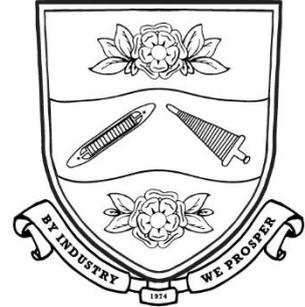


TODMORDEN TOWN COUNCIL

Town Clerk's Office,
 Todmorden Community College,
 Burnley Road, Todmorden OL14 7BX
 01706 548135

townclerk@todmorden-tc.gov.uk
 www.todmorden-tc.gov.uk



MINUTES OF A MEETING OF TODMORDEN TOWN COUNCIL
Held in the Council Chamber, Todmorden Town Hall, Bridge Street, Todmorden, on
Wednesday 11th March 2020 at 7:30pm

Councillors Present: Cllrs K White [Town Mayor] R Coleman-Taylor [Town Deputy Mayor],
 M Doyle, M Holmstedt, S Martin, C Potter, T Roberts, P Taylor, L Levick, L
 Needham, M Taylor, J Williams, The Revd G Kent, M Carrigan, A Hollis

Absent Councillors: Cllrs A Greenwood, P Ripley, L Needham.

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

Members of the Public: No public present – Ambulance Service representative and Daisy Wilde
 Calderdale MBC

The Mayor advised of the recent death of Norman Greenwood former Mayor of Todmorden in 1983/84 and held a minutes silence in respect.

2019 (TC) 155	<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>Apologies received from Cllrs A Greenwood (Holiday) and P Ripley – longstanding prior engagement and L Needham - illness</p> <p>Proposed by Cllr K White and Seconded by Cllr C potter Unanimous</p> <p>RESOLVED: That the apologies and reasons for absence received from Cllrs A Greenwood, P Ripley and L Needham namely holiday, prior engagement and illness be accepted.</p>
2019 (TC) 156	<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) 157	<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.</p>

	<p>The Mayor sought agreement from Council that items on the Agenda will be heard in this part of the meeting and that if any members of the public have items of concern to be raised that are not on the Agenda they will be heard as the last but one item on the Agenda.</p> <p>Proposed by Cllr K White and Seconded by Cllr R Coleman -Taylor</p> <p>RESOLVED:-That the public and press may stay and may ask questions on non-agenda items at the penultimate item on the agenda.</p>
2019 (TC) 158	<p><u>ITEM 4 - MINUTES</u> To approve the draft minutes of the Town Council meeting held on the 29th January 2020.</p> <p>That thanks be recorded in the minutes in respect of the PCSO attendance The Town Clerk confirmed that he had thanked them for their attendance and support on behalf of the Town Council</p> <p>Proposed by Cllr R Coleman – Taylor and Seconded by Cllr K White Unanimous</p> <p>RESOLVED: That subject to the inclusion of thanks as above, the minutes of the Town Council meeting held on the 29th January 2020 be approved as a true record and be signed by the Chair.</p>
2019 (TC) 159	<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>Proposed by Cllr K White and Seconded by Cllr A Hollis Unanimous</p> <p>RESOLVED: That the press and public be allowed to remain for the duration of the meeting.</p>
2019 (TC) 160	<p><u>AMBULANCE</u> To receive an update on current situation and future development</p> <p>Andy Simpson – Senior Operations Calderdale, Kirklees and Wakefield and Jane Sykes – Locality Manager Calderdale addressed the meeting.</p> <p>Andy thanked the Council for the opportunity to be able to update them on a number of key areas.</p> <p>A presentation had been distributed and reference occasionally made, but focus was on advising about how the ambulance service is developing and improving patient care.</p> <p>Introduction of Ambulance Response Programme that more dynamically looked at the relationship between time to attend, the attention given, a range of quality indicators, but overall aim to get the right resource to the right patient at the right time.</p> <p>The level of 999 response was determined initially by a triage process so that effective use of resource is dispatched.</p> <p>At Todmorden they have both an Ambulance and Car fitted out to be able to respond.</p>

