><b>RESOLVED</b>  <i>That Members of the Emergency Committee agree to a grant of £1,500 be made to EMpowering People and that this should be made in stage payments, with a first payment of £500 and any future tranches to be awarded under delegated powers of the Chair of Resources with the Town Clerk and on satisfaction that the Charity is able to continue its work until April 2021 and that an emphasis is on them specifically supporting residents in Todmorden. An interim report to be received before the stage payments are made.</i></p>

2020(EC)039

**16 b Radio Aire Charity Cash for kids***Proposed by Cllr C Potter    Seconded by Cllr Revd G Kent                      Unanimous***RESOLVED:***That Members of the Emergency Committee decline to award a grant to this applicant noting that the criteria had not been followed in that 100% assistance is sought, that the Charity is a National organisation and that nature of this Charities regional involvement is West Yorkshire based and not Todmorden beneficiary specific.*

2020(EC)040

**ITEM 17. Comments on Planning Applications**

To submit comments on the planning applications received from Calderdale Council.

*Proposed by Cllr C Potter    Seconded by Cllr R Coleman-Taylor                      Unanimous***RESOLVED:***That Members of the Emergency Committee authorise the Town Clerk to submit the following responses en bloc to Calderdale MBC*

Item no	Application Number	Address	Purpose
<b>17a</b>	20/00258/HSE	Highlands, Hollingworth Lane Walsden, Todmorden, Calderdale, OL14 6QY	Proposed conservatory
Comment - Supported providing any paths/roads have permeable surfaces			
<b>17b</b>	20/00286/FUL	815 Burnley Road Todmorden Calderdale OL14 7EF	<u>Demolition of garage and construction of 5 terraced houses</u>
Comment - Supported however concern expressed about the number of parking spaces included for 5 x 3-bedroom houses. Any surplus cars would park on the busy Burnley Road which would likely impact on the highway.			
<b>17c</b>	20/00419/HSE	8 Willow Bank Todmorden Calderdale OL14 8BY	First floor extension to rear
Comment - Supported			
<b>17d</b>	20/00340/FUL	The Shannon And Chesapeake Inn 257 Halifax Road Todmorden Calderdale OL14 5RX	Two storey rear extension to facilitate conversion to six apartments
Comment - Supported though concern expressed about whether the amount of parking provided for 6 apartments will be enough. Any surplus cars would park on the very busy Halifax Rd and this would impact on the highway.			
<b>17e</b>	20/20044/TPO	4 Buckley Wood Bottom Todmorden West Yorkshire OL14 7AN	Management of trees (including pruning and removal) Tree Preservation Order
Comment – Supported			

2020(EC)041	<p><b><u>ITEM 18. Other Planning Issues for Consideration</u></b> To receive any other planning issues or correspondence for consideration.</p> <p><i>None received</i></p>
2020(EC)042	<p><b><u>ITEM 19. Cycle Racks</u></b> To consider an approach to increase provision of Cycle Racks in Todmorden.</p> <p><i>It was noted that some work had been done on this and that Calderdale had agreed to provide several additional cycle racks in the town They were currently assessing the need and potential sites. It was agreed that more work was required on this and that an integrated plan was required which includes car parking.</i></p> <p><i>Proposed by Cllr the Revd G Kent Seconded by Cllr R Coleman-Taylor Unanimous</i></p> <p><b>RESOLVED:</b> <i>That the clerk will explore options and report back with an integrated approach for cycle racks and to investigate potential funding opportunities for this.</i></p>
2020(EC)043	<p><b><u>ITEM 20. Eastwood Path Right of Way</u></b> To receive an update on the restricted right of way.</p> <p><i>Concern expressed about this. The clerk explained that this has been reported to Calderdale but there is nothing to report at the moment. Members will be kept informed about progress.</i></p>
2020(EC)044	<p><b><u>ITEM 21. Correspondence</u></b> To receive and consider any items of correspondence and or updates for consideration.</p> <p><b>Aldi site</b> <i>Cllr D Skelton handed the chair of the meeting to Cllr R Coleman-Taylor and abstained from the discussion as potentially he has a pecuniary interest in this subject. It was suggested that the issue of parking had improved but the problem with dust and noise remained. It was noted that a resident has proposed a reduction in the hours the site is worked on by stopping Saturday working.</i></p> <p><i>Proposed by Cllr the Revd G Kent Seconded by Cllr C Potter 4 voted to support and Cllr D Skelton abstained</i></p> <p><b>RESOLVED</b> <i>That the issues be raised again with Calderdale MBC and a formal letter be sent to Aldi Head Office</i></p> <p><b>TSB closure</b> <i>The letter from TSB was received and it was noted that this closure is part of a UK-wide pattern for high street banks.</i></p> <p><i>Proposed by Cllr R Coleman-Taylor Seconded by Cllr C Potter Unanimous</i></p> <p><b>RESOLVED:</b> <i>That a notice be put on the Council website advising residents that the Post Office and the Halifax are open for banking.</i></p> <p><b>Grant repayments</b> <i>The clerk advised members that a payment of £732 had been received (and banked) from Todmorden Orchestra and £3,000 from the Todmorden Charity Carnival. There were still 2/3 other grant repayments outstanding.</i></p> <p><i>Action: The clerk to advise members at the next meeting of the Emergency Committee of the remaining grant repayments.</i></p>

