

# TODMORDEN TOWN COUNCIL

Town Clerk's Office,  
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## MINUTES OF A MEETING OF EMERGENCY COMMITTEE OF TODMORDEN TOWN COUNCIL

Held remotely on  
Wednesday 1st July 2020 at 7:30pm

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

**Other Councillors present:-** Cllrs M Carrigan, J Williams, M Taylor

**Councillors absent:** - None

**Officers:** Colin Hill – Town Clerk 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)078	<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</p> <p>None</p>
2020(EC)079	<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.</p> <p>Cllr D Skelton stated that he is a trustee of the Heptonstall Exhibitions Charity.</p>
2020(EC)080	<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.</p> <p><i>No public present owing to government restriction for public meetings and no availability currently for virtual participation.</i></p>
2020(EC)081	<p><b><u>ITEM 4. Minutes</u></b> To approve the draft minutes of the Emergency Committee meeting held on the 23rd June 2020.</p> <p><i>Proposed by Cllr L Levick      Seconded by Cllr C Potter      Unanimous</i></p> <p><b>RESOLVED:</b> - <i>That the minutes of the meeting held on the 3rd June 2020 are a true record.</i></p>

2020(EC)082	<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>No public present owing to restriction on public meetings and no availability currently for virtual participation.</i></p>
2020(EC)083	<p><b><u>ITEM 6. Schedule of Payments</u></b></p> <p>To receive a schedule of 15 payments made totalling £11600.55 as of 22<sup>nd</sup> June 2020</p> <p><i>Proposed by Cllr L Levick and Seconded by Cllr C Potter Unanimous</i></p> <p><b>RESOLVED: -</b>  <i>That Members of the Emergency Committee receive the schedule of payments and Chair signs a copy.</i></p>
2020(EC)084	<p><b><u>ITEM 7. Financial Summary as 22<sup>nd</sup> June 2020</u></b></p> <p>To receive a financial summary and detailed income and expenditure as of 22<sup>nd</sup> June 2020</p> <p>7a Financial Summary  7b Commitments  7c Budgets by Detail Code</p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr the Revd G Kent Unanimous</i></p> <p><b>RESOLVED: -</b>  <i>That Members of the Emergency Committee receive the financial summary and detailed income and expenditure. The Clerk agreed to have separate columns in the Financial Summary for actual spend and commitments in the future.</i></p>
2020(EC)085	<p><b><u>ITEM 8. Policy Adoption</u></b></p> <p>To receive reports recommending several Policies for approval and adoption.</p> <p>8a</p> <ul style="list-style-type: none"> <li>• Complaints Policy and Procedure</li> <li>• Freedom of Information</li> <li>• Freedom of Information- Vexatious Requests</li> <li>• Media</li> <li>• Recording of Meetings</li> <li>• Rules for Public meeting (face to face)</li> <li>• Rules for Public meeting (remote/virtual)</li> <li>• Social Media /Web Site</li> </ul> <p>8b Health and Safety</p> <p>The clerk explained that the policies at 8a were standard YLCA policies adapted to the circumstances at TTC. He said that the minor amendments that have been agreed would be included in the policies before they are loaded onto to the website. There was considerable discussion about the finer detail of the policies. Councillors requested that they be provided training on using social media.</p> <p>The clerk confirmed that the policies would be regularly reviewed and that a schedule for this would be produced once the policies have been completed. This would enable the review to be spread over the year. It was agreed that some of the policies would evolve over time. The clerk said that many more policies would be brought to meetings over the next few months. Work was currently underway on a GDPR policy and all policies would</p>

