

TODMORDEN TOWN COUNCIL

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MINUTES OF A MEETING OF TODMORDEN TOWN COUNCIL Held in the Council Chamber, Todmorden Town Hall, Bridge Street, Todmorden, on Wednesday 25th March 2020 at 7:30pm

Councillors responded via email Cllrs R Coleman-Taylor [Town Deputy Mayor], M Doyle, M Holmstedt, S Martin, C Potter, , P Taylor, L Levick , M Taylor, J Williams, The Revd G Kent, M Carrigan, A Hollis, P Ripley, T Roberts.

Councillors unable to respond via email : Cllrs K White (Mayor), L Needham.

Officers: Colin Hill – Town Clerk and Responsible Financial Officer (Minute Taker via email)

Members of the Public: No public present as meeting not open to public due to Covid 19 impact

2019(TC)180	<p><u>Agreement for Remote Meeting</u> To agreement to a remote meeting by email by virtue of the Covid 19 restrictions on public meetings.</p> <p>Proposed by Cllr D Skelton and seconded by Cllr R Coleman -Taylor</p> <p>RESOLVED That owing to the Covic 19 impact on not being able to hold face to face meetings, the Town Council resolves to hold future meeting remotely through either email vote and or when available video conferencing access, until such item as the government determines public meetings can again be held and that all decisions made during this period are ratified at a future full council meeting when public meetings are resumed.</p>
2019 (TC) 181	<p><u>ITEM 1 - APOLOGIES FOR ABSENCE</u> To receive apologies for absence and consider any reasons given to the Clerk prior to the meeting</p> <p>Proposed by Cllr D Skelton and Seconded by Cllr A Hollis Unanimous</p> <p>RESOLVED that any member unable to access remotely is regarded as not absent.</p>
2019 (TC) 182	<p><u>ITEM 2 - DECLARATIONS OF INTERESTS</u> 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 (TC) 183	<p><u>ITEM 3 - PUBLIC PARTICIPATION</u> 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 public present owing to government restriction</p>

2019 (TC) 184	<p><u>ITEM 4 - MINUTES</u> To approve the draft minutes of the Town Council meeting held on the 29th January 2020.</p> <p>Proposed by Cllr D Skelton and Seconded by Cllr M Taylor Unanimous</p> <p>RESOLVED That the minutes of the meeting held on the 11th March area true record. Any member may email the Town Clerk with any minor amends</p>
2019 (TC) 185	<p><u>ITEM 5 - EXCLUSION OF PRESS AND PUBLIC - PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960</u> 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>None present owing to restriction on public meetings</p>
2019 (TC) 186	<p><u>ITEM 6 FINANCIAL UPDATE</u> To receive an updated summary of the Council's financial position and detail by budget heading.</p> <p>Members noted the financial update</p>
2019(TC) 187	<p><u>ITEM 7 FINANCIAL – YEAR END CARRY OVERS</u> To receive a report recommending year end carry overs</p> <p>Proposed by Cllr M Carrigan and Seconded by Cllr D Skelton Unanimous</p> <p>RESOLVED That Full Council accept the proposed carry overs as presented in Appendix 1. That the Town Clerk incorporate these carry-overs into revised budgets for 2020/21 and bring these to the Resources Committee for approval within the overall financial framework.</p>
2019(TC) 188	<p><u>ITEM 8 FINANCIAL REGULATIONS, STANDING ORDERS, TERMS OF REFERENCE AND SCHEME OF DELEGATIONS.</u> To receive a report recommending adoption of updated Financial Regulations, Standing Orders, Terms of Reference and scheme of delegation reflecting changes in Committee Structures.</p> <p>Proposed by Cllr M Carrigan and Seconded by Cllr R Coleman- Taylor Unanimous</p> <p>RESOLVED That Full Council adopts the amended Financial Regulations presented in Appendix 1. That Full Council adopts the amended Scheme of Delegation to Council Committees and Officers as presented in Appendix 2 . That Full Council adopts the amended Standing Orders presented in Appendix 3. That any minor amends requested by Members by email of a grammatical nature and not material in terms of interpretation and or authority are carried out by the Town Clerk</p>
2019(TC) 189	<p><u>ITEM 9 INTERNAL CONTROLS</u> To receive a report recommending the adoption of an Internal Controls document as part of continuing good governance arrangements</p> <p>Proposed by Cllr M Carrigan and seconded by Cllr M Taylor Unanimous</p> <p>RESOLVED That Full Council accepts the Policy as presented.</p>