	<p><b>Information leaflet</b>  <i>The clerk advised members that the initial draft had been circulated. An updated version of the contact list had been sent to Cllr M Taylor. A final draft would be available by 11 May 2020. The chair requested that the final version with artwork and text be quickly circulated to members before going to print.</i></p> <p><b>Todmorden in Bloom</b>  <i>It was agreed that Todmorden in Bloom retain the rest of their grant and advise the Council with details when the money has been spent.</i></p> <p><b>Tree planting</b>  <i>It was noted that the arrangements for the planting of trees purchased from Calderdale's Buy-a-Tree scheme had not gone to plan. Todmorden in Bloom had agreed to plant two of the trees at Lobb Mill instead.</i></p> <p><i>Proposed by Cllr R Coleman-Taylor Seconded by Cllr the Revd G Kent Unanimous</i>  <b>RESOLVED:</b>  <i>That two further trees may be purchased through this scheme later in the year.</i></p>
2020(EC)045	<p><b><u>ITEM 22. Future Meetings and how Managed.</u></b>  To keep under consideration the format and need of future meetings.</p> <p><i>It was noted that although it would be beneficial to extend the remote meetings to others, this would be a technical challenge. The clerk advised that he was exploring the use of Zoom as an alternative to see if it works better and so that the public could be invited to future meetings. Concern was expressed about the gatekeeping of large remote meetings where issues are contentious. It was suggested that the public could be invited to send comments on agenda items to the clerk or contact their Councillor.</i></p> <p><i>It was suggested that perhaps the agenda could be issued earlier to allow more time for comment. The clerk explained that this would be difficult to do effectively with the number of items on the agenda and the lateness with which items are added.</i></p> <p><i>Action: The clerk agreed to put a message on the website so that the public know how they can raise issues/questions at Emergency Meetings.</i></p> <p><i>There was further discussion about how to provide social distancing in face to face meetings when they can be offered again.</i></p>
2020(EC)046	<p><b><u>ITEM 23. 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>➤ <i>Policy Development</i></li> <li>➤ <i>Neighbourhood plan</i></li> <li>➤ <i>Grant payback update</i></li> <li>➤ <i>External Audit Response (if received)</i></li> <li>➤ <i>Information Leaflet</i></li> <li>➤ <i>Citizens awards</i></li> <li>➤ <i>Post Covid-19 – practical arrangements</i></li> <li>➤ <i>Waste removal options</i></li> </ul>
2020(EC)047	<p><b><u>ITEM 24. Date of the Next Committee Meeting</u></b>  To note the date of the next Meeting of the Emergency Committee be scheduled for 3<sup>rd</sup> June 2020. The meeting ended at 9.22pm</p>