	<p>Focus is also on integrating more with the Health Centre and the sharing of skills. Strong relationship with Mountain Rescue Service which is also based at Todmorden station.</p> <p>Service also supported by Community First Responder, a volunteer scheme that operates in Hebden Bridge, Mytholmroyd and Todmorden dealing with approx. 1500 incidents a month. Trained by Ambulance Service.</p> <p>Community public access defibrillators providing urgent need and self-instruction as to how to use them.</p> <p>Service would appreciate people to become Guardians of defibrillators to keep an eye on them that they are working and details of who to contact to be fed back through the Town Clerk.</p> <p>Future improvement about more dynamic modelling to help better rostering, including better cover for seasonality and major events, whilst also involved in the reconfiguration of Acute Services in Todmorden.</p> <p>An electronic Patient recording system has been introduced that with a patient permission can also access patient records, which is proving an invaluable aid when on a call, improving the level of care and also administration. For those with language difficulties there is also a translation system plus manual imagery cards to help break down any understanding barriers.</p> <p>Cllr K White thanked them for their update, which all Members wholeheartedly supported.</p> <p>Action: Town Clerk to formally thank and to seek further information re Volunteers for the defibrillator monitoring scheme.</p>
2019 (TC) 161	<p><u>ITEM 7 - COMMITTEE MINUTES</u></p> <p>To confirm the receipt of approved committee minutes previously circulated and to receive them En Bloc</p> <p style="padding-left: 40px;">7a) Development 8th January 2020 7b) Development 5th February 2020 7c) Development 11th February 2020 7d) Amenities 22nd January 2020 7e) General Purposes 15th January 2020 7f) Climate Emergency Committee 30th October 2020</p> <p>Proposed by Cllr K White and Seconded by Cllr D Skelton Unanimous</p> <p>RESOLVED: To confirm receipt of the above Committee Minutes previously circulated en bloc .</p>
2019(TC) 162	<p><u>ITEM 8 HANDMADE PARADE</u></p> <p>To consider a request by the organisers of the “Lamplighter Parade” that Todmorden Town Council join in an application to seek Arts Council funding to enable the parade to take place in 2020.</p> <p>Laura Cockett – Operations Director and Kerith Ogden Artistic Director addressed the meeting in support of a request for Todmorden Town Council to become the lead in a bid to the Arts Council to enable the Handmade Parade to take place in Todmorden and the pre works and involvement running up to the event itself.</p>

	<p>They already have an application in to the Arts Council for another project and the Arts Council restrict to one project at a time.</p> <p>Arts Council also wishing to seek greater community involvement in driving forward Arts and Culture and as a public body dealing with public funds already TTC would have a strong chance of success in being able to obtain this grant.</p> <p>Timing is to have application in by end of April, but decision needed as soon as possible as to whether to apply, given extent of work needed to get to Bid stage.</p> <p>They have approached Town Council first before considering any other alternatives and were advised that if needing to seek other alternative bidders perhaps others such as Upper Valley Renaissance Group could be approached.</p> <p>Their proposal was that TTC take the lead to seek a grant of circa £50k. Event cost £90k (including volunteer time costs and also any TTC administrative costs) with balance for grants and awards elsewhere including TTC award usually made through the grants process.</p> <p>They outlined element of the funding process and wished effectively for the TTC to contract with them to deliver all aspects of the event, with the event covered under their own Public Liability cover of £10 million.</p> <p>As part of the process they would write the Bid (but with some focussed involvement of the Town Council in terms of tying in with Community involvement in Arts and Culture)</p> <p>They would wish for TTC to contract with them for delivery of the event to pass over “en bloc” the grant awards as stage payments are received and provide the feedback and monitoring reports both during the scheme and the event output report to trigger final payment.</p> <p>They see this as a no financial risk to the Town Council as they will be responsible for delivery of all aspects, including event management which is also being consulted on with Calderdale Event Safety Group.</p> <p>Members raised a number of concerns that will need addressing</p> <ul style="list-style-type: none"> ➤ Popularity of event has seen it grow to such a size that it causes great traffic disruption and impacts on town centre- what consultation locally underway? ➤ Impact on officer time of whole process especially during a period where main focus is on work for year end and clean audit, which is higher priority ➤ Potential financial and reputational exposure which needs to be considered by the Town Clerk <p>Proposed by Cllr M Carrigan and Seconded by Cllr D Skelton Unanimous</p> <p>RESOLVED: That the Town Clerk be asked to undertake a “due diligence” exercise and report back to the General Purposes Committee on 25th March with a report for Members to consider whether to commit to this Arts Council Bid or not.</p>
2019(TC) 163	<p>ITEM 9 BUDGET UPDATE 2019/20</p> <p>To receive an update on the current financial position and year end estimate of reserves.</p> <p>Members received the latest financial update and noted the end of year General Reserves estimate at c£80k</p>