	<p>need to be reviewed in the light of this to ensure that the 'golden thread' of compliance is consistent throughout.</p> <p><i>Proposed by Cllr R Coleman-Taylor and Seconded by Cllr C Potter Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That the Emergency Committee adopts the Policies en-bloc as submitted (including agreed amendments).</i></p>																				
2020(EC)086	<p><b>ITEM 9. Website</b>          To receive an update.</p> <p><i>Members noted the progress being made and noted the imminent start of the working group</i></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 receive the update.</i></p>																				
2020(EC)087	<p><b>ITEM 10 Grant Requests</b>          To consider any requests for grant assistance received – applications received after the summons has been issued will be circulated prior to the meeting and an updated Summons placed on the Web Site.</p> <table border="1" data-bbox="264 1021 1484 1162"> <thead> <tr> <th>Ref</th> <th>Applicant</th> <th>Amount Requested</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td>10a</td> <td>Friends of Centre Vale Park</td> <td>£678.50</td> <td>Production of booklet - updated information provided.</td> </tr> </tbody> </table> <p>If appropriate, the offer letter should request that the group contact Cllr the Revd G Kent about his membership on the committee.</p> <p><i>Proposed by Cllr C Potter Seconded by Cllr the Revd G Kent Unanimous</i></p> <p><b>RESOLVED: That an award of £678.50 be made to Friends of Centre Vale Park</b></p> <table border="1" data-bbox="264 1458 1484 1664"> <thead> <tr> <th>Ref</th> <th>Applicant</th> <th>Amount Requested</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td>10b</td> <td>Richard Naylor Charity</td> <td>£1,000</td> <td>Award of Grants to students living in Todmorden .</td> </tr> <tr> <td>10c</td> <td>Hepstonstall Exhibitions Charity</td> <td>£1,000</td> <td>Awards of Grants to students living in Todmorden</td> </tr> </tbody> </table> <p>As Cllr D Skelton is a trustee of the Heptonstall Exhibitions Charity he handed the chair of the meeting over to Cllr R Coleman-Taylor at this point. He did not participate in the vote on this grant.</p> <p>The Mayor in making her focus this year on encouraging women into science would welcome these charities to encourage applications from female student wishing to study a scientific discipline.</p> <p><i>Proposed by Cllr the Revd G Kent Seconded by Cllr L Levick Voted For- 4 Abstentions- 1</i></p>	Ref	Applicant	Amount Requested	Purpose	10a	Friends of Centre Vale Park	£678.50	Production of booklet - updated information provided.	Ref	Applicant	Amount Requested	Purpose	10b	Richard Naylor Charity	£1,000	Award of Grants to students living in Todmorden .	10c	Hepstonstall Exhibitions Charity	£1,000	Awards of Grants to students living in Todmorden
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2020(EC)088	<p><b>RESOLVED: That an award of £1000 each be made to Richard Naylor Charity and Hepstonstall Exhibitions charity. In doing so, a budget is established under the Mayoral budget as a Discretionary Grants Code and £2000 vired across from the existing Education budget and that payment then be made from this discretionary Grant code. That the award letter asks these charities to particularly welcome applications from female students looking to study a scientific discipline.</b></p>														
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Ref	Applicant	Amount Requested	Purpose												
10e	Inn on the Park Productions	£981	Community Entertainment Vale Park												
020(EC)090	<p>The Town Clerk brought to Members attention the current Grants budget position and suggested that in view of the current level of spend/commitment on the general grant fund that to bring this in line with policy the following virements be undertaken now and that no future grants are awarded until Normal Committee structures resumed in September 2020.</p> <p>Proposed by Cllr the Revd G Kent Seconded by Cllr R Coleman-Taylor Unanimous</p> <p><b>RESOLVED: That the following virements be undertaken now and that no future grants be awarded until normal committee structures resume in September 2020</b></p> <table data-bbox="277 1568 1479 1668"> <tr> <td data-bbox="277 1568 357 1601"><b>From</b></td> <td data-bbox="357 1568 884 1601"></td> <td data-bbox="884 1568 932 1601"><b>To</b></td> <td data-bbox="932 1568 1479 1601"></td> </tr> <tr> <td data-bbox="277 1601 660 1635">4470 entertainment Art/rec</td> <td data-bbox="660 1601 884 1635">£4000</td> <td data-bbox="884 1601 999 1635">4410 Donations and Grants</td> <td data-bbox="999 1601 1479 1635">£4000</td> </tr> <tr> <td data-bbox="277 1635 660 1668">4420 Town Hall Hire Refunds</td> <td data-bbox="660 1635 884 1668">£4000</td> <td data-bbox="884 1635 999 1668">4410 Donations and Grants</td> <td data-bbox="999 1635 1479 1668">£4000</td> </tr> </table>			<b>From</b>		<b>To</b>		4470 entertainment Art/rec	£4000	4410 Donations and Grants	£4000	4420 Town Hall Hire Refunds	£4000	4410 Donations and Grants	£4000
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2020(EC)091	<p><b><u>ITEM 11. Information Leaflet and Skip Initiative</u></b> To receive an update.</p> <p>Proposed by Cllr C Potter Seconded by Cllr R Coleman-Taylor Unanimous</p> <p><b>Resolved: That the update be received. Where there are changes to contacts on the leaflet, these should be noted on the website. Also, residents to be advised that if in doubt, to contact their local Councillor or the Clerks Office.</b></p>														

