

## TODMORDEN TOWN COUNCIL

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### MINUTES OF THE AMENITIES COMMITTEE MEETING Held in the Cockcroft Room, Todmorden Town Hall, Bridge Street, Todmorden, on Wednesday 27 November at 7:30pm

**Councillors Present:** D Skelton [Chair], K White (Ex officio) M Holmstedt, C Potter, L Needham, M Carrigan, P Ripley, A H Greenwood, J Williams, P Taylor, M Taylor (from 7.40pm)

**Absent Councillors:** Cllrs M Doyle, M Carrigan

**Observing Councillors:**

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

**Members of the Public:** 14 representing grant applicants and Bandstand

2019(A) 070	<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>Apologies received from Cllrs M Doyle, M Carrigan and for reasons of a prior commitment to another meeting and holiday.</i></p> <p>Members agreed to receive their apologies and reasons</p> <p><i>Proposed by Cllr A Greenwood and Seconded by Cllr J Williams Unanimous</i></p> <p><b>RESOLVED:-</b></p> <p><i>That the apologies of Cllr M Doyle and M Carrigan and reasons for absence, as prior commitment and holiday be accepted.</i></p>
2019 (A) 071	<p><b><u>Item 2 Declarations of Interests</u></b></p> <p>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.</p> <p><i>Cllr D Skelton declared an interest in item 7b</i></p>
2019 (A) 072	<p><b><u>Item 3 Public Participation</u></b></p>

To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting. Note: No resolutions can be under public participation.

*Deborah Farrington Chair of **Todmorden Community Bandstand** addressed the Committee to advise on progress made by the group in their wish to save the bandstand.*

- *Created a full committee complete with 6 sub –committees to assist with relevant departments.*
- *Written a full Constitution*
- *Opened a bank account*
- *Website in construction*
- *Pledges from all the primary school in Todmorden*
- *Pledges from the local Scout groups*
- *Pledges from the youth club*
- *Policy, Guidelines and Safeguarding documents complete.*
- *Event costings, cinema expenditure, hiring equipment*
- *Wedding venue costing*
- *Applying for a charity status*
- *Applied to Heritage England for a listing status*
- *Sourcing Funding and Grants available*
- *Pledges from Fielden Factors of materials*
- *Contacted Lost Arts Experts*

*She advised that a decision to demolish had been postponed and the group given until the end of March to present a business plan for a potential community asset transfer from Calderdale MBC and wanted the Town Council to work with them jointly and to take ownership of the Bandstand from Calderdale MBC in order to achieve such a transfer.*

***Tod Charity Carnival** Isobel Fielder addressed the Committee to outline their application including their concern that interest has been reducing and therefore the need to increase the entertainment aspect, including floats to be included in the festival. Clarification was given that street collections in their budget was about Charities collecting over the weekend, not their own effort to raise funds towards the Carnival costs.*

*They were asked about their efforts to fundraise from other sources as opposed to reliance on Town Council and responded that they are starting to pursue other avenues. Suggestion was made to Approach Voluntary Action Calderdale to help them put together a funding prospectus and that Calderdale MBC small grants may also have further funds available in February to apply for.*

***Incredible Farm CBS Ltd.** Dr Robin Asby addressed the committee to outline the purpose for the grant request. He advised that the Community Benefit Society relies on volunteer work and only has one 30 hour per week employee, plus one day per week bookkeeper, and that increased demand for volunteer work placements, following their relocation to Lumbutts, where more space and opportunity exists, required additional core funding to enable these to be managed correctly.*

*Aims of the society are to bring persons back into society including working with youngsters. In response to questions they advised:-*