2019(TC) 164	<p>ITEM 10 GRANT APPLICATIONS OVER £3000 To receive a recommendation from the Amenities Committee to award a grant of £4,660 for Todmorden in Bloom and to consider future funding arrangements.</p> <p>Members supported the recommendation of the Amenities Committee to grant this award in full.</p> <p>Proposed by Cllr D Skelton and seconded by Cllr K White Unanimous</p> <p>RESOLVED: That an award of £4,660 be made to Todmorden in Bloom</p>
2019(TC) 165	<p>ITEM 11 CORPORATE RISK REGISTER To receive a report from General Purposes Committee recommending adoption of a Corporate Risk Register.</p> <p><i>Members considered the Risk Register and confirmed acceptance</i></p> <p><i>Proposed by Cllr M Carrigan and seconded by Cllr S Martin Unanimous</i></p> <p>RESOLVED: That the Corporate Risk Register be accepted as part of the Town Council's suite of internal control documents for good governance.</p>
2019(TC) 166	<p>ITEM 12. INSURANCE To receive a report from the General Purposes committee confirming insurance arrangements are in place.</p> <p>Members noted the report and the Insurance arrangements in force</p> <p>Proposed by Cllr M Carrigan and seconded by Cllr S Martin Unanimous</p> <p>RESOLVED: That the extent of Insurance cover is adequate for our purposes save for an up to date valuation to be obtained in respect of our Regalia.</p>
2019 (TC) 167	<p>ITEM 13 MAYORS CHARITY BANK ACCOUNT ARRANGEMENT To receive a report recommending the use of a Bank Account to be specifically nominated for use as the Mayors fundraising account and asset of controls to govern such use.</p> <p>The Town Clerk presented a report seeking to introduce a process for dealing with funds collected as part of the Mayors fundraising activity and specifically to open a separate bank account through which to process such receipts.</p> <p>Proposed by Cllr K White and seconded by Cllr M Carrigan Unanimous</p> <p>RESOLVED: That a new Charity Appeal bank account be opened at the beginning of each Mayoral year with the Town Clerk and respective Mayor as joint signatories,</p> <p>That all transactions are finalised within 3 months of the end of the Mayoral year and the account be closed no later than 6 months after the end of the Mayoral year.</p> <p>That the Town Clerk prepare set of accounts annually.</p> <p>That the Financial rules governing this account are adopted as per Appendix 1</p> <p>That specific codes are established within the accounting structure in order to isolate these transactions from the normal course of Town Council financial activity.</p>

2019(TC)168	<p>ITEM 14 TOWN CHARTER To consider whether the Council wishes to mark the 125th anniversary of the Town Charter Members supported a modest celebration Cllr L Levick advised that Town Charter itself unlikely to be restored in time.</p> <p>Proposed by Cllr D Skelton and seconded by Cllr M Carrigan Unanimous</p> <p>RESOLVED: Town Clerk to consider what options could be to take forward and to bring to Resources Committee 6th May 2020.</p>
2019(TC)169	<p>ITEM 15 CHANGE OF COMMITTEE STRUCTURE AND TIMETABLE OF MEETINGS <i>To receive a report recommending changes to the Committee Structure and a timetable of meeting dates for 2020/21</i></p> <p><i>Cllr M Carrigan Chair of General Purposes Committee presented a report recommending changes to the Committee Structure and timetable</i></p> <p><i>Proposed by Cllr M Carrigan and seconded by Cllr K White Unanimous</i></p> <p>RESOLVED:- <i>That Members agree to merge the General Purposes and Amenities Committee into one single Resources Committee, effective from May 2020, and to bring to the next General Purposes Committee revised Financial Regulations, Standing Orders and Terms of Reference to reflect these changes and that a new timetable of meetings as proposed is introduced for 2020/21.</i></p>
2019(TC) 170	<p>ITEM 16 CLIMATE EMERGENCY RESOLUTION To receive a report from The Climate Emergency Committee seeking ratification of a resolution passed on 26th Feb 2020</p> <p>Cllr the Revd G Kent outlined the background to the resolution recently made in support of wider and joined up approach from Calderdale and other Parishes and sought ratification of the resolution made at Development Committee on the 26th February 2020</p> <p>Proposed by Cllr G Kent and seconded by Cllr R Coleman - Taylor Unanimous</p> <p>RESOLVED: That the resolution passed by Development Committee on the 26th February be ratified by the Town Council.</p>
2019(TC) 171	<p>ITEM 17 POLICE COMMUNITY SUPPORT OFFICERS AGREEMENT To approve the signing of an agreement with West Yorkshire Police relating to the funding and support of two designated Police Community Support Officers for deployment at Todmorden - April 2020 to March 2021.</p> <p>Concern was expressed that the agreement was not specific about Todmorden resource</p> <p>Proposed by Cllr K White and Seconded by Cllr A Hollis Unanimous</p> <p>RESOLVED: That the Mayor enter into the agreement on behalf of the Town Council.</p>
2019(TC) 172	<p>ITEM 18 TOUR DE YORKS To consider whether Todmorden Town Council is to meet some local promotional costs.</p> <p>Proposed by Cllr D Skelton and Seconded by Cllr K White Unanimous</p> <p>RESOLVED: That consideration of this item be deferred until Amenities Committee on 1st April 2020 .</p>