2020(EC)092	<p><b><u>ITEM 12. Grant Payback and Feedback</u></b> To receive an update.</p> <p>The chair thanked the clerk for checking where grants have been paid but a report not received. It was noted that the grant application reviewed will be reviewed later in the year and this issue will be addressed.</p> <p>Proposed by Cllr R Coleman-Taylor Seconded by Cllr C Potter Unanimous</p> <p><b><i>RESOLVED: Members noted the report and proposals to continue to chase for a response from Todmorden Folk Festival regarding a potential partial payback of grant awarded and to seek feedback forms for those grants awarded that are still outstanding. Also, to request a payback from Cornholme Foodbank and to advise Todmorden Information Centre that the second quarterly instalment for 2020 would be paid this month.</i></b></p>
020(EC)093	<p><b><u>ITEM 13. Mayor's Certificates of Achievement</u></b> To consider nominations by Members to Award Certificates of Achievement for outstanding service to Todmorden.</p> <p>Proposed by Cllr D Skelton Seconded by Cllr C Potter Unanimous</p> <p><b><i>RESOLVED: That a short (1 page) nomination form be issued to members; nominations be invited, and these be considered at the next meeting of the Emergency Committee on 29 July.</i></b></p>
2020(EC)094	<p><b><u>ITEM 14. Resolution in Respect of John Fielden and Ratification of Laying of Flowers at John Fielden Statue</u></b> To ratify the actions of laying flowers at the statue of John Fielden and to pass a resolution of support as follows: -</p> <ul style="list-style-type: none"> <li>• <i>To record the Town Council's recognition of the resolute and robust opposition of John Fielden to the payment of compensation to the ' owners' of emancipated slaves.</i></li> <li>• <i>The Council notes with civic pride " Honest" John's untiring efforts on behalf of those least able to defend themselves.</i></li> </ul> <p>Proposed by Cllr C Potter Seconded by Cllr R Coleman-Taylor Unanimous</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• <b><i>To record the Town Council's recognition of the resolute and robust opposition of John Fielden to the payment of compensation to the ' owners' of emancipated slaves.</i></b></li> <li>• <b><i>The Council notes with civic pride " Honest" John's untiring efforts on behalf of those least able to defend themselves.</i></b></li> <li>• <b><i>To produce a temporary laminated notice stating the above to be placed at the statue</i></b></li> <li>• <b><i>To research the history of John Fielden so that a permanent notice/plaque can be erected to reflect his achievements in a balanced way. This to be discussed at a future meeting.</i></b></li> </ul>