	<ul style="list-style-type: none"> <li>• <i>Actively working with Fernley Lee school by working with students at the school poly tunnel site and open to approaches from other Todmorden Schools to become involved.</i></li> <li>• <i>Of volunteers 90% from Upper Valley. Currently facilitating 20 local volunteers and annually 30 overseas volunteers.</i></li> <li>• <i>Happy to accommodate a site visit for Members of the Committee.</i></li> </ul> <p><b>Todmorden Folk Festival</b> – <i>Lynne Midwinter addressed the Committee. She advised the 6<sup>th</sup> year of this festival over the first May Bank Holiday weekend and that the support requested was to deliver the “free of charge” element to encourage children to participate in a range of activities. Comment was made that local businesses receive a boost from the event in view of increasing visitor numbers as well as the event raising the profile of Todmorden.</i></p> <p><i>The group were asked about involvement with Bretton Dancers and advised that many musicians that are involved with this group also participate across this weekend with others and therefore not an opportunity to potentially combine with this other event that the Town Council contributes to.</i></p> <p><i>The group were asked about grant funding from Calderdale MBC and advised that this was for specific Sunday event with different activity.</i></p>
2019(A) 073	<p><i>The Chair asked Members to agree for an additional item regarding withdrawal of bus Services to be taken after Item 5 . All Members agreed.</i></p>
2019(A) 074	<p><b><u>Item 4 Minutes</u></b></p> <p>To approve the minutes of the Amenities Committee meeting held on the 16<sup>th</sup> October 2019</p> <p><i>Proposed by Cllr. A Greenwood and Seconded by Cllr C Potter - Unanimous</i></p> <p><b>RESOLVED:-</b></p> <p><i>That the minutes of the Amenities Committee meeting held on the 16th October 2019 be approved as a true record of proceedings and signed by the Chair.</i></p>
2019 (A) 075	<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 Taylor and seconded by Cllr M Holmstedt 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>

**Item 5a – additional item regarding withdrawal of bus routes 589 and 7**

Members were aware of proposed withdrawal of the 589 service Tod to Burnley and no 7 Tod to Rawtenstall and their significant impact on Todmorden Residents and specifically access to educational establishments and the apparent imbalance of continuing some parts of the routes and not others.

Members considered the letters already sent and were advised that the position regarding the no 7 route and that further information may be available on this route early next week.

Proposed by Cllr D Skelton and seconded by Cllr K White Unanimous

2019(A) 076

**RESOLVED:** To ratify the letters already sent by the Town Clerk in respect of the 589 service and to request that similar letters are sent in respect of the no 7 service.

Proposed by Cllr C Potter and seconded by Cllr M Taylor Unanimous

2019 (A) 077

**RESOLVED:** To invite representatives from the Bus companies concerned to Development Committee next week, or given short notice, to Full Council on 16<sup>th</sup> December 2019 to offer the opportunity to speak to the Council on these matters.

**Item 6 Grant Applications**

To consider and approve the grant applications enclosed:

To note the current budget before considering whether to approve the grant applications enclosed:

The Town Clerk appraised Members of the current amenities budget remaining and their individual grant limit of £3000 and that any increase in the overall grants related budgets would require the approval of Full Council.

<b>Applicant</b>	<b>Amount Requested</b>
<b>6a Todmorden Charity Carnival</b>	<b>£6,300</b>
Grant requested to meet delivery costs associated with Marshalling & Road Safety, Fire safety, portaloos, etc	
Previous Event Grants	Event costs including Entertainment
2017 £4500	£10901 £1055
2018 £4300	£10744 £2645
2019 £4300	£11304 £3885
No other grant funding sought	
Member recognised the value historically of this event and wished to support but given current financial constraints on the current Amenities budget agreed to a grant of £3000.	
Members suggested the group approach Calderdale MBC Grants for additional support.	