	<p>That the Town Clerk continues to develop the further suite of underlying documents indicated in this report and brings these to the Resources Committee in due course.</p>
2019(TC) 190	<p>ITEM 10 FINANCIAL RISK REGISTER To receive a report recommending adoption of a Financial Risk Register</p> <p>Proposed by Cllr D Skelton and seconded by Cllr M Doyle Unanimous</p> <p>RESOLVED That this item be considered at a later date</p>
2019(TC) 191	<p>ITEM 11. HANDMADE PARADE To receive a report outlining the issues for Council to consider in respect of an approach to be the lead party to an Arts Council Grant application.</p> <p>Proposed by Cllr M Taylor and seconded by Cllr R Coleman - Taylor Unanimous</p> <p>RESOLVED That Full Council notes the mutual agreement to withdraw from this proposal.</p> <p>That Full Council recognises the need to consider the risk associated with the Town Council acting as an Accountable body, and reviews this at a future stage in line with our Grants Policy, to ensure a consistent and holistic approach is taken towards this type of activity that is objective, but not prescriptive.</p>
2019(TC) 192	<p>ITEM 12. APPOINTMENT OF MAYOR AND DEPUTY MAYOR To appoint the Mayor and Deputy Mayor effective from 16th May 2020.</p> <p>Proposed by Cllr D Skelton and seconded by Cllr G Kent Unanimous</p> <p>RESOLVED That the Mayor for the Mayoral year commencing 16th May 2020 be Councillor Ruth Coleman- Taylor</p> <p>That the Declaration of Acceptance be confirmed via email and deemed as signed at this meeting pending formal signature.</p> <p>Proposed by Cllr R Coleman – Taylor and seconded by Cllr C Potter Unanimous</p> <p>RESOLVED That the Deputy Mayor for the year commencing 16th May 2020 be Councillor The Revd Graham Kent</p> <p>That the Declaration of Acceptance be confirmed via email and deemed as signed at this meeting pending formal signature.</p>
2019(TC)193	<p>ITEM 13 COMMITTEES AND ELECTIONS OF CHAIRS AND VICE CHAIRS To receive a report to appoint Members to Committees and Chairs and Vice Chairs of such Committees effective from 16th May 2020</p> <p>Proposed by Cllr D Skelton and seconded by Cllr R Coleman - Taylor Unanimous</p> <p>RESOLVED That Full Council agrees the membership of Committees and respective Chairs and Vice Chairs effective from the 16th May 2020 as per Appendix 1 and vote through “en - bloc”</p>

	<p>That Members waive Standing Order 5b requiring the meeting to take place in May and for the 2020/21 Municipal Year Committee Appointments to take place in March effective from May 16th, 2020</p>
2019(TC)194	<p>ITEM 14 APPOINTMENT TO OUTSIDE BODIES AND AS TRUSTEES To receive a report to appoint Members to Outside Bodies and as Trustees effective from 16th May 2020</p> <p>Proposed by Cllr D Skelton and seconded by Cllr R Coleman - Taylor Unanimous</p> <p>RESOLVED That Full Council agrees the Appointments to Outside Bodies and to act as Trustees on specified external bodies effective from the 16th May 2020 as per Appendix 1 and to vote through “en -bloc” That Members waive Standing Order 5b requiring the meeting to take place in May and for the Appointments to Outside Bodies and to act as Trustees on specified external bodies for the 2020/21 Municipal Year to take place in March, effective from May 16th 2020.</p>
2019(TC) 195	<p>ITEM 15 MAYOR MAKING ARRANGEMENTS. To consider the need to postpone the May 16th arrangements until a later date to be agreed</p> <p>Proposed by Cllr A Greenwood and seconded by Cllr L Levick Unanimous</p> <p>RESOLVED That in view of the ban on public meetings and social distancing the Mayor making scheduled for the 16th May 2020 be postponed until such time as restriction are lifted and Full Council agrees how to progress with this.</p>
2019(TC) 196	<p>ITEM 16 CITIZENSHIP AWARDS To consider the need to postpone Citizenship Awards</p> <p>Proposed by Cllr T Roberts and seconded by Cllr M Holmstedt Unanimous</p> <p>RESOLVED That in view of the ban on public meetings and social distancing the Citizenship Awards be postponed until such time as restriction are lifted and Full Council agrees how to progress with this.</p>
2019(TC) 197	<p>ITEM 17 EMERGENCY ARRANGEMENTS – COVID 19 To receive a report recommending emergency measures for continuation of Council business.</p> <p>Proposed by Cllr D Skelton and seconded by Cllr A Greenwood Unanimous</p> <p>RESOLVED That Full Council agree to the establishment of an Emergency Committee operating under Terms of Reference as outlined in Appendix A. That the Town Clerk be given emergency powers in the event of need to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability. That the Council move towards virtual meetings if deemed to be lawful.</p>

2019(TC) 198	<p>ITEM 18 GRANT PAYMENTS To consider the need to seek claw back of grants awarded and paid out, where events have had to be cancelled and expenses have already been incurred by the Grant Applicant.</p> <p>Proposed by Cllr D Skelton and seconded by Cllr S Martin Unanimous</p> <p>RESOLVED That where Grant payments have been expended in relation to events that can no longer be completed owing to the current restrictions and cannot be recovered by the Grant applicants, the Town Clerk be authorised to advise that the Town Council will not seek repayment other than balances not expended to date and that the Town Clerk be authorised to seek repayment of unspent grant monies as appropriate.</p>
2019(TC) 199	<p>ITEM 19 CORRESPONDENCE To receive and consider any items of correspondence for consideration</p> <p>None received</p>
2019(TC) 200	<p>ITEM 20 ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA To notify the Clerk of any matters for inclusion on the agenda of the next meeting</p> <p>Proposed by Cllr D Skelton and seconded by Cllr P Ripley Unanimous</p> <p>RESOLVED That in view of the uncertain nature of business going forward that the Town Clerk agrees with the Emergency Committee future items to be placed on the Agenda</p>
2019 (TC)201	<p><u>ITEM 21 - DATE OF THE NEXT COMMITTEE MEETING</u></p> <p>The date of the next meeting of the Emergency Committee shall be 8th April 2020</p>