**ITEM 15. Comments on Planning Applications**

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

*Proposed by Cllr L Levick    Seconded by Cllr C Potter    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
15a	20/00566/ HSE	35 Cranberry Avenue Walsden Todmorden West Yorkshire OL14 6TW	Two storey side extension and off-street parking to front (Revised Scheme to 19/01500)
<b>Comment:</b>			
<i>Proposed by Cllr L Levick    Seconded by Cllr C Potter    Unanimous</i>			
<b>Supported</b>			
15b	20/00166/ FUL	Gully House Stansfield Hall Road Todmorden Calderdale OL14 8BA	Widening of existing access road, four detached 4-bed new build houses with new access route and gardens (Amended Plans) Comment
<b>Comment:</b>			
<i>Proposed by Cllr C Potter    Seconded by Cllr the Revd G Kent    Unanimous</i>			
<b>Not Supported</b>			
<p>Serious concerns about the access which is unadopted and a single track. Also, the visibility (especially towards Woodlands Ave) when exiting onto Hallroyd Rd is poor and potentially dangerous. The boundary wall of Stansfield Hall has been damaged already by large vehicles accessing the road.</p> <p>Also, serious concerns about potential flooding from water run-off. Already, water runs-off onto Hallroyd Rd when the rain is heavy and this development would exacerbate the problem.</p> <p>There is insufficient information in the application addressing these issues and TTC suggests that those responsible for Highways and Flooding being consulted for their expert opinions.</p>			
15c	20/00646/ FUL	Former Garage Site Ridge Road Todmorden Calderdale	Residential development of six flats

**Comment:**  
*Proposed by Cllr C Potter Seconded by Cllr L Levick Voted for-1  
 Abstention-1*

Not Supported

Serious concerns about the lack of dedicated parking as the plot is on a steep bend. Although the proposal is for 1 bed flats, even if the purchasers did not have cars there would still be a need for large vehicles, such as removals, emergency, delivery and refuse removal to be able to safely park and this does not look possible with the current proposed plans.

*Proposed by Cllr C Potter Seconded by Cllr L Levick Voted for-1  
 Abstention-1*

<b>15d</b>	20/00575/ LBC	The Shippon North Ramsden Lane, Todmorden Calderdale OL14 7RS	Single storey extension to side and front (Listed Building Consent) Comment
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**Comment:**  
 Proposed by Cllr C Potter Seconded by Cllr the Revd G Kent Unanimous

**Supported providing sympathetic materials are used.**

<b>15e</b>	20/00574/ HSE	The Shippon North Ramsden Lane Todmorden West Yorkshire OL14 7RS	Single Storey extension to side and front
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**Comment:**  
 Proposed by Cllr C Potter Seconded by Cllr the Revd G Kent Unanimous

**As above**

<b>15f</b>	20/00544/ LBC	29 Rochdale Road Todmorden Calderdale OL14 7LA	Extraction system fitted on to the rear of the building, extend the flue above the eaves and paint it matt black. (Listed Building Consent) (Regularisation) Comment
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**Comment:**  
*Proposed by Cllr L Levick Seconded by Cllr the Revd G Kent  
 Unanimous*