2019 (A) 078	<p><i>Proposed by Cllr A Greenwood and seconded by Cllr J Williams Unanimous</i></p> <p><b>RESOLVED:</b> <i>That a Grant award of £3000 be made to Todmorden Charity Carnival</i></p> <table border="1"> <thead> <tr> <th><b>Applicant</b></th> <th><b>Amount Requested</b></th> </tr> </thead> <tbody> <tr> <td><b>6b Incredible Farm CBS Ltd</b></td> <td><b>£6,400</b></td> </tr> </tbody> </table> <p><i>Core funding request to support increased demand for volunteer work placement following success of new site at Lumbutts. To meet cost associated with safety equipment, Insurance renewal, Staff training, Staff time, consumables,</i></p> <p><i>Accounts indicate Dec 2018 surplus of income over expenditure £8,604 – turnover £46,252</i></p> <p><i>Active grant seeker from other organisations Sept 2019 £4k tree planting, Oct 2019 lottery grant applied for Forest School expansion £10k</i></p> <p><i>Volunteer time in organisation equivalent - £51345</i></p>	<b>Applicant</b>	<b>Amount Requested</b>	<b>6b Incredible Farm CBS Ltd</b>	<b>£6,400</b>
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<b>6b Incredible Farm CBS Ltd</b>	<b>£6,400</b>				
2019 (A) 079	<p><i>Members were aware that the amount of Grant being requested is outside of the delegated powers of this Committee but normal practice for them to make recommendations to Full Council. No previous Grants have been made to this concern and Members wished to familiarise themselves with the work it does prior to considering this grant and wished to take up the offer of a site visit on a monday, date to be determined.</i></p> <p><i>Proposed by Cllr A Greenwood and seconded by Cllr C Potter 8 for 1 abstention - carried</i></p> <p><b>RESOLVED:</b> <i>That a decision on this grant application be deferred until Members have had the opportunity to carry out a site visit and understands greater detail behind what benefit this concern provides for the people of Todmorden.</i></p> <table border="1"> <thead> <tr> <th><b>Applicant</b></th> <th><b>Amount Requested</b></th> </tr> </thead> <tbody> <tr> <td><b>6c Todmorden Folk Festival</b></td> <td><b>£2,250</b></td> </tr> </tbody> </table> <p><i>Provision of Folk Festival activities with focus on children and families with free for Todmorden residents during Festival. 6<sup>th</sup> year of event.</i></p> <p><i>Grant supports the children's activities only Total event cost estimated at £16,250 Previous grants provided 2017 £2,200 2018 £2,250 2019 £2,250 Reserves £3561 after loss on 2019 festival of £776.</i></p>	<b>Applicant</b>	<b>Amount Requested</b>	<b>6c Todmorden Folk Festival</b>	<b>£2,250</b>
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2019(A) 080

*Members recognised the benefit this brings To Todmorden and children participating in these free of cost activities and were happy to support this request in full.*

*Proposed by Cllr J Williams and seconded by Cllr M Taylor  
Unanimous*

**RESOLVED:** *That a Grant award of £2,250 be made to Todmorden Folk Festival*

2019 (A) 081

*The Town Clerk requested authority to be able to vire as required between the individual budget heading to accommodate the above grants and any that may be awarded under item 7*

*Proposed by Cllr D Skelton and Seconded by Cllr J Williams Unanimous*

**RESOLVED:-** *That the Town Clerk undertake virements within the overall amenities heading to enable all payments agreed to be made to be met from within existing budgets.*

**Item 7 – Grant Applications (Town Hall Hire Refund)**

2019 (A) 082

Applicant	Amount Requested
<b>7a .Todmorden Orchestra</b>	<b>£732.04</b>
Series of 8 orchestral concerts -	
Member expressed their support for the quality of performances.	
<i>Proposed by Cllr M Taylor and seconded by Cllr C Potter Unanimous</i>	
<b>RESOLVED:-</b> <i>That a grant award of £732.04 be made to Todmorden Orchestra in respect of Town Hall Hire fees.</i>	

2019 ( A ) 083

Applicant	Amount Requested
<b>7b .Todmorden Choral Society</b>	<b>£670.33</b>
Choral Society Concert	
Cllr D Skelton left the meeting and the Vice Chair Cllr J Williams took the Chair for this item	
Members supported this proposal <i>Proposed by Cllr J Williams and seconded by Cllr C Potter Unanimous</i>	
<b>RESOLVED:-</b> <i>That a grant award of £670.33 be made to in respect of Town Hall Hire fee.</i>	

**Item 8 – Grant Feedback Forms**

Organisation	Grant amount	Town Hall hire refund amount	Amount used	Underspend
<b>8a.Todmorden Photographic Society</b>	<b>N/A</b>	<b>£</b>		

2019 (A) 084

Event held 2nd – 4<sup>th</sup> November 2019 . 500 attendees. £30 raised and £180 spent on organising the event excluding cost of Town Hall Hire. Comment made re poor lighting in courtroom.  
Town Council support acknowledged.