2019(TC) 173	<p>ITEM 19 MAYOR ELECT AND DEPUTY MAYOR ELECT To receive nominations for the positions of Mayor Elect and Deputy Mayor Elect</p> <p>Nominations were received for the position of Mayor Elect</p> <p>Cllr Ruth Coleman Taylor</p> <p>Proposed by Cllr L levick and seconded by Cllr M Doyle Unanimous</p> <p>RESOLVED: That Cllr Ruth Coleman – Taylor be the Mayor elect for 2020/21</p> <p>Nominations were received for the position of Deputy Mayor Elect</p> <p>Cllr the Revd. Graham Kent</p> <p>Proposed by Cllr D Skinner and seconded by Cllr M Carrigan Unanimous</p> <p>RESOLVED: That Cllr the Revd Graham Kent be the Deputy Mayor elect for 2020/21</p>
2019(TC) 174	<p>ITEM 20 COUNCILLORS QUESTIONS To receive any questions that Councillors wish to raise</p> <p>Cllr M Holmstedt took the opportunity to remind Member of the protocol to stand up when addressing Council, as those with hearing difficulty find it easier to be able to identify and see the speaker.</p>
2019(TC) 175	<p>ITEM 21 CORRESPONDENCE To receive correspondence not already included on the Agenda</p> <p>Letter from Department for Transport in response to Northern Franchise announcement.</p> <p>Members noted the response Cllr K White asked that letter be sent to Calderdale MBC to thank all departments and officers for their help and assistance during the recent flood related events.</p>
2019 (TC)175	<p>ITEM 22 Payments</p> <p>To receive the schedule of payments that require signing in accordance with the Financial Regulations. 36 payments were presented for signature under delegated powers of the RFO and one payment for authorisation to the PCC £8484 in respect of quarter 4 contribution - overall total £24,692.84</p> <p>Proposed by Cllr. K White and Seconded by Cllr M Carrigan Unanimous</p> <p>RESOLVED: That 36 payments were presented for signature under delegated powers of the RFO and one payment for authorisation to the PCC for £8,484 be signed in accordance with Council procedures and the schedule of payments totalling £24,692.84 be duly signed.</p>
2019(TC) 176	<p>ITEM 23 PUBLIC QUESTION TIME ON NON-AGENDA ITEMS To allow Members of the public to raise any issues not on the Agenda</p> <p>No public present</p>
2019(TC)177	<p>ITEM 24 – Any items for discussion for a future agenda</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"> • £25m Town Fund for next Development Committee meeting
2019(TC)178	<p><u>Coronavirus</u> The Town Clerk had circulated a paper previously</p> <ul style="list-style-type: none"> ➤ Mayor Making Day decision to hold or not. GP 25th March ➤ Cancellation of Council Meetings- Emergency Committee reduced size to be established for Policy decision – 4 lab 2 Lib dem ➤ Financial Regulations enable emergency expenditure on top of Officer Scheme of delegation already in place. ➤ Office cover flexibility for working from home at discretion and direction of Town Clerk with view to staged working patterns to avoid all three in close proximity in case of contagion ➤ Bring forward purchase of laptop to enable working at home with access to shared drive file via portable drive and upload when back into office for files that have changed and or new – no VPN access possible at the moment. <p>Proposed by Cllr. K White and Seconded by Cllr M Carrigan Unanimous</p> <p>RESOLVED: That measures as outlined above be approved</p>
2019 (TC)179	<p><u>ITEM 25 - DATE OF THE NEXT COMMITTEE MEETING</u></p> <p>The date of the next meeting of the Council is due to be held on Wednesday 22nd April 2020 at 7:30pm in the Council Chambers, Todmorden Town Hall, Todmorden. There being no further business, the Mayor closed the meeting at 8.50 pm</p>