**Supported**

	<p><b>15g</b></p> <p>20/00663/HSE</p> <p>9 Manor Close Mankinholes Todmorden West Yorkshire OL14 6HE</p> <p>Single storey extension to rear and first floor extension over existing garage to side Comment</p> <p><b>Comment:</b> <i>Proposed by Cllr R Coleman-Taylor    Seconded by Cllr L Levick</i> <i>Unanimous</i></p> <p><b>Supported</b></p>
2020(EC)096	<p><b><u>ITEM 16. Other Planning Issues for Consideration</u></b> To receive any other planning issues or correspondence for consideration.</p> <ul style="list-style-type: none"> <li>• Correspondence to Calderdale MBC regarding general flooding issues</li> </ul> <p>Proposed by Cllr Potter    Seconded by Cllr the Revd G Kent    Unanimous</p> <p><b><i>RESOLVED:</i></b> <i>Members ratified the letter sent by the Town Clerk. The letter should also be copied to the Calder and Todmorden Ward Councillors</i></p>
2020(EC)097	<p><b><u>ITEM 17. Rights of Way/Development Related Issues</u></b> To receive updates on any current issues – written and or verbal</p> <p>a) Denis’s Field</p> <p><i>Members noted the update.</i></p> <p>b) 19/01063/FUL   Detached House   Land Adjacent 12 Henshaw Road Walsden Todmorden Calderdale</p> <p><i>Members noted the update</i></p> <p>c) Gaddings Dam</p> <p><i>Members noted the update</i></p> <p>d) Noise disturbance – Walsden Outdoor Gym</p> <p><i>Members noted the update</i></p> <p>e) Register of issues outstanding.</p> <p><i>Members noted the update</i></p>
2020(EC)98	<p><b><u>ITEM 18. Walsden Library</u></b> To receive an update.</p> <p><i>Members noted the update</i></p> <p>Proposed by Cllr C Potter    Seconded by Cllr R Coleman-Taylor Unanimous</p> <p><b><i>RESOLVED:</i></b> <i>To invite a representative of the Walsden Neighbourhood Watch Community Group to a future meeting. Also, the Clerk to find out from Calderdale</i></p>



	<p><b>MBC who at Calderdale MBC was responsible for the decision on the location of the library and the reasons why Yew Tree Court is not suitable.</b></p>
2020(EC)99	<p><b><u>ITEM 19. Todmorden Town Deals Fund Board</u></b>  To receive a report seeking appointment of a Town Council Member to the Board</p> <p><i>Proposed by Cllr the Revd G Kent Seconded by Cllr R Coleman-Taylor Unanimous</i></p> <p><b>RESOLVED: That Cllr D Skelton represent the interests of Todmorden Town Council on Todmorden Town Deals Fund Board and that The That the Town Clerk actively support the nominated Member in this role.</b></p>
2020(EC)100	<p><b><u>ITEM 20. Town Hall Relocation</u></b>  To receive a background information paper and report requesting agreement to proceed with formal arrangements and agreement to relocate the Council Administrative Office to Todmorden Town Hall.</p> <p><i>Members noted the report</i></p> <p><i>Proposed by Cllr D Skelton                      Seconded by Cllr C Potter    Unanimous</i></p> <p><b>RESOLVED: That the report be received and that it be considered at a future meeting of the Full Council</b></p>
2020(EC)101	<p><b><u>ITEM 21. Festive Decorations</u></b>  To receive a background information and options paper and report requesting confirmation to prepare and issue tenders for Festive lights replacement.</p> <p>There was much discussion. The cheapest, simplest option would be to spend £5,000 on replacing the 5/6 lights currently broken but is likely to be an ongoing increasing cost and no improvement in appearance. It was recognised that the timing was tight to have anything done in time for this Christmas, but it was felt that an improved display in the centre of Todmorden would be good for morale and bring business into Town. The tender to include festive lights for the outlying areas would also be included but the implementation for this would be delayed for another year..</p> <p>It was agreed that steps should be taken, in due course, to ensure that the Christmas tree provided to Todmorden this year is of good quality.</p> <p><i>Proposed by Cllr D Skelton    Seconded by Cllr the Revd G Kent    Unanimous</i></p> <p><b>RESOLVED: That in principle, the Emergency Committee agrees that the festive lights in the centre of Todmorden be replaced in time for this Christmas. The clerk to produce a tender document for the lights in the centre and outlying areas. The implementation in the Town centre to take place in time for Christmas 2020 with phased implementation for subsequent years . The tender document to be brought to the Emergency Committee on 29 July 2020 for consideration.</b></p> <p><b>That the Town Clerk contact CMBC regarding tree provision for this year.</b></p>
2020(EC)102	<p><b><u>ITEM 22. IT Provision for Members Accessibility</u></b>  To receive a background information, options paper and report requesting confirmation to procure equipment for Members use.</p> <p><i>Proposed by Cllr D Skelton    Seconded by Cllr L Levick    Unanimous</i></p> <p><b>RESOLVED:</b></p>