*Members requested that the Town Clerk write to Calderdale to see if the lighting in the Town Hall may be improved.*

Organisation	Grant amount	Town Hall hire refund amount	Amount used	Underspend
<b>8b. Richard Naylor Charity</b>	<b>£1000</b>	<b>N/A</b>	<b>£1000</b>	<b>Nil</b>

7 Students Grants awarded totalling £2500 towards cost of courses for University / Similar Education / Apprenticeships ( other local Parish Councils contribute)

*Cllr A Greenwood responded to a question regarding this and item 8c below. Overall three Charities of which two covered Todmorden the other being Cloughfoot Trust who in turn had delivered to Todmorden applicant grants as follows.*

Year	No
2010	1
2011	2
2012	2
2013	5
2014	4
2015	1
2016	1
2017	4
2018	1

Organisation	Grant amount	Town Hall hire refund amount	Amount used	Underspend
<b>8c.Hepstonstall Exhibitions Charity</b>	<b>£1000</b>	<b>N/A</b>	<b>£1000</b>	<b>Nil</b>

5 Students Grants awarded totalling £2500 towards cost of courses for University / Similar Education / Apprenticeships (other local Parish Councils contribute)

*See item 8b response*

Organisation	Grant amount	Town Hall hire refund amount	Amount used	Underspend
<b>8d.In the Park Productions</b>	<b>£3000</b>	<b>N/A</b>	<b>£3000</b>	<b>Nil</b>

Tod-itional Tales to create community engagement with Todmorden. Producing a performance piece – public outdoor spaces in Walsden, Cornholme, Ashernhurst Estate and Todmorden Centre.

Used in three parts:-

2019 (A) 085	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> 13 engagement /taster workshops including primary schools.  4 storybuilding workshops  <b>Attendance 1378</b> </td> </tr> <tr> <td style="padding: 5px;"> Additional event Dinely Avenue playground including Pirate Party event.  <b>Attendance 127</b> </td> </tr> <tr> <td style="padding: 5px;"> <b>Total attendees 1505</b> </td> </tr> <tr> <td style="padding: 5px;"> Volunteer time 60 hours  No comment form Members </td> </tr> </table> <p style="margin-top: 10px;"><i>Proposed by Cllr A Greenwood and Seconded by Cllr D Skelton</i> <span style="float: right;"><i>Unanimous</i></span></p> <p><b>RESOLVED:-</b> to accept EN BLOC the feedback comments as submitted under Items 8a,8b,8c,8d.</p>	13 engagement /taster workshops including primary schools. 4 storybuilding workshops <b>Attendance 1378</b>	Additional event Dinely Avenue playground including Pirate Party event. <b>Attendance 127</b>	<b>Total attendees 1505</b>	Volunteer time 60 hours No comment form Members
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<b>Total attendees 1505</b>					
Volunteer time 60 hours No comment form Members					
2019(A) 086	<p><b>Item 9 - Register of Previous Grants and update on Grants Policy</b></p> <p>To receive a Draft Grant Policy and supporting documentation for consideration.</p> <p><i>The Town Clerk presented to Members the latest version of this Policy for their consideration and advised that to date two new Grant application forms had been devised as support to this Policy and that further work is to be done on the feedback requirements.</i></p> <p><i>The Town Clerk emphasised the importance of this as a Policy document especially give the earlier conversations regarding limited fund availability and how this Policy could help to ensure fair decision making.</i></p> <p><i>Members commented on a page by basis and it was agreed that the Town Clerk would update the draft Policy with these comments and recirculate with the Proposed Grant Application forms in order to provide Members with further opportunity to consider any further amends with a view to bringing this back to the next Amenities Committee for sign off before then submitting to Full Council for formal Policy approval to introduce from 1<sup>st</sup> April 2020.</i></p> <p><i>The Town Clerk also advised that in issuing the revised draft to Amenities Committee Members given its overall significance he will also copy all other Members into this for their wider comment as well.</i></p>				
2019(A) 087	<p><b>Item 10 - Town Charter</b></p> <p>To receive an update report and to consider a budget virement to authorise restoration works to commence.</p> <p><i>Cllr L levick presented this item to the Committee.</i>  <i>Cllr D Skelton advised that in view of its importance he was agreeable to a virement of £1000 from the Amenities Committee budget to undertake this important restorative work to proceed.</i></p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr K White</i> <span style="float: right;"><i>Unanimous</i></span></p> <p><b>RESOLVED:-</b>That the Town Clerk be authorised to proceed with assisting Cllr I Levick / Cllr K White with the delivery of this project and that sum of £1000 be vired within the Amenities budget to meet the cost of such project.</p>				



2019(A) 088	<p><b><u>Item 11 - Bowling Green Fees</u></b></p> <p>To confirm an invite has been sent to the Vale Park Bowling Club to attend a future meeting.</p> <p><i>The Town Clerk advised that a letter had been sent inviting them to a meeting with the Committee but that this needed to be followed up and had requested an alternative contact details in case not present at their Pavilion to pick up the invite.</i></p> <p><i>The Town Clerk also updated Members regarding a query regarding apparently reducing maintenance cost against rising fees in that Calderdale MBC advise that they currently only charge for use of two greens albeit four are used.</i></p>
2019(A) 089	<p><b><u>Item 12 - Bandstand</u></b></p> <p>To consider further what role the Town Council could play in the restoration of the Todmorden Bandstand.</p> <p><i>Cllr M Taylor raised this item for further discussion as to how the Town council can best help the group to save the bandstand and suggested that sub group of the Amenities Committee be set up to explore this further with the Todmorden Community Bandstand Group.</i></p> <p><i>Members sought some clarity as to what they were being asked to agree to given this has already been voted on at Full Council in terms of not taking on the liability of the Bandstand form Calderdale and that specially no borrowing would be taken on by the Town Council to financially support this.</i></p> <p><i>Cllr D Skelton reemphasised that the Town Council as with all voluntary groups is keen to Try to assist but that as a small Town Council were not in a financial position to take on such liabilities as had already been voted on.</i></p> <p><i>Proposed by Cllr M Taylor and Seconded by Cllr M Holmstedt that a subgroup of the Amenities Committee be established to meet with the group</i></p> <p><i>For 4 against 5 not carried</i></p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr K White</i></p> <p><i>For 6 against 2</i></p> <p><b><i>RESOLVED:</i></b> <i>That the Town Clerk be authorised to engage with the group in terms of administrative support/advice to the group.</i></p>
2019 (A) 089	<p><b><u>Item 13 - Correspondence</u></b></p> <p>To receive any items of correspondence</p> <p><i>Letter received from Tod Photographic society regarding poor lighting in Town Hall when displaying their exhibition already discussed under Item 8a</i></p>
2019 (A) 090	<p><b><u>Item 14– Any Items for Discussion for a Future Agenda</u></b></p> <p>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>Bowling Greens</i></li> <li>• <i>Lobb Mill Visit (Town Clerk to coordinate)</i></li> <li>• <i>Grants Policy</i></li> <li>• <i>Withdrawal of Bus Services to Full Council 16<sup>th</sup> December 2019</i></li> <li>• <i>Walsden library</i></li> <li>• <i>Area adjacent to Waterloo Terrace at Shade</i></li> </ul>
2019 (A) 091	<p><b><u>Item 16 – Date of the Next Committee Meeting</u></b></p> <p>The date of the next committee meeting was noted – Wednesday 22<sup>th</sup> January 2020 at 7.30pm, Todmorden Town Hall.</p> <p>There being no further business, the Chair closed the meeting at 9.10 pm</p>