	<ul style="list-style-type: none"> <li>• <b><i>That the Emergency Committee confirm the transfer of £3,600 from Earmarked Reserve to meet the cost of six laptops for exclusive Council related use.</i></b></li> <li>• <b><i>That the Town Clerk develops an IT policy for approval by Council and for subsequent agreement by Members receiving such laptops to adhere to.</i></b></li> <li>• <b><i>That the Emergency Committee also resolves that should any Member not currently requiring the provision of a Council owned laptop, require one in the future, they would be provided with one.</i></b></li> <li>• <b><i>That should there be a revenue underspend at the end of the 2020-2021 financial year, the Town Clerk establishes an Earmarked Reserve of £3,000 for Member Laptop purchase and for subsequent year each ahead of the next Town Council Elections, in case new or elected Members require these.</i></b></li> <li>• <b><i>That the Town Clerk procures 21 Black and White printers by way of outright purchase at an amount of £4,476 and establishes an increase in the existing Office and IT equipment revenue budget to reflect the purchase of printers and laptops partially funded by a movement of £3,600 from earmarked reserves. Adjustments to the postage and printing/photocopying budget to reflect a net annual savings of £687 per year.</i></b></li> <li>• <b><i>That the Town Clerk bring to the next Emergency Committee meeting an IT Policy for adoption.</i></b></li> </ul>
2020(EC)103	<p><b><u>ITEM 23. Correspondence Received</u></b> To receive and consider any items of correspondence and or updates for consideration.</p> <ul style="list-style-type: none"> <li>• Letter from Hebden Royd Town Council re joint working initiatives.</li> </ul> <p><i>Proposed by Cllr D Skelton      Seconded by Cllr C Potter      Unanimous</i></p> <p><b><i>RESOLVED: That the Mayor respond positively to this request.</i></b></p>
2020(EC)104	<p><b><u>ITEM 24 Future Meetings and how Managed.</u></b> To receive report outlining a provisional timetable and actions proposed to revert to normal Council and Committee structures and the holding of public meetings</p> <p><i>Proposed by Cllr R Coleman-Taylor      Seconded by Cllr the Revd G Kent      Unanimous</i></p> <p><b>RESOLVED:-</b></p> <ul style="list-style-type: none"> <li>• <b><i>That the Emergency Committee note the proposed timetable to return to the normal Council/Committee Cycle as detailed in Appendices 1 and 2. 3.</i></b></li> <li>• <b><i>That the Town Clerk brings to the next Emergency Committee meeting on the 29th July 2020 a report seeking a Resolution that the powers conferred upon it as an Emergency Committee end effective at the end of that meeting and that formal Council and Committee structures are reintroduced.</i></b></li> <li>• <b><i>That the Town Clerk brings back to Full Council proposals to return to face to face meetings as and when guidance indicates this is a possibility.</i></b></li> </ul>
2020(EC)105	<p><b><u>ITEM 25. 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> <p>Emergency Committee Meeting 29 July 2020</p>

	<ul style="list-style-type: none"> <li>• Planning applications</li> <li>• Tender document for festive lights</li> <li>• IT Policy</li> <li>• Reintroduction of normal schedule of Council Meetings and the cessation of the powers of the Emergency Committee</li> </ul> <p>Future Meetings</p> <ul style="list-style-type: none"> <li>• Wheels Park</li> <li>• Relocation of the office to the Town Hall</li> </ul> <p>Cllr D Skelton gave his apologies for the next Emergency Committee meeting and said that Cllr M Carrigan would be the chair.</p>
2020(EC)106	<p><b><u>ITEM 26. Date of the Next Emergency Committee Meeting</u></b>  To note the date of the next Meeting of the Emergency Committee be scheduled for 29th July 2020.</p> <p>The meeting ended at 9.50pm</p>